

PIONEER ELEMENTARY
SCHOOL DISTRICT #41

Billings Montana

STUDENT HANDBOOK



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INTRODUCTION & STAFF

PIONEER SCHOOL Information: Phone: 373-5357 • 1937 DOVER RD in BILLINGS, MT 59105

Email: • Website: www.pioneerschool.us • Facebook: [Pioneer Elementary District 41](#)

Welcome to Pioneer School. This handbook has been prepared for you in the hopes of making your school year a more pleasant and beneficial one. The policies and rules that you find in this handbook are to help you understand the structure of living, working and learning together in our school system. It is necessary that each student learn the importance of following these policies. By establishing these policies each student is insured a safe academic environment that will promote the process of learning.

The faculty and the Board of Trustees are here to help you and wish you the best in your school year. Please note changes made to the Handbook will be in *italicized* print.

Board of Trustees

- **Bill Bullard** - Chairperson
- **Kari Jones** - Trustee 406-698-9112
- **Sarah O'Brien** - Trustee
- **Marilyn Michael** - Clerk 406-860-6132

Administration

- **Melissa Schnitzmeier** - Administrator
- **Marilyn Michael** - Secretary

Self-Contained Classrooms

- **Jami Burns** – Kindergarten
- **Alisa Rau** – First Grade

Departmentalized Classrooms: Grades 2-6

- **Dylan McDermott** - ELA/Social Studies/Science
- **Melissa Schnitzmeier** - ELA
- **Taylor Brewington** - Math/PE/Aide
- **Jerica Shatz** - Math/Social Studies/Science
- **Connie Russell** – Special Ed/Title I/Library

Faculty

- **Karen Graf** – School Nurse
- **Mandi Bastian/Katie Fay** - Speech Therapist Aide – Provided by Eastern Yellowstone Special Education Co-op
- **Deborah Emett** - School Psychologist - Provided by Eastern Yellowstone Special Education Co-op
- **Kyanne Wear** - School Counselor

Support Staff

- **Marilyn Michael** – Secretary
- **Cynthia Reed** – Bus Driver
- **Kevin Maddox** – Maintenance
- **Daniel Pardis** – Janitor

STUDENTS

Entrance, Placement and Transfer

Pioneer School District will enroll a child in Kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which a child registers to enter school. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of Pioneer School District. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. Pioneer School District requires proof of identity and an immunization record for every child to be admitted to school. Pioneer School District usually will not assign or admit any person who has reached age nineteen (19) on or before September 10 of the year to be enrolled; however, a waiver to this usual practice may be granted.

School Entrance

1. Pioneer School District requires that a student's parents, legal guardian or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in Pioneer School District. Students who are not residents of Pioneer School District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law and Policy 3125.
2. To be admitted to Pioneer School District schools, in accordance with the Montana Immunization Law, a child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles and varicella. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

Placement

Pioneer School District's goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the grade level teacher.

Elementary Grades (K – 6):

A student transferring into Pioneer School District will be admitted and placed subject to observation by appropriate teachers during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Evaluation of Non-Accredited School Records and Transcripts

Pioneer elementary school lead teacher, when evaluating non-accredited and alternative programs for a grade placement decision, need to ask and reflect on the following things along with asking for specific records and student work samples:

1. Was the home school program registered with the local county superintendent?
2. What were the school's name, location and administrator and/or teacher of record?
3. What were the subjects taken?
4. What was the breadth and depth of the content, concepts, and learning experiences covered?
5. What was the extent of time that the student spent receiving instruction, doing assignments, taking tests, or participating in the learning activities as shown by a clearly labeled time log with lesson plans and a daily attendance record?
6. Did the individual subject content outlines, materials used, and specific learning activities correspond with existing public school subjects?
7. How was the student evaluated in terms of tests taken, skill performances demonstrated, or projects completed to show growth and achievement?
8. Was a record and explanation kept of all assignments for grading purposes as part of an overall assessment plan?
9. What evidence is there that the student actually did his/her own work?
10. What were the testing conditions in terms of time allowed and learning aids available to the student during testing situations?
11. What nationally named standardized test results are available in the student's records that would support a grade placement decision?

In the absence of sufficient records, subject content outlines, student work samples, and assessment results, lead teacher will use the Woodcock-Johnson standardized achievement test as data input into the grade placement decision. A student's age, abilities and social background need to be considered as part of the placement decision.

The parent/guardian needs to be notified that he/she disagrees with the grade placement decision; an appeal can be made to the Board of Trustees for the purpose of a due process hearing.

Discretionary Nonresident Student Attendance Policy

The Board of Trustees of Pioneer School District #41 recognizing that the education need of its resident students include the need for an orderly educational process, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes the following criteria for the admission of non-resident students:

1. The Pioneer School Board will make the final decision on admission of any nonresident student to Pioneer School. Except as required by §20-5-321, MCA, the district will admit nonresident students at its discretion. Admission to Pioneer School as a nonresident student is a privilege, not a right granted by law. As such, Pioneer School Board will screen all non-resident students in order to determine that Pioneer School accept only those who meet the criteria set forth in this policy.
 - a) The District will examine a student's records from previous school districts before any Board

approval for admission. The student must have a passing academic record in the most recently attended school, on the most recent report card.

- b) The student must have an acceptable behavior and conduct record in the most recently attended school and not have taken part of a behavioral plan.
 - c) The student must be able to demonstrate an attendance record free of truancy or excessive absences (meaning more than 5 per quarter or 10 per semester).
 - d) Have no criminal record.
 - e) Have correctly completed the application process.
2. All nonresident students will be considered ineligible transportees for school transportation services. (§20-10-101)
 3. The District will not admit nonresident students when doing so would require hiring additional staff or providing educational services not currently offered or would create overcrowding of existing classes. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of admission as set forth by the District.
 4. Every nonresident student who attends Pioneer School District must reapply for admission for the succeeding year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years. Parents will need to write a letter to the board requesting to remain at Pioneer School. The letter must be received by June 15th.
 5. All resident students who become nonresidents because their parent or guardians move out of the District may continue attendance for the completion of the school year, barring registration in another District. At the completion of the school year, the student must apply as a nonresident student.
 6. The District reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment). At this time, those students who are accepted may attend tuition free.
 7. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from Pioneer School.
 8. The Board will NOT admit any student who is expelled from another school district.

Policy History:

Adopted on: 8/9/10

Reviewed on:

Revised on:

Immunization

No student should be registered or allowed to start school without a photocopy of an official immunization record.

- A. Personal exemptions are no longer allowed or accepted.
- B. Religious exemptions need to be notarized and renewed every year.
- C. Medical exemptions require a physician's authorization.
- D. Minimum requirements for any student entering school for the first time are as follows:
 - 4 doses DPT/TD/Td (one dose given after 4th birthday)

- 3 doses Polio (one dose given after 4th birthday)
- 2 doses MMR – 1st does must be after the first birthday, 2nd dose must be at least 28 days after 1st dose
- 2 doses Varicella or documentation of disease by health-care provider (MD, DO, NP, PA)

NOTE: All students entering 7th grade will be required to have a 2nd MMR (if not received earlier) and a Tdap booster.

Attendance

Attendance is required at school unless one of the following conditions exists:

1. Illness
 2. School Sponsored Event
 3. Prohibitive Weather Conditions
 4. Special Family Trips
- ❖ If a student is absent more than ten (10) days per semester, he/she may be required to repeat that grade. All such cases will be reviewed by the teacher, parent, and the school board.
 - ❖ A student who wishes to participate in a special, family trip lasting for more than one day must have his/her parents make a formal written request stating the reason and length of the absence. (If parents want pre-assigned homework, it is suggested that one week's notice be given to the teacher.)
 - ❖ The Teacher, Supervising Teacher and the Board of Trustees will determine whether to accept the absence as "excused" or "unexcused". The assignments must be made up for the time missed. It will be up to the individual teacher as to the time schedule for missed assignments.
 - ❖ A student who has excused absence will receive credit for his/her work. A student who has unexcused absences will complete the missed assignments for no credit. All absences after the 10th absence will be considered unexcused, except those with a written medical note from the doctor. All such cases will be reviewed by the School Board and the Teacher.
 - ❖ Pioneer School strongly discourages tardiness.

Reporting Student Absences

- Recommended procedure to follow in reporting absentees in compliance with House Bill No. 358.
 - a) Parents should notify the school by a note in advance when they know their child will not be school the next day.
 - b) Parents of children who will be absent should call the school by 8:30 a.m. the same day.
 - c) If parents have not called by 9:00 a.m., school authorities will make an attempt to contact the parents. The date and time the call is made will be documented.
 - d) If Truancy becomes a problem, our school resource officer will be notified.

Academic Eligibility

- Any student participating in athletics, receiving a 69% or lower on their weekly grade average will not participate. Eligibility will be determined weekly.
- Any student who has work that the teacher deems to be late or incomplete due to student negligence may be prohibited from participating in an extra-curricular or sporting event.

Grading System

Pioneer Elementary will now issue Standards Based Grades. By aligning our grading scale to the Common Core Standards, you will get a better idea of where your child is on their journey to the mastery of each standard. Each assignment will be tied to a specific standard and will have a number, 1-4, placed as the grade. These grades do not correlate with traditional grading scale, they are now aligned with the state grading scale mandated through our Smarter Balanced Testing. A description is listed below with an explanation of what grade means.

N - Novice - Does not meet standards/checkpoints for this grading period

***Even with my teachers help, I cannot complete the skills listed within the standard*

NP - Nearing Proficient - Is progressing toward standards/checkpoints for this grading period

***I can meet PART of the standard on my own, but still need my teachers help on the rest*

P - Proficient - Meets standards/checkpoints for this grading period

*** I can meet each part of the standard all on my own*

A - Advanced - Exceeds standards/checkpoints for this grading period

*** I can meet each part of the standard all on my own AND part of the standard in the next grade level*

Cell Phone Policy

Students are not allowed to have cell phones or other Technology items on Pioneer School property. (This includes any school functions, Buses, Field trips, etc.)

Penalties for Students found to have a cell phone or other technology item:

- First Offense – Teacher will take the technology item and the parent must come and get it from the teacher.
- Second Offense – Teacher will keep the technology item until the end of the school year.
- Student may also have consequences from the classroom teacher.

PARENTS & STUDENTS

Responsibilities of the Parent and Student

- Students who continually and willfully disobey the policies of the school, faculty authority or cause damage to the school building, grounds, or other school properties or harms or threatens to harm another person or his/her property, shall be liable for discipline, suspension, or expulsion from the school.
- The parent or guardian of a student who causes damage to any school property shall be financially responsible for the cost to repair or replacement of the property upon the complaint of a faculty member or trustee and the proof of such damage.
- All students shall comply with all policies of the school.
- All students shall participate in the required course of instruction.
- All students shall be subject to the control and authority of the school faculty while in school, on the school premises, on the bus, or during school related activities. (i.e. field trips and athletic events)
- Problems with or complaints about staff or students should be brought first to the attention of the Staff Member Involved, the Principal, the School Board, and the County Superintendent of Schools, in that

order. Problems or complaints treated in any other manner will not be addressed.

- If there is a discipline problem in the classroom, the parents will be contacted immediately. If the problem cannot be resolved between the parent, student and teachers, the board will be notified and a special meeting will be held to resolve the problem.
- Students will not deface or destroy school property.
- Students kept in the school for disciplinary action will be supervised at all times.
- Students requesting to stay in at recess/lunch time will be allowed to do so only with a signed note from the parent/guardian. Students staying in the school will sit quietly at their desk and use the time for homework or extra school work. A teacher may keep a student in for health reasons if he/she feels it is best for the student.
- **Students are not to be at the school prior to 8:05 a.m.** Each morning, students will take part in morning walks outside and the Pledge of Allegiance at the flagpole before proceeding to the classroom.
- **Please be aware that teachers will not be available until 8:10 due to teacher commitments, unless prior arrangements are made between the parent and the teacher.**
- Students, under the direction of their teacher, will ensure that classrooms are picked up before they leave for the day.

USE OF SCHOOL BUILDINGS

Authorized request forms for use of school buildings may be obtained from the School Board Clerk. Approval for use of these buildings will be obtained from the Board of Trustees.

USE OF SCHOOL PROPERTY

Use of school property by members of the local community will be allowed for non-school functions with the consent of the board. The following rules apply:

- A. There will be no fireworks on the school property.
- B. There will be no littering of school property.
- C. There will be no bicycles, roller blades, heeies, or motorized vehicles on school grounds.
- D. There will be no horses or other domestic livestock or animals allowed on the school grounds, without prior board approval. Please see pet policy on page 12 of this handbook.
- E. There will be no liquor, tobacco, or drugs on the school grounds.
- F. There will be no loitering on school grounds as long as class or detention study hall is in session.

SCHOOL VISITS

Parents or guardians are welcome to visit the school. The classroom teacher should be notified of your intent to visit in advance (24 hours). Please check in at the office before proceeding to the classroom. If you are removing your child from the classroom, you must check them in and out at the office.

Children not enrolled at Pioneer School must have board and teacher approval to visit during school hours. All release forms must be filled out. These are available in the office.

SCHOOL HOURS

- School begins at 8:10 a.m. and dismisses at 3:30 p.m. on Monday, Tuesday, Wednesday, and Thursday. On Fridays, school begins at 8:10 a.m. and dismisses at 2:30 p.m.

SCHOOL RULES

Student Arrival and Departure

- **Students will enter school grounds no earlier than 8:05 a.m.** Each morning, students will take part in morning walks outside and the Pledge of Allegiance at the flagpole before proceeding to the classroom.
- Students may not ride bicycles on school premises. Bicycles may not depart the school until after the buses have departed. Helmets are strongly recommended.
- Parents/guardians of children who do not ride the bus are responsible and liable for their children until they arrive on and after they depart from the school premises.
- If a student arrives late or leaves early, parent must sign the student in or out in the office.

Phone Calls

- Please make all calls to the school between 8:00 a.m. and 3:30 p.m. An answering machine will be on during the day when the secretary is not in the office.

Dress Code

- Students will dress appropriately, be neat, clean and well groomed.
- Students may not wear spaghetti straps, halters, no bare mid-drift shirts, or improperly printed shirts. Fingertip length shorts may be worn. **NO SHORT SHORTS ALLOWED.** Parents will be called to bring appropriate clothing. (i.e. – offensive to others – students, staff)
- No hats shall be worn in the building.
- Physical Education clothes are required on PE days. (Tennis shoes and appropriate clothing)
- Heelys (shoes with wheels in them) and/or roller skates are not allowed.
- **Students will dress appropriately for existing weather conditions: boots, hats gloves, warm coats are expected during winter conditions.**

Lunch Program

1. Students will enter the lunch room under the supervision of a staff member.
2. Students will see that his/her area is clean when leaving the lunch room.
3. Each student will leave the lunch room in an orderly manner when they are through eating.
4. While in the lunch room, students are under the direct supervision of the person on duty.
5. Lunch room supervisor has the right to issue Behavior Warning Tickets and/or assign seats, if necessary.

Snacks in the Classrooms

In an effort to maintain the carpet in the classrooms, water will be the only drink allowed in the classrooms. Also, liquid based snacks will not be allowed (i.e., applesauce, jello cups, fruit cups, pudding cups, yogurt, gogurts, etc.).

These items will be allowed in the lunchroom as will any type of drinks.

Pioneer and Montana Behavioral Initiative (MBI): Pioneer PAWS Program Information

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is imperative that we have a safe environment that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal is to create a positive atmosphere for optimal learning. In the fall of 2014, Pioneer Elementary adopted the Montana Behavioral Initiative (MBI). MBI is a proactive approach in creating positive behavioral supports and social culture in our school. Using data based decision-making we align curricula instruction with positive behavioral supports to encourage success in all areas. MBI is consistent with federal education mandates such as the No Child Left Behind Act and the Individuals with Disabilities Education Act of 2004.

Please take time to make yourself and your child familiar with our Pioneer PAWS policy along with its rewards and consequences. Classrooms will emphasize a positive behavior plan that will allow your child to achieve the best possible education where he/she feels safe and is able to experience academic success.

Pioneer has set four school expectations which help to build our Pioneer PAWS Program. These expectations are:

- **Be Respectful** – Treat yourself and others with high regard
- **Be Responsible** – Be honest, take responsibility for your actions and words
- **Be Safe** – Take care of self, others, and environment
- **Be a Learner** – Active learners are involved and prepared.

The MBI Program has 4 components (definitions listed below):

1. A matrix of behavioral expectations
2. Lesson Plans to teach students the behavioral expectations
3. An acknowledgement/reinforcement system
4. Behavioral Infraction Notice

The Pioneer PAWS Program's expectations are to be followed throughout our school and include common areas such as the lunchroom, playground, bus and each classroom.

Teaching Appropriate Behavior

Through MBI, students are taught school-wide expectations and have opportunities to practice them. Staff members teach what behaviors are expected in the hallways, cafeteria, bathroom, playground, classroom, bus, before school, after school, and at assemblies.

Acknowledgment/Reinforcement System

Another component of the MBI system is the use of consistent positive rewards to celebrate students' success. Students who are "caught" following the behavioral expectations are reinforced with PAWS cash. These bucks will then be used to purchase items or privileges from the school prize store.

Behavioral Infraction Notice

While our MBI approach emphasizes appropriate behaviors, some students may still violate school expectations. In these situations students will receive a Refocus slip. In the instance that a student receives a Refocus slip for a major infraction, the student will consequently receive an Office Referral. Please see the attached Office Referral Procedures form to learn more about this process.

Pioneer's goal is to teach children alternate behaviors to ensure a school environment that is safe, FUN, free from distraction, and to help all children maximize their learning potential!

Our behavioral infraction policy is based on an understanding of mutual respect and responsibility. If there are individual difficulties, we will work closely with the parents and students to ensure that the learning environment continues to be a positive place for everyone.

Minor Infractions

Students making poor choices will be given the following steps:

1. Student will be given a prompt
2. Student will be redirected
3. Student will be retaught the expectation
4. Student will be given an option; follow through with request or serve a minor consequence
5. *Student will be given a consequence and a minor refocus form will be completed for staff documentation purposes. The teacher **may** make parents aware of incident.*

Note: If a student receives 3 Refocus forms for the same minor infraction in a month's time, the minor becomes a major infraction at which time the student will meet with our school administrator and *may be given a more serious consequence*. The resulting consequence may be up to a day of In-School Suspension.

Major Infractions

If a teacher or staff member classifies a student's behavior as a one-step major infraction, the following will occur:

1. Student will be given a refocus form to address his/her behavior. The student will call home to report his/her behavior to the parents and the form will be sent home for signature. The student will meet with our school administrator and may serve a day of In-School Suspension.

If a student receives 3 major infractions within a year the student will follow the same steps listed above, however, at this point a more severe consequence will be handed down which may include Out-of-School Suspension.

Pioneer ‘PAWS’ Policy Definitions & Guidelines

Expected Behaviors on Campus

ROUTINE/SETTING							
	<i>Hallway</i>	<i>Library</i>	<i>Bathroom</i>	<i>Lunchroom</i>	<i>Playground</i>	<i>Bus Area</i>	<i>Bus</i>
Be Responsible	* Hands/feet to self. * Walking Feet	* Hands/feet to self. * Walking Feet	Flush Wash your hands Use the garbage	* Trash in the trash * Walking Feet * Clean up your area	* Use it, return it * Pick up trash	* Hands/feet to self. * Walking Feet	*Hands/feet to self *Back to back, seat to seat *Aisle clear
Be Respectful	* Be kind. * 0-1 Voice	* Be kind. * 0-1 Voice	* Be kind. * 0-1 Voice	* Be kind. * 0-2 Voice	* Be kind. * 0-4 Voice	* Be kind. * 0-3 Voice	*Be kind *0-2 voice
Be Safe	* Hands/feet to self. * Walking Feet	* Hands/feet to self *Use a stool *Walking Feet	* Hands/feet to self * Wash your hands	* Hands/feet to self * Wait our turn * Push in your chair	* Hands/feet to self	* Hands/feet to self * Walking * Wait for driver's signal	*Hands/feet to self *Back to back, seat to seat *Aisle clear
Be a Learner	* Hands/feet to self. * Walking Feet	Hands/feet to self Use a stool Walking Feet	* Hands/feet to self * Wash your hands * Use the garbage	* Hands/feet to self * Feet on Floor * Walking Feet	* Hands/feet to self * Show good sportsmanship	* Hands/feet to self	*Hands/feet to self *Back to back, seat to seat *Aisle clear

Minor Behaviors Defined

Minor Problem Behavior	Definition
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Defiance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions or talks back.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.
Physical Contact/Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Teasing (M-Teasing)	Student engages in low-intensity instance of purposely altering someone's name and/or taunting.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Behaviors Defined

Major Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or talks back.
Physical Aggression (PAGg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Disrespect (Disrespect)	Student delivers socially rude or dismissive messages to adults or students.
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Harassment (Harass)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Bullying (Bullying)	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Property Damage/Vandalism/ (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.
Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Use/Possession of Alcohol, Drugs, and/or Weapons (Alcohol/Drug/Weapon)	Student is in possession of or is using alcohol, tobacco, using illegal drugs/substances or imitations, knives, guns, or other objects readily capable of causing bodily harm (real or look-alike)
Other Behavior (Other)	Student engages in problem behavior not listed.

Additional Playground Expectations

- Throwing or kicking any dangerous object is prohibited (snowballs, rocks, sticks, mud-balls, ice, etc.)
- Students must check with the playground teacher before leaving the playground for any reason.
- All outside activities except those monitored by a teacher shall be conducted south of the school building.
- Profanity and any other inappropriate language is prohibited.
- Spitting is prohibited on the playground *and in all other areas on campus*.
- No technology devices are not allowed during recess, unless authorized by the person in charge (i.e., playground attendant, bus driver, or teacher.) MP3 Players, Ipods, Ipads, etc. are strongly discouraged. Pioneer School will not be responsible for loss, theft, or damage to these items if you choose to bring them to school or on the bus.
- **Use of cell phones by students is strictly prohibited on school premises.** Please see cell phone policy on page 6.
- Boots **must be** worn on the playground during snowy-wet weather. Students without appropriate footwear will be *confined to dry areas and be given a job to do*.
- Students will bring back any equipment they take out, they are responsible for it.
- Hockey or tackle football is not permitted.
- Trading cards (baseball, Pokémon, etc.) *are not permitted* at Pioneer School. This includes the bus and playground areas.
- Equipment use:
 - a) Swings: No twisting, swinging sideways, or bailing out. One to a swing or high bar and no standing on the seats. No kicking rocks, water, ice, or snow.
 - b) Teeter Totter: No standing or walking on the planks. No jumping off while partner is in the air.
 - c) Jungle Gym: No feet fights or standing on top.
 - d) Slides: You may only go up the ladder one at a time, go down on your seat immediately, with your feet in front of you. Do not stand on the slide.
 - e) Tether Ball: No kicking with feet or sitting on it.

Refocus slips are given for not following playground rules. Teachers will go over playground rules with their students at the beginning of each year.

Bus Riding Information:

As your School Board, we believe that our drivers' first and foremost responsibility is to safely transport our children to and from school. Excessive horseplay, etc. could result in injuries on the bus and seriously interfere with the safe transportation of the children. These behavior problems cannot and will not be tolerated. - moved

- Students must be ready at stop 5 minutes before expected arrival of bus.
- **The Driver will stop, blow horn, and proceed with the route if the child is not at his/her stop.**
- Wait until the bus comes to a complete stop before approaching the bus.
- Upon entering the bus, go at once to your assigned seat, sit down, and remain seated until arrival at your destination.
- Keep feet, books, packages, equipment or other objects out of the aisles at all times by placing articles on your lap, sit facing the front of the bus.
- Voice levels should be at a 0-1. Shouting is prohibited.

- Keep arms, hands, head, and all parts of the body inside the bus at all times—never out of the window.
- Report bus damage to the driver.
- Follow posted rules.

Unacceptable Behaviors include (but are not limited to):

- Spitting
- Screaming, screeching and/or causing disruption with high pitched voice.
- Use of profanity or any other inappropriate language.
- Use of tobacco products, drugs or alcohol.
- Use of emergency exit door except for an emergency.
- Throwing objects or debris on the floor, out of the bus, or at peers.
- Scuffling, playing or fighting.
- Lighting matches or lighters.

Items Prohibited on the bus include (but are not limited to):

- Trading Cards (Baseball, Pokémon, etc.)
- I-Pods, etc. Pioneer School will not be responsible for loss, theft or damage to these items should you choose to bring them on the bus or to school.
- Cell phones. Please see cell phone policy on page 6.
- Gameboys and other video games. Exceptions **may** be made for all day field trips and is subject to the approval of the teacher.
- The driver is in charge of the students and the bus. He/she will assign seats and apply disciplinary measure as required.
- Emergency information, St. Vincent emergency room consent to treat, and annual update must be completed by the parent/guardian and returned to the school at the beginning of the school year.
- In inclement weather, when there is a strong possibility the buses cannot get through, listen to radio stations: KCTR 102.9, KGHL-FM 98.5, Y-93 93.3, or KRKX 94.1 FM, for notification of school closure.
- When crossing in front of the bus, students must not run; they are to look both directions and wait for the driver to signal. All traffic should stop for a school bus loading or unloading children, but children should not trust traffic to do so.
- Students should always cross at least 10 feet in front of the bus.
- Students may not board or depart the bus at stops other than their own. Exceptions may be granted by written permission or phone call to the office of parent/guardians of **all** students involved.
- Safety rules posted in the bus are discussed with students on the first day of school and with each new student the first day he/she rides the bus.
- Students riding the bus in the morning will ride home in the afternoon unless they are picked up at the school by their parent/guardian. If someone other than a parent/guardian is to pick up the student, a note must be supplied to the school stating the name of the person who will transport the student.
- Parents of children that are not registered students of Pioneer School may be asked to sign a waiver before they are allowed to ride a Pioneer School Bus.

Pioneer Elementary School PAWS Bus Policy

Pioneer Elementary adopted a new bus policy that aligns with our PAWS program. Infractions on the bus are serious and quickly become safety issues. Due to this, there will be a NO TOLERANCE policy on the bus. The following steps will be taken with students who choose to violate our bus expectations:

Step 1) A Bus Refocus Slip (Bus Ticket) will be written and sent home to the parents.

Step 2) A Bus Refocus Slip (Bus Ticket) will be written and notice will be sent to parents. Student will be transported by parents for 5 School Days and will be assigned a seat up front for the remainder of the year.

Step 3) Upon the 3rd offense, parents will be notified and a Bus Refocus Slip (Bus Ticket) will be issued. The Administrator will suspend the student for the remainder of the year.

** Flagrant Offense: In cases of students displaying “extreme” behavior, students may be removed from the bus for the year (Even if it is their FIRST OFFENSE).*

Note: If a student loses bus privileges, they may not be permitted to ride the bus for any reason, including field trips, for the remainder of the year.

Student Name _____

(Please print)

Parent Signature: _____ Date: _____

This form must be signed and returned within the first week of school whether your child is a regular rider or not. Failure to sign and return the bus policy will result in your child being unable to ride the bus during regular run times and/or school related events such as field trips.

** You will be asked to sign a copy of the new Pioneer School PAWS Bus Policy

Field Trips

- Field trips will be allowed with *Administrator* approval only. Chaperones will be required at a ratio of 1 per 10 students besides the teacher of the class going on the field trip.
- Overnight field trips may be allowed with approval of Board of Trustees.
- Students must have a signed parental permission slip to participate in field trips or sporting events.
- Parents planning to chaperone should make other arrangements for their preschool age children.
- *Field trips are a privilege, not a right; students must earn the right to go on field trips. Students who receive 3 or more Office Referrals in a year may not be permitted to attend designated field trips such as the end of the year PAWS Party.*
- *As stated in the bus policy, if a student loses their bus privileges they will not be permitted to attend future field trips.*

Underlying Assumptions

These guidelines are based on the following assumptions:

- That no list of rules solves behavioral problems; *only through understanding of the expectations and firm, fair, and consistent application of expectations* can behavioral problems be avoided.
- That student behavior on buses and at school is equally the concern and responsibility of parents/guardians, students, and school personnel (bus drivers, teachers, school board).
- That ALL staff members have the right of individual discretion in administering the specific details of these behavioral guidelines.
- That a copy of these behavioral guidelines will be provided to each family at the beginning of the school year or when a student first enrolls.
- That Pioneer School abides by all Montana school statutes pertaining to student behavior.
- That Pioneer School abides by the suspension and expulsion policies for special education students. See Policy Book for further explanation. Policy Book is on file in the school office.

Rules and regulations, as viewed by the board, are the directions that indicate how policies of the school are to be executed. The administration of rules and regulation identifies, by detailed steps, how, by whom, where and when things are to be done.

BOARD POLICIES

Animals/Pets in School - 2520

The District recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on school property. The District also recognizes that under proper conditions, animals can be an effective teaching aid. The following guidelines are adopted regarding all animals (mammals, birds, reptiles/amphibians, fish, insects,) in the classroom or on school property.

- Under no circumstances are animals to be transported on school buses.
- All requests to have animals in the classroom or on school property must have prior written approval from the school board and classroom teacher. The request must identify type of animal/pet, educational purpose, length of activity, and plan for the care of the animal. The board and/or classroom teacher has the discretion to permit or deny the presence of animals.
- Students and teachers with allergies must receive special consideration before animals are brought into

the school. Prior to any exposure to animals in school, the teacher should be aware of any condition such as allergies which could be exacerbated by exposure to animals.

- All requests to take field trips involving animals must be submitted to the board in writing. The board shall be guided by the district policy on field trips and shall also take into consideration any known allergies among the students.
- No domesticated animals, including dogs, cats, primates, or livestock, shall be allowed in schools unless proof of appropriate and/or current rabies vaccination is provided. Any domesticated mammal that is too young to be immunized for rabies will not be handled by students.
- No wild animals (e.g., skunks, raccoons, badgers, lynx, bobcats, bats, coyotes, or fox) shall be allowed unless under the control of an individual trained in the care and management of the animals (e.g., zookeepers, docents, veterinarians, etc.)
- All animals brought for exhibit must be restrained by the owner/handler.
- No poisonous animals are allowed unless brought in cages/containers that prevent contact with students and faculty.
- Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.
- Animals will be allowed to be housed in classrooms only for specified and appropriate educational purpose for the time necessary to achieve the educational goal.
- It is the responsibility of the teacher to provide a plan of care for classroom-housed animals including care on weekends, holidays, and during emergency closure.
- No animals will be allowed free range in district facilities or on district property.
- The principal and parent/guardian must be notified as soon as possible if an individual is bitten by an animal or any incident occurs which could have an adverse effect on physical or emotional health.

Policy History:

Adopted on: 04/12/2010

Revised on:

Drug, Tobacco, and Alcohol Policy

Mandatory Compliance

- Compliance with the standards of conduct on drug, tobacco, and alcohol abuse are mandatory and in accordance with State and Federal Laws.

Introduction

Pioneer School is a drug free school. This pertains to all students, staff, and other individuals visiting or using the school

Any student found guilty of using, having used or exhibiting the evidence of use, or in possession of drugs, tobacco, and alcoholic beverages or intoxicants in school at any school function after the school day shall be disciplined in the following manner, realizing that the use of tobacco, illicit drugs and use of illicit drugs, and use of alcohol are wrong and harmful.

Offenses and Penalties

Students guilty of possession or who are obviously under the influence of drugs, alcohol, tobacco, or intoxicants shall have expulsion proceedings instigated against them by the board of trustees and will be referred for prosecution.

School Board Option

In lieu of invoking any of the disciplinary procedures listed above, the board of trustees may extend the offer of participation in an approved substance abuse program. Failure to comply with the requirement of the program would cause the appropriate disciplinary procedures of this policy to be enforced.

- Kindergarten, Elementary, or Secondary Education or Library Services: After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility in the United States operated by such agency, directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children: 10 USC 7083, Sec. 1043, NONSMOKING POLICY FOR CHILDREN'S SERVICES

Drug and Alcohol Handicapped Policy

Introduction

Any handicapped student found guilty of using, having used and exhibited the evidence of use, or who is in possession of drugs, tobacco, alcoholic beverages or intoxicants in school or at any school function after the school day, shall be disciplined in the following manner.

Offenses and Penalties

Please refer to the "Special Education" section of the Pioneer School Board of Trustees Policy Book titled Suspension and Expulsion Guidelines for Handicapped Students.

Medications

Guidelines for Medications

- It is recognized that at the present time, many children are able to attend regular school because of the effective use of medication in treatment of chronic disabilities or illness. It is most desirable for medication to be administered in the home. However, when a student at the elementary level is required to take medication during the regular school day, he/she must comply with the guidelines below. This helps ensure that the school employee supervising the child taking the medication is aware of the child's needs.
- The school must be provided with a signed written permission form from the parent/guardian of the student, requesting that the school permit the student to take the medication as prescribed by the physician. The medication must be labeled with the child's name, the name of the medication, dosage, time of day to be taken, duration of time to be taken and the name of the physician.
- The medication must be brought to school in a container labeled as outlined above.
- The parent/guardian will be requested to provide the school with written physical orders for some acute and all long-term medication needs.
- The nurse may contact the parent to discuss the medication schedule for students and arrange the most appropriate schedule for taking medication.
- The parent may send medications for no more than one week at a time (more with special arrangements).
- The initial dose must be administered at home by the parent, to avoid adverse reactions from occurring at school.
- Parent/Guardian must request a form to sign giving the school permission to supervise medication.
- Physician needs to sign the form if medication will be needed for longer than two weeks.

Dispensing Medication for Special Education students

- Special consideration must be given to the students who are physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take the medication.
- Since each child's needs may vary greatly, the parent/guardian should contact the nurse assigned to the school and establish an appropriate procedure for the dispensing of the medication at school.
- The same procedures that apply to regular classroom students also apply to the special education student.

School Rewards and Penalties

Rewards

- A system of rewards for exemplary behavior is to be worked out by the teacher and the students in each class within the first week of school. The ultimate reward might be an "Outstanding Citizenship Award" for each class. Other awards may be: teacher's aide, office aide, flag attendant, etc.

Weapons

- Any student in possession of a weapon, i.e. gun, knife, nunchakus, etc.. may be expelled from school for one year. The expulsion requirement does not apply to students who bring an unloaded firearm to school with prior authorization as part of a hunter safety or similar program. This policy also includes optional language prohibiting students from possessing firearms on their way to and from school and during any recess. Toy weapons of similar nature (i.e. guns, knives, etc.) are not allowed on school property. (This includes all school buildings, the playground and buses.)

Penalties

- ❖ There will be no corporal punishment carried out at Pioneer School.
- ❖ Warning: The staff issues "Refocus Forms" (see the Refocus Forms attachment pages) to the student for unsatisfactory behavior. This will be sent to the parent/guardian. The form must be signed by a parent/guardian and returned to the School via the Classroom Teacher.
- ❖ At the beginning of each month, all Refocus Forms will be waived and the student will start over.

Flagrant Offense

In cases of student displaying extreme behavior, and for the protection of themselves and the other students, the student will be suspended immediately (for no longer than 10 days) until a decision regarding the situation can be decided by parents, staff, Board and County Superintendent. Examples of flagrant offenses include but are not limited to: Harassment, Fighting, etc.

Penalties Clause

Failure by parent/guardian to respond to a Referral form will be interpreted as your consent to the discipline.

After School Detention

- After school detention may be used as a disciplinary action or as a means of insuring the completion of class assignments.
- The student detained after school will call his/her parent/guardian to arrange a ride home.
- The detained student will report directly to the detention teacher's room with school work.
- The student will sit where assigned.

- The student will work on class assignments.
- There will be no talking, drinks, candy, or other privileges. Drinks and restroom should be taken care of before the detention time begins.
- The student will leave upon completion of the assigned amount of time.

Snow Day Procedure

- School Board Trustees and Administrator will check roads and weather when possibility of school closure because of snow and/or extreme temperatures.
- School Board/Administrator will contact Secretary.
- Administrator/Secretary will notify staff and families using the district's ZipWhip text system.
- Administrator/Secretary notifies radio stations. (KCTR, KGHL-FM, Y-93, KRKX)

Special Services

Pioneer School is affiliated with the Yellowstone East Special Services Cooperative which provides the following services for our school.

- Speech Therapy
- Counseling
- Special Education
- Occupational Therapy
- Mandated Preschool Services
- Physical Therapy
- Hearing Screening

Emergency Removal of Children from School

If a representative of a public agency, such as enforcement agency, comes to Pioneer School to remove a child, staff members should:

- Ask for identification.
- Call the office of the agency to get confirmation and details.
- Request that the "visitor" complete the authorization for removal.
- Give the "visitor" a copy of the form.
- Notify the Chairman of the Board of Trustees and the County Superintendent of Schools.
- Call the parent, if appropriate.
- Release the student.
- Keep a copy of the form, court order, or other reports on file.

Child Abuse and Neglect

Reporting Procedure and Information

- Under Montana law, if any school staff member has reasonable cause to suspect that a child is being abused or neglected, it remains that individual's obligation to see that the situation is reported. Reporting your concerns to the supervising teacher does not satisfy the reporting requirements.
- School personnel shall report any suspected child abuse case promptly by phone to one of the local

Family Service Offices. The report shall contain the following.

- A. *The names and addresses of the child and his/her parents or other person responsible for his/her care.*
- B. *To the extent known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries.*
- C. *Any other information that the maker of the report believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of the person or persons responsible therefore.*
- D. *The facts which led the person reporting to believe that the child has suffered injury or injuries or willful neglect, within the meaning of this chapter of the Montana School Guidelines for the Identification and Reporting of Child Abuse and Neglect.*

PIONEER SCHOOL ANNUAL NOTICES

Annual Asbestos Notification

For Parents, Students, and Employees of Pioneer School District #41

Asbestos is a naturally-occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the AHERA Rule, Pioneer School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are in several areas in both buildings.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The Asbestos Management Plan include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include yearly inspections of the areas. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school buildings through

triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness training program for maintenance and custodial personnel is discussed.

A copy of the Asbestos Management Plan is available for your review in the School District office during regular office hours. Mr. Kevin Maddox is the designated Asbestos Program Coordinator for Pioneer School District. Please direct all inquiries regarding the Asbestos Management Plan to him at 373-5357.

Sexual Harassment/Sexual Intimidation Policy Statement

The board is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. Pioneer School District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The board will not tolerate such behavior between members of the same or opposite sex. Pioneer School District will take prompt, effective and appropriate action on complaints, grievances, and reports of sexual harassment or intimidation grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of Pioneer School District.

Pioneer School District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on district property, whether or not district-sponsored, and to any school-sponsored events, regardless of location.

Qualification of Teachers

You may request the following information regarding your student's classroom teacher(s) if you wish. If you request information, the district will provide it in a timely manner in understandable language and uniform format.

Here is the information you may request:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which the state qualifications or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree; and/or
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information for your student's classroom teacher(s), please send a written request to Pioneer School Board at the school address.

Please specify your student's full name, your name, and the address where the response can be mailed.

Title IV, Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act

Student/Parent Rights

Discrimination/Affirmative Action Policy Statement

1. It is the policy of Pioneer School to insure equal employment/educational opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with all federal and state legislation relative to discrimination.
2. The Administration of Pioneer School recognizes the right of each employee/student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of Prohibited Harassment

- Unwelcome sexual advances/gestures/comments/contact
- Threats
- Offensive Jokes
- Ridicule, slurs, derogatory actions or remarks
- Conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Students should also be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, a student is encouraged to inform the Pioneer School Board at the earliest opportunity. Students who believe that they are victims of harassment should report such occurrences to the Pioneer School Board. Inquiries and grievances on discrimination and/or harassment can be made to the Pioneer School Board.

Federal Educational Rights and Privacy Act

Parental Rights to Student Records

Parents and legal guardians are entitled to certain rights and protection under Public Law 93-380. A complete copy of the procedures relating to this law may be obtained by contacting the School. Rights of parents and guardians include:

1. Right of access to your child's records.
2. The right to an explanation and interpretation of the contents of your child's records.
3. The right to a copy of student records at a reasonable cost.
4. The right to file a written complaint concerning alleged failure by the school to comply with the law.

Write to:

The Family Education Rights & Privacy Act Office
Dept. of Health, Education and Welfare
330 Independence Ave SW
Washington, DC 20201

Student and Family Privacy Rights - 2132

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental or psychological problems of the student or the student's family
- Behavior or attitudes about sex
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers
- Religious practices affiliations, or beliefs of the student or the student's parent/guardian
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

- Inspect the survey within a reasonable time of the request and/or
- Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent/guardian exercises this option.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of the policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials or digital formats (such as materials accessible through the internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Student for Marketing Prohibited

The term “personal information” for purposes of this section only, means individually identifiable information including:

- A student’s or parent’s first and last name
- A home or other physical address (including street name and the name of the city or town)
- Telephone number, or
- A Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

- College or other post secondary education recruitment or military recruitment
- Book clubs, magazines, and programs providing access to low cost literary products
- Curriculum and instructional materials used by elementary schools and secondary schools
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- The sale by students of products or services to raise funds for school-related or education-related activities
- Student recognition programs

Education of Homeless Children - 3125

As referenced in Board Policy 3125, every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment.

Extended Studies

Our *extended studies program* serves students K-6. It is designed to provide the teachers with the tools and skills needed to address the learning needs of the gifted students. Students will be challenged using differentiated instruction, opportunities for enrichment activities *and/or* classes, and individual or small group projects.

Media Center

The media center houses the library and the technology tools used by the students and staff. Students use the center for reference and research purposes; and to receive instruction in library skills.

Special Education

Services through this program are provided for students with a learning disability formally identified according to state guidelines. Such students are identified through special testing. More information about these services

is available from the Superintendent or from our special education teacher.

Speech and Language Therapy

Students receiving speech and language therapy services qualify through special testing to ensure that they meet state and federal guidelines.

504 Program

This program designs reasonable accommodations for students identified with a handicapping condition that significantly impacts a major life activity.

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, or in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

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 extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant.

All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Pioneer School will implement this policy and state and federal law with administrative procedures.

The Pioneer School will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a

secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Student Records: Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal (or appropriate school official) will make, within forty-five (45) days, arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

- 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 (including electronic version)
- 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
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6. The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Directory Information Notification – 3600F2

Please sign and return this form to the school within ten (10) days of the receipt of this form only if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

Date

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____.

Student's Name

<ul style="list-style-type: none"> ▪ Student's 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 	<ul style="list-style-type: none"> ▪ 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 ▪ Most recent educational agency or institution attended
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Following is a list of items this District considers student **directory information**.

If you do NOT want directory information provided to the following, please check the appropriate box below.

<input type="checkbox"/> Institutions of Higher Education	<input type="checkbox"/> Potential Employers	<input type="checkbox"/> Armed Forces Recruiters	<input type="checkbox"/> Other
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If You Checked *Other* Please explain:

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

Parent/Eligible Student's Signature

Date

SCHOOL BOARD MEETING PROCEDURES

Pioneer School Board meetings are always open to the public. Meetings are held the 2nd Monday of each month at 6:00 pm at Pioneer School. (Please refer to the monthly newsletter and/or call the school office for updates to the day and time if you plan to attend a meeting in case a change has been made.)

School Board Meeting Procedure - 1420

The Board of Trustees

School Board Meeting Procedure Agenda

The agenda for any Board meeting shall be prepared by the Board Chairman, District Clerk, and lead teacher. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the District Clerk at least five (5) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the District Clerk, in writing, of the request. The request must include the reason for the appearance. 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.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the District Clerk’s office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Clerk. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the official record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public moment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to §20-1-212, MCA.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in §20-4-203(1), MCA, and §20-4-401(4), MCA.

Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Clerk as early as possible. The Clerk will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Clerk will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Roberts Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or

show of hands.

Cross Reference: 1441 Audience Participation

Legal References:

§2-3-103, MCA Public participation - governor to ensure guidelines adopted

§2-3-212, MCA Minutes of meetings B public inspection

§20-1-212, MCA Destruction of records by school officer

§20-3-322, MCA Meetings and quorum

§20-3-323, MCA District policy and record of acts

Policy History:

Adopted on: 8/2003

Revised on: 11/8/2010, 8/8/11

Notice Regarding Public Comment – 1420F

MTSBA recommends that you attach the following notice to your agendas for your regular Board meetings and/or have the Board Chairman read it aloud at the beginning of the Board meeting, until the public becomes educated about the process:

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any **public matter not otherwise specifically listed on the agenda** that is within the jurisdiction of the agency. As has also been the practice of Pioneer School District, and in accordance with Montana law, if any member desires to speak to an item that is specifically listed/identified on the agenda, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the “public comment” portion of the meeting, if you haven’t already done so, please sign your name to the sheet located on the table and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law Pioneer School 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.

Audience Participation - 1441

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the public’s statutory and constitutional right of the public to participate in governmental operations. To allow fair and orderly expression of public comment, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairman may control such comment to insure an orderly progression of the meeting. And allow for public comment.

Individuals wishing to be heard by the Chairman shall first be recognized by the Chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairman may interrupt or terminate an individual’s statements when appropriate including when statements are out of order,

too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairman.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference:

Article II, Section 8, Montana Constitution

Article II, Section 10, Right of Privacy

§ 2-3-101, et seq., MCA, Right of Participation

Policy History:

Adopted on: 8/2003

Revised on: 11/2005

ATTACHMENTS

Pioneer School Pre-Admittance Application for Non-Resident Students

(Applications to Pioneer School are considered in the order in which they are received.)

Questions? Call: 406-373-5357

Mail to: 1937 Dover Road • Billings, MT 59105

Or Email a scanned version to Secretary Marilyn Michael at:

michael@pioneerschool.us

Student Name _____ Student D.O.B. _____

Previous School _____ Grade _____

Parents' Names _____

Previous Teacher & Principal's Names _____

- All applications for non-resident students must be in at least 2 weeks prior to a school board meeting.
- A parent or guardian must attend the next regularly scheduled school board meeting.
- (If a parent or guardian does not attend the school board meeting, the application will not be considered.)
- The next regularly scheduled board meeting is to be held **June 11 (These meetings are subject to change)**
- This application must be turned in 2 weeks prior to the board meeting you intend to attend.
- The Lead Teacher will contact your previous school regarding attendance, grades and behavior.

Please answer YES or NO in the blanks to the following questions:

1. _____ Does the student have a current report card with all passing grades? We must be given a copy of this report card. Student must be given the Star Test in Reading and Math, if applicable.
2. _____ Does the student have acceptable behavior at the previous school? The student must not have been part of a behavioral plan and must have a good behavior record. Pioneer School reserves the right to contact the previous teacher/principal.
3. _____ Does the student have acceptable behavior at the previous school? The student must not have been part of a behavioral plan and must have a good behavior record. Pioneer School reserves the right to contact the previous teacher/principal.
4. _____ Does the student have a good attendance record? Student must have missed no more than 5 days per quarter/10 per semester.

5. _____ Does the student have a criminal record?
6. _____ Will the student require Pioneer School to provide transportation? Out of district students shall make no transportation demands of Pioneer School. Although, it may be possible for the student to ride the bus, Pioneer School is not required to allow this.
7. _____ Does the student require any special services? Please circle any that apply to the student:
Special Education Services, Title I, Speech, OT, PT, Behavior Plan, Other, please specify _____

8. _____ Have you properly completed the application process? Pioneer School needs to have a birth certificate, current immunization and a request for transfer of records, along with this application.

I understand the acceptance to Pioneer School by out of district students is a privilege, not a right granted by law. I also understand that all Non-Resident Students shall remain on probation until all school records are received and have been reviewed by the Pioneer School Board.

All Non Residents students that have been accepted to Pioneer School must submit a letter every year by June 15th stating that they would like to remain at Pioneer School for the next school year.

Parent Signature

Date

Address _____

Phone Number _____

Every nonresident student who attends Pioneer School District must reapply for admission for the succeeding year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years. Parents will need to write a letter to the board requesting to remain at Pioneer School. The letter must be received by June 15th.

Behavior Infraction Form: Office Referral

Name: _____	Location (1)	
Date: _____ Time: _____	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway
Teacher: _____	<input type="checkbox"/> Playground	<input type="checkbox"/> Cafeteria
Grade: _____	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Library
Referring Staff: _____	<input type="checkbox"/> Bus	<input type="checkbox"/> Bus Area

Minor Problem Behavior (3)	Major Problem Behavior (3)	Possible Motivation (1)
<input type="checkbox"/> Disrespect <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Physical Contact / Aggression <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation <input type="checkbox"/> Teasing <input type="checkbox"/> Other _____	<input type="checkbox"/> Defiance/Insubordination/ Non-Compliance <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Abusive or Inappropriate Language/Profanity <input type="checkbox"/> Harassment <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Forgery/Theft/Plagiarism <input type="checkbox"/> Technology Violation <input type="checkbox"/> Property Damage/vandalism <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Alcohol/Drugs/Weapons <input type="checkbox"/> Other _____	Obtain: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity Avoid <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity <input type="checkbox"/> Unknown motivation <input type="checkbox"/> Other _____
		Others Involved (1)
		<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown

Action Taken (3)	Other Comments
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Bus Suspension (_____ hours/days) <input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Out-Of-School Suspension (_____ hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____	

I need to talk to my student's teacher

I need to talk to the administrator

Parent Signature: _____ **Date:** _____

Administrator Signature: (If Applicable) _____ **Date:** _____

Refocus Form: 3rd Through 6th Grade

1. What Expectations did I not Meet?

2. Why was my Behavior a Problem?

3. What could I have done Instead?

4. Do I need to Apologize to Anyone?

- Yes, To Whom? _____
- No

Did I Apologize?

- Yes
- No

Student Signature

Teacher Signature

Refocus Form: 2nd Grade

1. What Expectations did I not Meet?

2. Why was my Behavior a Problem?

3. What could I have done Instead?

4. Do I need to Apologize to Anyone?

Yes, To Whom? _____

No

Did I Apologize?

Yes

No

Student Signature

Teacher Signature

Refocus Form: 1st Grade

1. I Feel:

- sad
- alone
- angry
- foolish
- embarrassed
- silly

2. I chose to:

- be loud
- talk out of turn
- ignore direction
- argue
- other _____

3. I could have:

- been more respectful
- been more responsible
- been more safe

4. Do I need to Apologize?

- Yes
- No

Student Signature

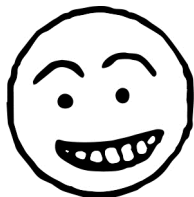
Teacher Signature

Refocus Form: Kindergarten

I am Feeling:



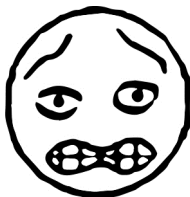
Angry



Happy



Guilty



Frightened



Sad



Embarrassed

I chose to:

I could have:

Did I apologize?

 Yes No

Do I need to apologize?

 Yes No

Student Signature

Teacher Signature