

EAST MIDDLE SCHOOL



Portrait of a Graduate

BUTTE SCHOOL DISTRICT NO. 1



COMMUNICATION

Our students will excel in active listening, interpreting meaning, and expressing thoughts across verbal, non-verbal, writing and digital platforms.



EMPATHY

Our students will demonstrate awareness, sensitivity and respect towards others' feelings, opinions, experiences, and culture.



ADAPTABILITY

Our students will demonstrate flexibility by effectively adjusting to changing circumstances, environments, and demands within their educational journey and beyond.



CRITICAL THINKING

Our students will use evidence-based and logical thinking to understand big challenges and how solutions might affect other parts of the system.



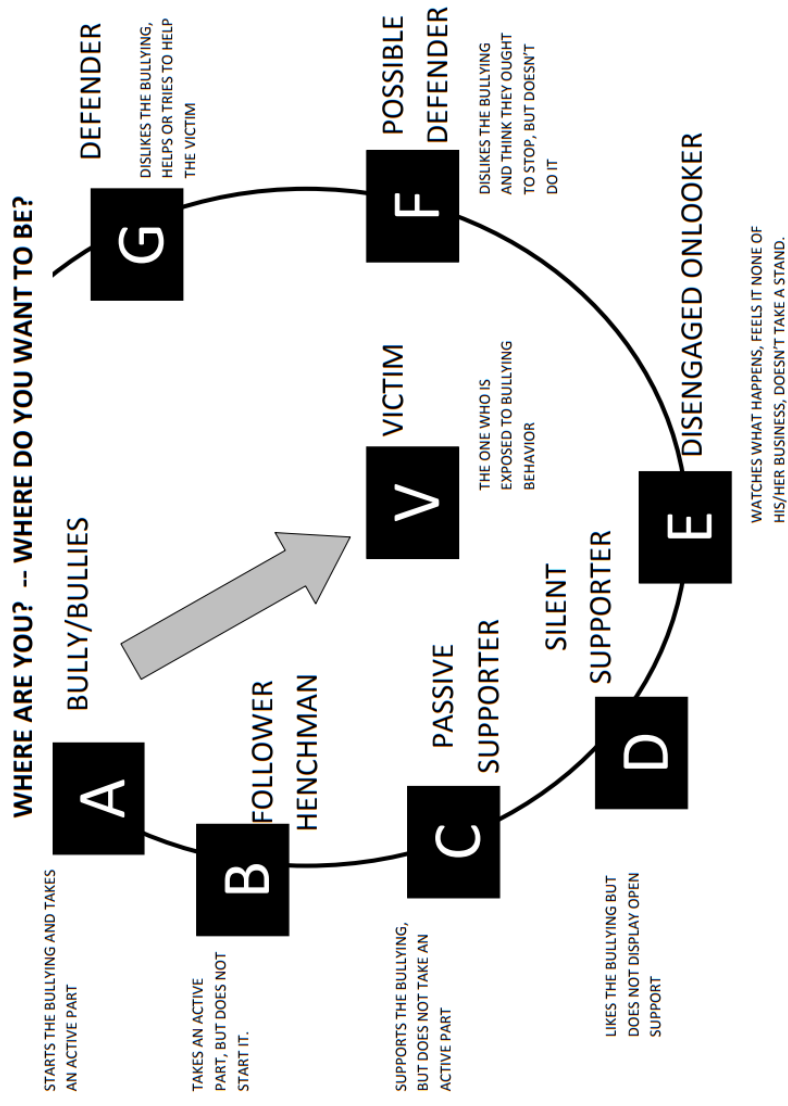
RESPONSIBILITY

Our students will act with integrity, honor commitments, and accept consequences whether positive or negative.



STUDENT HANDBOOK 2024-2025

THE BULLYING CIRCLE



East Middle School

Universal Expectations

Be organized.

Act responsibly.

Respect everyone.

KeeP a kind attitude, always!



Character Counts!

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This handbook belongs to:

Name:		Team:	
Address:		Advisor:	
Cell Phone:		School Locker:	
Email:		Gym Locker:	

My Schedule:

Period	Subject	Teacher	Room
ADV	ADVISOR-ADVISEE		
1			
2			
3			
4			
5			
6			
7			

EAST MIDDLE SCHOOL

STUDENT HANDBOOK 2024-2025

Main Office: 533-2600 Fax: 533-2670
Guidance Counselors: 7th Grade – 533-2612 8th Grade – 533-2611
Attendance Voice Mail: 533-2607

SCHOOL CALENDAR

Aug. 21 –27, 2024	PIR Days
August 28, 2024	First Day of Instruction
September 2, 2024	Labor Day – No School
September 23-27, 2024	Character Counts Week
September 26, 2024	Open House/Community Night
September 27, 2024	Mariah's Mile Fun Run/Early Dismissal
October 9, 2024	End of Term 1
October 17-18, 2024	PIR Days
November 7, 2024	Parent/Teacher Conferences (6:00-9:00)
November 8, 2024	Parent/Teacher Conferences (8:30–11:30)
November 22, 2024	End of Term 2
November 27, 2024	Thanksgiving Early Dismissal
November 28-29, 2024	Thanksgiving Break
December 20, 2024	Winter Break Early Dismissal
Dec. 23, 2024 – Jan. 1, 2025	Winter Break
January 15, 2025	Martin Luther King Day of Service (School in Session)
January 16, 2025	End of Term 3 (End of First Semester)
January 17, 2025	PIR Day
February 14, 2025	Non-scheduled Day
February 17, 2025	PIR Day
March 3, 2025	End of Term 4
March 14, 2025	Non-scheduled Day – No School
April 14, 2025	End of Term 5
April 16, 2025	Spring Break Early Dismissal
April 17- 21, 2025	Spring Break
May 2, 2025	Non-scheduled Day
May 9, 2025	Non-scheduled Day
May 16, 2025	Non-scheduled Day
May 23, 2025	Non-scheduled Day
May 26, 2025	Memorial Day – No School
June 5, 2025	End of Term (End of Second Semester)
	Last Day of Instruction
	Early Dismissal



A MESSAGE FROM THE PRINCIPAL

Welcome to East Middle School and to the new and exciting experiences that will make your stay here happy and memorable.

This handbook has been prepared to tell you about our school. You will find the rules and regulations that govern our lives here at East Middle School and make it possible for all of us to live, learn, work, and play together.

East Middle School policies have been developed to encourage a positive learning environment. Our rules are based on three main principles:

- Safety of employees
- Safety of students
- Safe learning environment

Your school's basic expectations of you are:

- Be Organized
- Act Responsibly
- Respect Everyone
- Kind Attitude Always

Read this booklet carefully **now**. Don't wait! Be sure you understand everything in it. Have your parents read it too. If you have any questions about anything, see your teachers, advisors, guidance counselors, administrators, or other staff members. They will be happy to answer your questions.

East Middle School will be whatever you make it. Be proud of it. Take good care of it. Make this quotation from Abraham Lincoln your motto: "I will study and get ready and some day my chance will come."

Keith J. Miller

Keith J. Miller
Principal



MISSION

The East Middle School Community is dedicated to providing our students the academic, social, and physical skills needed to be well-rounded, responsible citizens.

BELIEFS AND VALUES

Students, parents, teachers, staff, administration, and the community believe in:

- *Providing a safe learning environment.*
- *Recognizing that every student can be a successful learner by setting high academic standards.*
- *Showing respect for each other, staff, materials, property, and ourselves.*
- *Acknowledging that learning increases when students attend school regularly and are actively engaged in meaningful activities and experiences.*
- *Enhancing student opportunities through exploratory and elective classes, which contribute to meaningful life-long activities.*
- *Valuing and respecting individuals for their unique intellectual, physical, social, and emotional qualities.*
- *Planning by school teams through collaboration improves student achievement as teachers prepare, assess, and refine activities.*
 - *Planning by school teams facilitates communication with parents and the community.*

BELL SCHEDULE

8:15		Warning Bell
8:18		Tardy Bell
8:18	8:37	Advisory Period
8:40	9:27	Period 1
9:30	10:17	Period 2
10:20	11:07	Period 3
11:07	11:37	7 th Lunch
11:10	11:57	Period 4 – 8 th Grade
11:40	12:27	Period 4 – 7 th Grade
11:57	12:27	8 th Lunch
12:30	1:17	Period 5
1:20	2:07	Period 6
2:10	3:00	Period 7

3:00 - 3:30 - Teachers' special help and teachers' detention period. Teachers are available to help pupils, and pupils are available to receive help at the request of the teacher. A teacher may detain a pupil for disciplinary purposes during this time whenever it is deemed necessary.

3:00 - Special after school detention period supervised by the Vice Principal and the Dean of Girls. The cafeteria is the special detention room for boys and girls. Only the Dean of Girls, Vice Principal, or the Principal may place a student on special detention. Students placed on special detention are those who persistently continue to break rules and regulations. Absolutely no one will be excused from detention without permission from the Dean of Girls, the Vice Principal, or the Principal.

CAFETERIA - HOT LUNCH / BREAKFAST

The cafeteria is on the main floor of the building. It has two entrances and two serving lines.

All students have a hot lunch account. Payments to accounts can be made in the cafeteria or online in Infinite Campus through the Parent Portal. The price varies from full cost to free and reduced plans depending upon the income of the family. Those desiring free or reduced meals are required to complete and have an approved appropriate application form. Students are issued a number, which is nontransferable and can be used by no one else. If a student is on the free or reduced program and gives or sells the meal to another student, he/she may be removed from the program for the remainder of the year.

LOCKERS

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

Each student will be assigned an individual school locker. Lockers will have built-in combination locks. Combinations will be issued and kept with advisors. The student will be responsible for the condition of the locker and must make restitution if it is damaged. Periodic inspections will be made by the advisor and by the administration to see that they are kept neat and orderly.

Use only the locker assigned to you, and keep it locked and clean at all times. No action will be taken by the school to find the missing items taken from an unlocked locker. On occasion, a student may have a mechanical problem with his or her locker. Under such circumstances, the student should contact the main office or his or her advisor. All personal items, books, and backpacks are to be kept in lockers. Lockers are not to be defaced or marked up in any manner. Students are not allowed to place external decoration on theirs or any other student lockers. Lockers are not to be kicked closed. Students must not share lockers or give away his or her combination to peers. Being caught in some other student's locker or defacing or damaging lockers in any manner will be cause for suspension.

The administration can and will inspect any locker for the purpose of safety of all students. Law enforcement canine searches will be conducted throughout the year to ensure school safety.

Locks are provided for physical education classes. If a student loses their lock, he or she must replace it. Replacement locks may be purchased in the main office.

VISITORS AND TRESPASSING

East Middle School and the Butte School District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office upon entering any District building and comply with any other applicable school safety and security policy, procedure, or protocol. School visitors shall not interfere with school operations or delivery of educational services to students. Meetings should be held based on teacher availability, before or after student contact.

Persons having no business to conduct at the school or persons trespassing will be reported to the sheriff's office and legal action will be taken.

SOLICITING OR ADVERTISING

Outside advertising or soliciting of any type for out-of-school groups or organizations on the school premises or in the building must have prior approval through the superintendent's office.

Announcements on the daily absence sheets and our P.A. systems are to relate only to our own student activities or be directly related to some of our own students.

NOTE: With prior approval a few posters pertaining to approved outside activities can be posted.

SAFETY DRILLS

Safety Drills, including fire, earthquake, lockdown, severe weather, shelter in place, and other drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given everyone obeys orders and follows the prescribed routines as directed by the

teacher. The teacher in each classroom will give the students instructions. Absolutely no talking will be permitted during these drills. You must be able to hear the instructions of your teachers. Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed routes as quickly as possible. The teacher in each classroom will give the students instructions. Absolutely no talking will be permitted during this drill. You must be able to hear the instructions of your teachers.

SEATING AT SCHOOL ASSEMBLIES

Students are required to sit with teams in the following sections:

Auditorium:

	<u>Stage</u>			
A	B	C	D	
		E		

Gym:

	<u>North</u>	
A	B	C (8 th)

	<u>South</u>	
C (7 th)	D	E

Stadium:

	<u>Press box</u>			
(Starting on bottom row)				
A	B	C	D	E

Students assigned to revoked privileges report to the cafeteria.

ATTENDANCE

East Middle School is committed to maintaining positive attendance for all students. Your commitment to be at school every day is vital to your education. Attendance is taken every period of the day. Tardiness to class and frequent absences will have a negative effect upon your scholastic achievement and your subject grade. Stay home when you are genuinely ill, but in all other instances establish a record for good attendance.

East Middle School knows that attendance is essential for all students. Children learn and achieve success in the classrooms. After more than 15 days of absences or tardiness, the administration, the student resource officer, and the team teachers will meet to discuss reasons for absences. If necessary, a parental meeting will be called to discuss absences and a plan of action.

STUDENT ABSENCES

Every absence from school should be covered by a telephone call and/or a written excuse from your parent or guardian. Parents/guardians may call the message phone, 533-2607 or the main office, 533-2600. The phone call should be made at the time you are first absent, and your parent/guardian should call the school each day to report your absence, unless the length of the absentee period is known in advance.

Absence without excuse, from any class, or school exercise, such as an assembly, where attendance is due, automatically places a student on detention and is subject to possible suspension. Should a student become ill while in school he should report to the nurse's office, or if she is not in, to the main office before leaving for home. **STUDENTS MUST OBTAIN PERMISSION BEFORE LEAVING THE BUILDING, NO MATTER WHAT THE REASON MAY BE.**

An automated calling system is in place at East Middle School, and parents are notified if their child has missed one or more periods during the day or if they are not in attendance and the school has not been notified. Sometimes mistakes are made and parents are called. Mistakes can be taken care of by having the student or parent notify the main office.

An absence is defined as any period when the student is not actually present in class. A student who is absent/unexcused from a particular class 10 days in any semester may not receive credit for that class. Make-up work, as opposed to absences, which are not made up, will be a vital consideration in the denial of credit. **STUDENTS ARE RESPONSIBLE FOR TAKING THE INITIATIVE TO FIND OUT FROM THEIR TEACHERS WHAT WORK NEEDS TO BE MADE UP.**

The following are considered unexcused absences:

- ✓ Truancy
- ✓ Leaving school without proper procedure
- ✓ Any other absence not documented by parent/guardian

The following are considered excused absences:

- ✓ Illness confirmed by a doctor or school medical authorities. Only a written confirmation is accepted.
- ✓ Serious illness or death in immediate family.
- ✓ Professional appointments that could not be scheduled outside of the regular school day.

- ✓ Approved school activities.
- ✓ Family emergency at request of the parent or guardian.

Absences need not be consecutive to come under this policy.

ABSENT 10 CONSECUTIVE DAYS:

By Montana State Statute, a student who misses ten consecutive school days may be dropped from school enrollment. Upon returning, a student must report to the Attendance Office where he must:

- ✓ Have a written statement as to his/her absence.
- ✓ Be given a re-admit slip to be signed by all teachers.

BRING A WRITTEN EXCUSE

If you return to school after an absence without a written excuse, you will be instructed to bring a written excuse for the absence upon the next school day unless parents have notified the office by telephone. Failure to return a written excuse to the school on the third day following your absence will automatically place you on detention after school.

Note to Parents: This rule was designed as a way to prevent truancy. It is the only way in which some parents can find out that their child was truant.

If a student comes to school without an excuse for three consecutive days following an absence, his or her parents will be informed by the dean of girls.

HOMEWORK AND MAKE-UP WORK

Homework is an accepted part of the educational process. It will be assigned on a variable basis, and some should be expected each night. It is the student's responsibility to ask the teacher for make-up work. Parents may call the school to request make-up work for students who are absent more than three days. Please give the teachers and office 24 hours to collect homework assignments.

TARDY

When you are tardy at the beginning of the school day, it will be necessary to secure an admit slip from the main office. Tardiness should be covered by a written excuse or phone call from parent/guardian on the day you are tardy or on the following day. Students who are frequently late will be referred by the teacher or office personnel to the dean of girls or assistant principal.

Students who get up too late or who miss the school bus or their ride are to report to school late. Late students are not penalized if they bring an excuse the following day. Students must bring a written excuse or have a parent/guardian call the school when tardy. Failure to bring an excuse the following day will result in the student receiving detention.

The teacher will send a late slip to the office for those students who are late to class during the day. Detention for tardiness will be assigned through the Dean of Girls and/or Assistant Principal.

SPECIAL ABSENCES

Absences due to other reasons than illness and death in the family must be arranged for in advance. Your parent or guardian must make this arrangement with the office

PERMANENT WITHDRAWAL FROM SCHOOL

A parent or guardian must accompany a student to school to transfer or withdraw.

STUDENT AND PARENT INFORMATION CHANGES

Parents and guardians are encouraged to immediately update changes to student and parent information including address, phone number, and emergency contacts through written notification to the office. It is important that you report any and all changes of address and telephone numbers that take place during the year to the main office. The change should be reported just as soon as it takes place.

PERMITS TO LEAVE THE GROUNDS DURING SCHOOL HOURS

If a student must leave campus during the day, a parent, guardian, or designee authorized through Infinite Campus must sign the student out in the office. If it is necessary for a student to leave school grounds during the day, the parent/guardian is encouraged to send a note with student prior to school beginning in order to have student ready at appropriate time.

DENTIST OR DOCTOR APPOINTMENTS

It is strongly recommended for parents/guardians to plan all dental, medical, and other appointments for a time after school is dismissed.

A student excused for a dental or medical appointment must bring with him satisfactory evidence that he or she has an appointment, such as a note from parents or an office appointment card.

ACADEMICS

Going to school is a job -- a full-time job. You want to do your job efficiently and successfully. The person who works more efficiently gets the higher grades. The first step is planning your study.

- ✓ **PLAN:** Assign a definite time of at least an hour each day for study at home; utilize study periods and library facilities in school; and keep a list of assignments in a notebook and take home all necessary books, papers, and other materials.
- ✓ **PLACE:** Have a defined place at home to study away from distractions. Have all necessary books, papers, and other materials. Do not attempt to study while conversing or viewing television.
- ✓ **PROCEDURE:** Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content. Reread the assignment slowly and comprehensively for content, relationships, and details. Close the book and mentally outline the material and ideas contained in the lesson. Review the assignment.

SCHOLASTIC ACHIEVEMENT LIST

At the end of each term students who attain a "B" or better average in all subject areas will be recognized by a published scholastic achievement list.

REPORT CARDS/ASSESSMENTS

Report cards are issued every six weeks to notify parents of progress. Letter grades are used to designate a pupil's achievement.

A	90-100 - Superior
B	80-89 - Better than average work
C	70-79 - Average
D	60-69 - Below average but passing work
F	0-59 - Failure
I	Incomplete - must be made up within two weeks or grade reverts to F
P	Pass - completion of a course for full credit (not included in grade point calculations)

Six-week report cards are an indication of the student's current semester grade at that point in the semester.

Parents and students should look upon progress reports not as scorecards -- but as a method of reporting information. If the information is not clear or satisfactory, it is hoped that the parent will call the guidance office or make an appointment with the teacher.

Student achievement is also measured using a variety of formal and informal assessments during the school year. Those results will be available to parents during conferences with teachers. Achievement data will also be used in placing students in the proper educational setting.

INFINITE CAMPUS

East Middle School parents can access their student's current grade and assignment information as well as contact teachers electronically through the School District website (www.bsd1.org). Access information will be available during Open House at the beginning of the school year or through the Curriculum Office during the year. The Curriculum Office can be reached at 533-2540.

RETENTION OF STUDENTS

In order to complete the program at East Middle School, a student must pass at least three of the five core subjects. Parents will be notified by letter after the first and second semester regarding the retention of their child. .

SUMMER SCHOOL

Summer school programs are offered in ELA, Reading, and Math. Science may be offered as well.

PHYSICAL EDUCATION

Physical education is required of every student who registers at East Middle School as well as an essential component to the positive growth and development of each student. Physical education offers the student the opportunity to develop healthy habits that will positively impact the student's life beyond his or her school years.

Students are expected to provide and change into proper attire for participation in physical education. No one will be permitted on the gym floor without tennis shoes. Any type of non-marking, athletic shoe is acceptable. Student names should be on all shoes and clothing. During physical education, all personal items must be secured with a lock. The school will issue the student a lock for his or her locker. If the lock is lost or destroyed, the student is responsible for replacement of the lock. Due to safety issues, all body piercings should be removed or taped prior to participating in physical education. Students who fail to dress out in proper attire still participate in physical education activity.

Participation in physical education is a major determinant in the grade received in physical education. All students must participate in physical education activities unless a written request from a physician is presented to the school outlining physical restrictions of the student along with a timeline outlining when the student will be able to fully participate. Parents may, in writing, provide an excuse for non-participation for one day per term.

STUDENT SERVICES

SCHOOL RESOURCE OFFICER

In cooperation with the Butte/Silver Bow Police Department, the School Resource Officer visits all schools on a regular basis. The officer checks on attendance, works on school safety, and investigates any criminal activity involving children.

TRANSPORTATION

School buses marked for the various destinations will be stationed at the East Middle School bus entrance at dismissal time on each school day. Students who ride the school buses are to go to their lockers and then to the bus entrance immediately upon their dismissal at 3:00 p.m. School buses often leave the school grounds by 3:10 p.m.

HOT LUNCH/BREAKFAST

Hot lunch/breakfast numbers may be obtained in the cafeteria. The price varies from full cost to free and reduced plans depending upon the income of the family. Those desiring free or reduced meals are required to complete and have approved an appropriate application form. Students are issued a number, which is nontransferable and can be used by no one else. If a student is on the free or reduced program and gives or sells the meal to another student, he/she may be removed from the program for the remainder of the year. The Central Services phone number is 533-2590.

ADVISORY PERIOD

Each student is assigned an advisor. Advisory period is designed to help students manage academic and social pressures of middle school as well as giving the student the opportunity to develop a strong student-teacher relationship with his or her advisor. Classroom meetings are held weekly to discuss anti-bullying and related issues. Advisors also serve as advocates for students.

TITLE IX

In accordance with Title IX regulations, Butte School District No. 1 does not discriminate against any person on the basis of sex in educational programs or employment opportunities. Students or employees with questions or complaints may contact their building representative or may contact the Title IX Coordinator:

Title IX Coordinator
111 No. Montana St.
Butte, MT 59701
Telephone: 533-2500

SECTION 504 STATEMENT

Students, parents and employees of School District No. 1 are protected under Section 504 of the Rehabilitation Act of 1973.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

East Middle School complies with all federal and state regulations regarding students identified with disabilities. A special education teacher is assigned to each team to provide these services.

HOMEBOUND

Homebound services are available to students who are physically unable to attend regular classes. Homebound teachers help the student maintain their regular school grade level so that they may advance with their peers. The student's doctor determines if the child is physically able to endure homebound services and to what extent. This service is provided to any student who is going to be out for considerable time due to illness in the seventh or eighth grade. Please contact the school office for more information regarding Homebound services.

TITLE I

Title I services in reading and math are offered to identified students as determined by the District's identification process.

TITLE VII – NATIVE AMERICAN STUDENT SERVICES

East Middle School offers support services to Native American students. Students eligible for services must note eligibility on the student registration form.

GUIDANCE AND COUNSELING PROGRAM

Counseling and guidance programs have been set up for the students at East Middle School and offers the following services:

- ✓ Administering the testing program.
- ✓ Providing a cumulative record for all pupils.
- ✓ Orienting students new to the middle school and those about to leave for entrance into the high school.
- ✓ Assisting on program planning for those students who will enter ninth grade and any students who feel dissatisfied or who wish to have curricular adjustments.
- ✓ Help provide occupational and educational information to classes in vocational and educational planning.
- ✓ Making individual counseling available at all levels for all students.

The purpose of guidance services is to help each student in his social, educational, vocational, and personal development. Each pupil has been assigned a counselor who will follow his or her educational progress during their stay at East Middle School. It is recommended that you make use of your

counselor and rely upon his or her friendly advice.

The counselor may assist the student in:

- ✓ Recommending materials that could be used to improve study habits.
- ✓ Planning his or her schedule and school program.
- ✓ Making realistic curriculum selections and suitable plans for the future.
- ✓ Offering aid in problems of adjustment – to listen to the student discuss his or her problems.
- ✓ Parents of students with any serious health problems or serious illnesses are requested to visit or contact the student's guidance counselor the first week of school.

COMPREHENSIVE SCHOOL AND COMMUNITY TREATMENT (CSCT)

East Middle School houses an independent Comprehensive School and Community Treatment Program. The program is a separate entity from the school but allows students in need and eligible for CSCT programming to receive mental health services in the school setting. Costs are the responsibility of the parent/guardian although the program does bill Medicaid and private insurance carriers.

LIBRARY

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use from 8:30 a.m. to 3:00 p.m. There are special rules for reference books, magazines, and reserved books. Learning the use of the library and observing its rules helps develop good citizenship.

STUDENT LIBRARY PROCEDURES

- ✓ All books taken from the library must be checked out.
- ✓ Books may be checked out for two weeks and may be renewed.
- ✓ Whenever a book is returned to the library, it is to be checked in by the librarian or one of the attendants. This is a must. Do not leave the book which is being returned on the librarian's desk.
- ✓ Students who owe library fines should pay the amount of the fine as soon as the librarian gives them a notice that a fine is owed. Students who neglect to pay the amount of the fine can be denied the privilege of using the library or have report cards or transcripts held until the fine is paid.
- ✓ There will be a fine for books damaged beyond reasonable wear. Lost books must be paid for.
- ✓ Reference books, such as encyclopedias, are not to be taken from the library.
- ✓ All pupils should enter the library quietly.

HOMEWORK OPPORTUNITY

Homework opportunity is designed to assist those students who will not do their work in class or at home. The student will be kept after school from 3:00 to 4:15 p.m. to complete assignments. Parents will be notified a day in advance by their child that they have homework opportunity. Failure to attend will result in detention and possible suspension. Homework opportunity is meant to assist your child and should be viewed as a positive experience. Students are dismissed when work is completed.

TELEPHONES

The telephone in the office is to be used only in case of an emergency. Personal calls and messages to students cannot be accepted through school phones. These lines must be kept open for school business. Students will not be called to the phone. Messages are a disruption of class time and cannot be delivered except in the case of a family emergency. Please try to make arrangements for appointments, rides, etc., before your child leaves for school.

LOST AND FOUND

The school cannot be responsible for lost articles. However, if you do lose something, it will probably turn up in lost and found located in the main office, cafeteria, and gym. If you find an article which does not belong to you, turn it in immediately. DO NOT KEEP IT. Articles unclaimed will be given to charity.

ATHLETICS

Sports include volleyball, basketball, cross-country, and track for girls. Football, basketball, wrestling and track are offered for boys. Other activities are offered in the physical education classes.

ELIGIBILITY FOR SPORTS/ACTIVITIES

All students are encouraged to participate in sports and extra-curricular activities while in attendance at East Middle School. However, students **must** maintain acceptable passing grades to participate in these extracurricular activities and sports. A nominal participation fee is required for participation in sporting activities. **STUDENTS WILL BE REQUIRED TO HAVE A PHYSICAL EXAMINATION BY THEIR PHYSICIAN IN ORDER TO TAKE PART IN SPORTS.**

THE STUDENT COUNCIL

The Student Council was organized at East to present students with an opportunity to participate in the management of school affairs. Students demonstrating leadership qualities have a chance to develop these qualities, as well as the opportunity to become intelligent followers. Each 7th and 8th teams' teachers will select four students to represent their team on the Student Council. The split 7th and 8th grade team teachers will be allowed to pick five students to represent them on the Student Council. The administration will also select two students to serve. Students selected to serve on the Student Council will be required to run for a school-wide office elected by the entire Student Body.

Every East student is expected to support the Council in all that it undertakes for the betterment of the school.

Student Council members have the responsibility of being good citizens at East. Any council member who violates school policy risks being removed from the council.

THE SCHOOL MEMORY BOOK

The school memory book is published annually. Purchase of a memory book is strictly voluntary. Once a memory book is purchased, it is considered personal property and thus, must be respected. Students abridging personal rights by writing abusive, cruel, or obscene comments in another student's annual will be required to pay the entire purchase price to the violated party.

PEER MEDIATION

Peer mediation is a program designed to solve problems peacefully and simply. Students resolve their own problems with the help of fellow students (mediators). The school trains mediators. An adult acts as a facilitator. East Middle School strives to select student mediators that:

- ✓ Show good judgment.
- ✓ Have respect of their peers.
- ✓ Are trustworthy.
- ✓ Can maintain confidentiality.
- ✓ Are interested in making East a safe and friendly place.

CLUBS & ORGANIZATIONS

East Middle School offers a wide variety of clubs and organizations designed to promote school pride, social awareness, and support the curriculum. Students are highly encouraged to participate in the clubs and organization that meet their interests.

HEALTH SERVICES

East Middle School's nurse's office is open every day from 8:30 AM to 3:30 PM on Monday, Tuesday, Thursday, and Friday. On Wednesday, it is open from 12:30 PM to 3:30 PM., unless otherwise posted. If a student becomes ill in school, he or she should report to the nurse. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the main office.

IMMUNIZATIONS

In accordance with state regulations, immunizations are required to be current and documented through health care providers and the school. The boosters required to start the 7th grade include:

- ✓ 2nd MMR (Measles, mumps, rubella)
- ✓ Tdap booster within last five years

Students must have documented proof of immunization prior to receiving schedules.

COMMUNICABLE DISEASE CONTROL POLICY FOR THE PROTECTION OF STUDENTS AND STAFF

Policy for Communicable Diseases - Casual and Noncasual Transmission

1. A communicable disease, in and of itself, does not present a condition that precludes school attendance or employment.

Decisions affecting the current assignment or placement of a student or employee known to be infected with a communicable disease shall be governed by recommendations set forth by the Center for Disease Control, the Montana Department of Health and Environmental Sciences, Butte-Silver Bow County Health Department, and by the policies established by School District No. 1 Board of Trustees.

2. Casual communicable diseases (one that can be transmitted by casual, day-to-day contact in the school setting).

a. An employee or student (parent or guardian of, if a minor) diagnosed with, or who presents with, or has reason to believe that he/she has a casual communicable disease such as tuberculosis, chicken pox, scabies, measles, etc., shall report to the school nurse. The nurse, after contacting the parent, identified by a physician, or county health department, in turn shall inform the school superintendent of any potential risk of transmission from the employee or student to others in the school setting.

b. A current list of casual reportable communicable diseases identified by the Montana Department of Health and Environmental Sciences shall be maintained in the nurse's office at each school.

c. The Superintendent has the authority to exclude a student or employee from school/employment when reliable evidence or information from a qualified source confirms that he/she has a communicable disease or infection that may be spread by casual contact

and is considered a health threat to the school population.

d. The student or employee shall be excluded from school/employment unless their physician approves school attendance or the condition is no longer considered contagious.

e. All persons privileged with any medical information that pertains to students or employees shall be required to maintain strict confidentiality. This medical information should not be given to anyone without the consent of the infected employee or student (or parent or guardian, if a minor).

3. Noncausal Communicable Diseases (one that is not transmitted by casual everyday contact in the school setting). Blood-borne diseases such as hepatitis B and C, HIV, and AIDS are not spread by casual every day contact and shall; therefore, be termed as noncausal communicable diseases.

a. Students and employees with a blood-borne disease are entitled by law to all rights, privileges and services, accorded to other Butte School District No. 1 students and employees.

b. The District shall provide an appropriate alternative education program, if needed, based on individual circumstances as defined in the Education for all Handicapped Children Act (EAHCA).

c. All decisions will be re-evaluated as the condition of the infected individual changes.

d. Disclosure of an infected employee or student (or parent/guardian of, if a minor), to a Butte School District No. 1 employee, that the individual has a blood-borne disease, the information is considered strictly confidential and shall be disclosed only to those persons whom the infected employee, student (or parent/guardian of, if a minor), wishes to inform. The only person the informed employee is required to contact is the Superintendent.

e. Information that is required to be given to the Superintendent is only that the disclosure was made. The name of the infected individual is not to be revealed to the Superintendent unless requested by the individual.

f. The Superintendent shall notify the Butte-Silver Bow County Health Department without naming the individual.

g. Butte School District No. 1, whether or not communicable disease-infected students or employees are involved, shall take steps as determined by the Superintendent and the Montana Office of Public Instruction, to educate students, employees, and parents regarding communicable diseases to minimize the risks of transmission to others and to assist efforts to provide the best education for the infected individuals.

h. A team comprised of the individual's physician, city/county health department representative, parent or legal guardian, and the building principal may be formed to provide assistance to an infected student or employee, if the employee or parent or legal guardian agrees that such a team is necessary. The parent or legal guardian will be required to sign

an information release form that provides the authority to discuss the student's case in a team approach.

MEDICATIONS — IN-SCHOOL ADMINISTRATION OF MEDICATION

Parents should make every effort to give the student any required medication at home. Students, of any age, are to be discouraged from bringing medication to school or taking medication during school hours.

Under very special circumstances it may be necessary for a student to take physician-ordered medications during the school day.

In-School Administration of Medication:

Requirements are as follows:

1. Written order from a physician that it is necessary for the student to receive medication during school hours.
2. A liability release (Form 3406F-1 and 3416F-1) signed by the parent/guardian for in-school administration of medication.
3. The prescribed medication must be in a container labeled and pre-filled by a pharmacy.

No other medications (prescription or nonprescription) will be dispensed by school personnel without a written order from the physician, including time of administration.

In-School Self Administration of Medication:

Students may take responsibility for self-administration of medication in special circumstances. Requirements for self-administration of medication will be as follows:

1. Written notification from the physician and parent/guardian stating it is necessary for the student to self-administer medication during school hours.
2. Copy of the physician's order must be attached to the request to self-administer medication.
3. A liability release (Form 3406F-1 and 3416F-1) signed by the parent/guardian and the student for in-school self-administration of medication.
4. The prescribed medication must be in a container labeled and pre-filled by a pharmacy and contain only the proper daily amount of medication. No other medications (prescription or nonprescription) will be allowed in the school.

Epinephrine

Each student occupied school now maintains a stock supply of autoinjectable epinephrine to be administered by the school nurse or other willingly educated employee to a student or a non-student as needed for actual or perceived anaphylaxis (life threatening allergic reaction) in accordance with district Protocol 3416-G signed by a local medical doctor and in accordance with

20-5-421, MCA.

This medication is intended for any person suffering an episode of actual or perceived anaphylaxis in the school setting. The limited stock supply of this medication is not to be used in place of medications previously or currently ordered for students or staff with known allergies with ordered for their specific allergies. Students and staff with known allergies are expected to continue to provide their own health care provider ordered medication in according with school district medication policy 3416, 3416F-B, and 3416F-E.

Opioid Antagonist

"Opioid antagonist" means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to naloxone hydrochloride, or any other similarly acting drug approved by the United States food and drug administration.

In accordance with Montana House Bill No. 323 and recognizing the rise in opioid abuse across the U.S., Butte School District #1 has developed a policy and procedural guidelines to maintain a stock supply of an opioid antagonist (naloxone) in student occupied buildings attended by 7th-12th graders. This medication may be delivered intranasally or injected by a school nurse or other trained personnel to any student or nonstudent as needed for an actual or perceived opioid overdose in the school setting or at related activities.

District employees will be identified and trained as providers of this potentially life-saving medication. A 911 call will be placed when this medication is administered. Those administering this medication will be trained in recognizing the signs and symptoms of opioid overdose, indications for administering the antagonist, administration techniques and the need for immediate access to a certified emergency responder. Training may be provided by a school nurse, certified emergency responder, or other health care professional.

In accordance with the provisions of 27-1-714, a school district and its employees and agents are not liable as a result of any injury arising from the administration of an opioid antagonist to a student or nonstudent unless an act or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the office. This form must be completed by his or her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the company.

MANAGEMENT OF SPORTS-RELATED CONCUSSIONS

The Butte School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified by the administration.

Consistent with the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student-athletes in competitive sport activities prior to the student athlete's initial practice or competition.

All coaches, including volunteers, will complete training as required in the District procedure. Additionally, all coaches of competitive sport activities will comply with the school's protocol and procedure for management of sports related concussions.

Procedures:

- A. Each spring, the athletic director shall review any changes that have been made in procedures required for concussions and head injury management or other serious injury by consulting with the Butte School District Medical Staff. If there are any updated procedures, they will be adopted and used for the upcoming school year.
- B. Identified sports at East Middle School include football, cross country, volleyball, basketball, wrestling, track, Girls Athletic Club, and after school recreational programs.
- C. Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the MHSA sports specific rules clinic; or (2) through viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org.
- D. Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extra-curricular athletics and should include resources found on the MHSA Sports Medicine page at www.mhsa.org.
- E. Coach's Responsibility: A student athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.
- F. Return to Play After Concussion or head Injury: A student-athlete who has been removed from play may not return to play until the athlete is cleared by a licensed healthcare provider (MD, DO, PAC, or NP). The health care provider may be a volunteer. The student will return to play in accordance with the school's protocol and procedures for management of sports-related concussions.

CITIZENSHIP

One of the aims of East Middle School is the development of good citizenship. A good school citizen obeys the rules and the regulations. The rules and regulations are set up to protect and help the students.

A GOOD CITIZEN EXHIBITS THE FOLLOWING EMPHASIZED BEHAVIORS AS WELL AS THE BEHAVIORS DESCRIBED IN THE BEHAVIOR MATRIX POSTED AROUND THE BUILDING AND IN CLASSROOMS...

- ❖ Go directly to his or her classroom at 8:15 a.m.
- ❖ Go to his/her locker no more than **four** times a day - before advisee, before lunch, after lunch, and after school.
- ❖ Exercise good manners in classrooms, library, and cafeteria -- in fact, everywhere.
- ❖ Never leave the classroom without the EMS Student Handbook with appropriate signatures, dates and times written.
- ❖ Pass immediately to the next class; he/she does not ask the teacher for a conference at that time; he/she sees the teacher during the "special help period".
- ❖ Wait for the teacher to dismiss the class at the end of the period.
- ❖ Use the sidewalks upon entering the grounds; don't cut across lawns.
- ❖ Cover, take good care of, and pay for any textbooks that are damaged or lost.
- ❖ Leave the building or go to an activity immediately after school. Loitering in the hallways after school is strictly forbidden. Once you leave the building, you cannot reenter.
- ❖ Not wear backpacks and tote bags during the school day.

ENFORCEMENT OF RULES

The Dean of Girls and the Assistant Principal are interested in the welfare of all girls and boys attending East Middle School. They deal with problems of attendance and discipline. If a student is absent too often or if the student is a poor school citizen more often than he or she is a good one, it is their job to find out why. Because they are very interested in a student's welfare and because they are very interested in seeing the student become a good citizen, they will counsel the student for the purpose of helping the student to help him or herself to improve his attendance and conduct. Sometimes the parents may be asked to visit either the Dean of Girls or the Assistant Principal in order to help achieve good citizenship or better attendance.

SCHOOL RESOURCE OFFICER

In cooperation with the Butte/Silver Bow Police Department, the School Resource Officer visits all schools on a regular basis. Students are reminded that our school is a part of our community and that laws and ordinances of our community also apply in school. The officer checks on attendance, works on school safety and investigates any criminal activity involving children. This staff member also works in the area of attendance. The officer investigates excessive absences and truancy. The School Resource Officer visits the home to advise the parents of their responsibility for school attendance of their child, according to the State Compulsory School Attendance Law. The officer tries to determine the reason or reasons for non-attendance and suggests to the parents possible ways to overcome the problem.

THE TEACHER

The classroom teacher sets up rules of conduct in the classroom in order that each pupil will have a chance to learn without being disrupted. In order to have good teaching and learning conditions in the classroom, the teacher must enforce the rules. The classroom teacher is primarily concerned with a student's intellectual development. In order that a student may develop intellectually to the utmost degree, the learning process and the teaching process cannot be disrupted by a disorderly student. In addition to the classroom, a teacher has various duties throughout the building to help insure the health and safety of all. When corrected by a teacher, students must give the same respect that is given to a parent or an administrator. Failure to show respect will result in disciplinary action.

SUBSTITUTE TEACHERS

In the absence of the classroom teacher, substitute teachers will assume the responsibilities of the classroom teacher. Substitute teachers work extremely hard to maintain the the educational structure and processes established by the regular teacher for the students. It is essential that students give the same respect to the substitute teacher that is given to a teacher, parent, or administrator. Failure to show respect will result in disciplinary action including referral to the team teachers.

PARENTS

Parents who have concerns regarding their sons/daughters can contact the team leader and set up a meeting with the team. Team planning meetings are used for assistance.

East Middle School welcomes and encourages parents to visit the school. Please remember to respect the school and staff. Under state law (20-4-303) insulting or abusing teachers anywhere on school grounds is considered a misdemeanor and carries fines up to \$500.

BUS STUDENT CONDUCT

Students riding any of the buses to their respective school are subject to all the rules and regulations of that school and the school district while riding to and from school. Students are expected to follow expectations and regulations contained in the EMS Student Handbook. Students are also responsible to their school while on the premises of other schools waiting to catch a bus or changing buses.

The School will adhere to policies outlined in School District Bus Handbook. Additional consequences in accordance with student school behavior expectations outlined in this handbook may be assigned.

VIDEO SURVEILLANCE POLICY (3235)

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

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

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

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

Audio shall not be part of the video recordings made, reviewed, or stored by the District.
(Complete copy of Video Surveillance, Policy – 3235, is on file in the Principal's Office.)

BICYCLES

If you ride a bicycle to school, park it in the racks in front of the building by the main entrance. Bicycles are not to be left leaning against the building or left lying on the ground where they can be accidentally stumbled upon or where they can fall against or upon anyone. You are advised to lock your bicycle.

SKATEBOARDS

Students must sign a skateboard contract in the assistant principal's office. Skateboards must be locked in the student's locker, have a name on the board, and must not be ridden on school grounds. The school is not responsible for lost skateboards.

CARS AND MOTOR BIKES

Students may not drive cars and motorbikes to school. No student will be permitted to ride home or about town after school in cars not authorized by his or her parent. Students may not be "picked up" after school by boy and girl friends. Students who are apprehended bringing cars or motorbikes to school will face disciplinary action.

COOPERATION WITH OUR NEIGHBORS

From time to time each year, managers of businesses in close proximity to the school request that we place their establishments off-limits to our students from 8:00 a.m. until 4:00 p.m. We comply with such requests.

Also, from time to time, neighbors request that our students refrain from loitering in the alleys adjacent to their garages and/or yards. When such requests are made, we always comply. A letter will be sent home to parents of students caught loitering in the alleys and must be returned with the student and parent signature. A second offense will result in five (5) days of in-school suspension.

DISORDERLY CONDUCT ON THE WAY TO OR FROM SCHOOL

School authorities have the power to hold every pupil to a strict accountability in school for any disorderly conduct on the way to and from school and to suspend from school any pupil for good reason. Fighting in school, on the grounds, or while on the way to or from school is strictly forbidden. Gathering in groups in alleyways and vacant lots for the purpose of smoking, abusing property, or property owners is also strictly forbidden. Offenders will be suspended. Misconduct of any kind to and from school will be cause for suspension.

TRAFFIC REGULATIONS FOR STUDENTS WALKING TO OR FROM SCHOOL

- ✓ Walk on the sidewalks of streets that have sidewalks.
- ✓ If you have to walk where there are no sidewalks, face traffic, i.e. use left hand side of road so drivers can see you and you can see them.
- ✓ Stay as far off the road as you can. Go single file.
- ✓ Do not walk in the middle of the streets, which have no sidewalks.
- ✓ Give all automobile traffic a wide berth when the streets are icy or snow packed.
- ✓ Step aside quickly if an approaching car gives the honk signal.

VIOLATORS OF THE ABOVE TRAFFIC REGULATIONS WILL BE SUBJECT TO DISCIPLINARY ACTION.

DOGS

Dogs running loose near and in the East Middle School pose many problems. Parents are urged to restrain their pets at home until children have arrived in their classrooms.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure.

- ✓ Sunflower seeds, toothpicks, rubber bands, squirt guns.
- ✓ Personal electronic gaming devices.
- ✓ Riding of skateboards, bikes, roller skates and roller blades on school property are prohibited.
- ✓ Baseball or other trading cards or other items of value.
- ✓ Stuffed animals or toys.
- ✓ Knives, weapons of any kind, toy guns, water pistols, ammunition, pets, etc.
- ✓ Hacky sacks, balls, etc. will not be permitted in class, but can be taken out and played with during the lunch break.
- ✓ Laser pointers.
- ✓ Tobacco (including "look alike" products including e-cigarettes and vapor products while in school, on the bus, or on school grounds.
- ✓ Prank articles.
- ✓ Inappropriate or obscene material.
- ✓ Non-prescription and prescription medication not on file with school nurse.
- ✓ Lighters/matches
- ✓ Items deemed unsafe by school administration.
- ✓ Students are highly discouraged from bringing electronic devices to school. These articles must be kept in the student's locker at all times.

Articles not permitted and brought to school will be confiscated and will be released only to the parent. Students will be given detention or can be suspended depending on the article.

DRESS AND APPEARANCE

The guidelines on student dress and appearance as approved by the Board of Trustees of School District No. 1 for East Middle School students are as follows:

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork.

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any extreme dress or appearance, which is disruptive to class, is prohibited. Sponsors and coaches of performing groups may establish their own standards concerning dress since participation is optional.

Temporary exceptions to this policy may be granted for a limited duration by the school principal for specially designated days, occasions, health, or other legitimate reasons.

When student attire is deemed inappropriate, the student will be given the opportunity to:

- ✓ Change into appropriate clothing the student already has at school (ie gym clothes)
- ✓ Be provided attire available from the school
- ✓ Contact a parent/guardian in order to bring appropriate clothing to school for the student to change into.
- ✓ Excessive violations of the dress code will result in a behavioral referral and/or parental conference with the Dean/Administration.

ITEMS NOT APPROVED AND THUS PROHIBITED:

- ✓ Any article with sayings, which are obscene or can be interpreted as being obscene or vulgar
- ✓ Any article of clothing, jewelry, or make up which draws undue attention or is disruptive to the educational process.
- ✓ Headbands, hats, or other head coverings
- ✓ Electronic devices – Students may not wear earbuds or headphones around their neck
- ✓ Shirts made of sheer fabric or fishnet
- ✓ Screen/mesh shirts
- ✓ Tank tops
- ✓ Clothing advertising illegal substances or alcohol
- ✓ Blouses, shirts, or sweaters that do not cover the stomach, back, or midriff
- ✓ Dresses and/or shirts that have “spaghetti” straps
- ✓ Low cut blouses or shirts
- ✓ Not wearing shoes
- ✓ Low hanging or baggy pants
- ✓ Shorts or skirts that are not of an appropriate length
- ✓ Boxer shorts, spandex shorts, cut offs, or pajamas
- ✓ Coats must be left in lockers during the school day
- ✓ Gang related attire or paraphernalia
- ✓ Body piercing of any kind that is disruptive to class or dangerous to the individual
- ✓ Wallet chains
- ✓ Jewelry and accessories that contain sexually explicit and inappropriate sayings and/or present possible safety hazards.

ARRIVAL AT SCHOOL

The school building is open at 7:30 a.m. All students arriving by bus, rides from parents, or walking are to enter the building through the closest entrance and go directly to the cafeteria until they are dismissed. Students are not permitted to bring open beverages into the school when arriving at school.

Students are not to leave the school grounds or loiter in alleys of surrounding areas.

USING OUR HALLS AND CLOISTERS

Our halls and cloisters are busy places. In order to avoid congestion in the halls and on the stairways, the following rules will be observed:

- ✓ WALK quickly from class to class. Pass in an orderly fashion and not more than three abreast in hallways. Running and crowding cause accidents and do not reveal good manners. Running, pushing, and punching will result in detention.
- ✓ Do not loiter in the halls or on the stairways.
- ✓ Keep to the right in the halls and on the stairways.
- ✓ Talk in NORMAL tones.
- ✓ Walk two abreast on the stairs, one step at a time.
- ✓ Line up parallel to the walls at the drinking fountains.
- ✓ Help keep our building clean. Throw waste paper into waste containers, not on the floor or into the water fountains.
- ✓ Do not tinker with the light switches or the fire alarm boxes.
- ✓ Halls and cloisters should be clear when the tardy bell rings.
- ✓ No students should be in the halls during class periods without a hall pass.
- ✓ Students are not allowed to carry backpacks or tote bags during the school day.
- ✓ Students are not allowed to keep open beverages in lockers unless covered by a specific health plan.

FOOD, CANDY & DRINKS DURING CLASS PERIODS

Food, candy and drinks are not to be brought to school by students for consumption during a regular class period, except during special occasions that have been scheduled by the instructor and approved by the administration.

Delivery of food/drinks from commercial delivery services is prohibited during school hours.

Individual teachers, based on the student's ability to use it in a mature fashion, may approve gum. If gum wads or paper become a problem, this privilege will be halted.

Water may be consumed according to the water bottle policy below.

Use of Water Bottle Policy

1. Water bottles can be carried from class-to-class following specific guidelines which follow the rules of the school.
2. If a student fails to follow these guidelines, his/her water bottle will be confiscated by the teacher. See below for consequences.
3. If there is a reasonable suspicion of further school policy violations, water bottles can be checked for contents.

Student and their parent/guardian must sign this contract agreeing to the following guidelines before the student can bring a water bottle to school:

- Liquid in water bottles need to be water and water only. No Exceptions!
- Water bottles need to have a sticker with student's name displayed (on bottle).
- Water bottles need to be placed on the floor next to the student's desk.
- Students may bring bottled water from home and fill the water bottle with it.
- The container must have a closeable lid; screw-on lid or push top lid.
- Container needs to be washable and reusable.
- The consumption of water is up to the discretion of the teacher.
- Classroom rules regarding the use of the restroom will be in effect. Students need to take care of restroom needs before class starts and students must be responsible for the amount of water that is consumed during classroom time.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, smart writes, or projectors).
- Water will not be allowed in any computer class or computer lab, as well as the library.
- Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto another student or teacher.
- No sharing of water bottles.

If the policy is not followed, the student will be sent to an administrator to deal with the offense.

First offense — Teacher will take water bottle. Student may pick up the bottle from the teacher after the class period.

Second and subsequent offenses— Teacher will take the water bottle and turn it into the office. Students will need to have a parent/guardian pick up the water bottle from the office after school.

Any involvement regarding illegal substances or consumption of illegal substances will be dealt with by an administrator. Illegal substances are prohibited — see disciplinary actions section in student handbook under Drug and Alcohol Policies.

PASSES

East Middle School has adopted a closed classroom policy designed to keep all traffic to a minimum during the school day. Any student in the halls of East Middle School without a legitimate pass will be subject to disciplinary action. Students must have a pass in order to be in hallways during classes.

CAFETERIA INSTRUCTIONS

- ✓ Put books in locker before going to lunch.
- ✓ Walk through the halls to your place in line. Do not run at any time.
- ✓ Places for friends are not saved in the lines.
- ✓ Have change ready and keep lines moving as rapidly as possible.
- ✓ You will be permitted to talk and leave your table for additional purchases. You are not permitted to shout, wander about the cafeteria, or behave in such a way as to disturb others.
- ✓ Be courteous and use your best table manners.
- ✓ Keep the cafeteria clean and orderly by taking trays and dishes to designated places and leave tables in proper condition for those who follow.
- ✓ Absolutely no food or drink will be allowed outside the cafeteria setting during lunch.
- ✓ Respect cafeteria duty teacher's authority.
- ✓ Students are to eat breakfast in the first two rows of tables and clean up after they have finished eating.
- ✓ During the last five minutes of each lunch period, students will go outside the school building. Use the rear exit and proceed to the designated area. No loitering in the parking area or stadium area. **THIS IS A MUST.** Students found or seen in an area where they shouldn't be, or taking lunches outside the cafeteria, will immediately have this privilege revoked. Do not go to the front of the school at any time during the lunch period.
- ✓ Students with minor discipline infractions may be assigned clean up duty in the cafeteria or detention.
- ✓ Each student will choose his or her lunch table for the first semester. The students will choose their tables again at the start of the second semester. All students will take a turn as a cleaner for their table or row.
- ✓ Students are not permitted to bring open beverages into the school other than per water bottle policy.

ASSEMBLIES

The number of assemblies and the privilege of students to attend is contingent upon the ability of students to conduct themselves properly at all times regardless of the type. The following points are emphasized:

- ✓ Please remain quiet and attentive during all programs.
- ✓ A courteous reception should be extended to everyone, regardless of the type of program.
- ✓ Students are to remain in their places until the person in charge of the assembly has

dismissed them.

- ✓ Whistling, booing, talking or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending all future programs, will also be subject to suspension, and will be placed on the revoked privileges or no assemblies list for one month.

SCHOOL RELATED ACTIVITIES

Students must be present in school in order to participate in extracurricular activities scheduled that day.

Students attending related school activities such as school dances, athletic events, concerts, plays, assemblies, rehearsals, including high school games and events, etc., are subject to all school regulations and are expected to conduct themselves properly at all times. Any student involved in disorderly conduct, drinking, possession of alcohol, drugs, fighting, smoking, improper dress, etc., will be subject to strict discipline and possible suspension. Class sponsors, student leaders, and faculty members involved in school related activities are to work closely with the assistant principal in charge of student activities. These activities are essential components of school life. Students wishing to be dismissed from attendance during the school day will have to be picked up personally by the parent or guardian in the main office. Written notes or phone calls will not be honored.

SCHOOL RELATED ACTIVITIES ARE A PART OF THE TOTAL EDUCATIONAL PROGRAM OF YOUR CHILD. PARENTS ARE URGED NOT TO GET THE STUDENT EXCUSED DURING ASSEMBLIES OR RELATED ACTIVITIES.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

DANCES/SOCIAL EVENTS

School dances usually run from 3:00 – 4:30 p.m. Students attending dances must remain at the dance until 4:30 p.m. or until a parent enters the school and picks up the child. Only East Middle School students are allowed to attend East Middle School sponsored dances and social events. Parents should be at the school at 4:30 p.m. to pick up their child.

DAMAGES TO PROPERTY

All damages to the building or property caused willfully or carelessly must be paid for by the pupil causing such damage. This applies to textbooks as well as other school property. Willful damage to the school property can be grounds for suspension/expulsion.

TEXTBOOKS AND ISSUED SCHOOL EQUIPMENT

You will be supplied with books and other school equipment at the opening of school. No deposit is required for any of the books issued to you, but you are responsible for keeping them covered at all times and seeing that they are returned in good condition. The value of each book is determined by its condition when issued. Fines will be assessed according to loss or damage.

It is the student's responsibility to see that all the textbooks have the student's name in them and that the books are covered. Failure to do so will result in detention until books are covered.

COMPUTER EQUIPMENT AND NETWORK USE

Internet access is now available to students and staff in Butte School District No. 1. The network provides services to promote educational excellence in District schools by facilitating resource sharing, innovation, and communication. Butte School District Policies 3612, 3612P, and 3612F, provide the guidelines for which students may access these services. Only those students who have turned in an Internet access parent permission form will be allowed to access the Internet. Only those students who have turned in an Internet access parent permission form will be allowed to access the Internet.

The following policies govern the use of computers and the school network:

- ✓ The use of the computer network must be in support of education and research, and consistent with the educational objectives of Butte School District No. 1.
- ✓ The computer network will not be used to publish any information, which violates or infringes upon the rights of any other person or any information, which would be abusive, profane or sexually offensive to the average person, or contain any advertising or any solicitation of other students or staff to use goods or services.
- ✓ Students and staff will not use the facilities and capabilities of the computer network to conduct any business or activity or solicit the performance of any activity, which is prohibited by federal, state or local law.
- ✓ Personal use of the computer network is limited to time when staff is not providing paid services to Butte School District No. 1
- ✓ Because connection to the computer Internet provides access to other computer systems around the world, it is important that the student, (and the parent of the student if the student is under 18 years of age), specifically understands that the Internet administrators and Butte School District No. 1

do not have control of the content of information residing on other systems. Students, and parents of students who are under 18 years of age, are advised that some computer networks may contain controversial or illegal material. Butte School District No. 1 does not condone the use of such materials and does not permit the use of such material in the school environment.

- ✓ Students or staff knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Butte School District No. 1. Such activities may result in termination of their computer network and/or disciplinary action.

USE OF CELL PHONES

Students and their parent/guardian must sign a contract agreeing to the following rules if they wish to bring cell phones to school. Contracts are available in the main office.

- ✓ Cell phone contracts include acknowledgement of the "Privacy in Communications Act" – MCA 45-8-213.
- ✓ Cell phones are to be turned off, and kept in lockers at all times.
- ✓ Cell phones may not be used inside the building at any time. This includes between periods, during lunch and lunch recess, or during any other school activity held inside the building during school hours (8:00 am – 3:00 pm)
- ✓ Parents are urged not to call or text student cell phones during the day. Messages to students should be delivered through the main office.
- ✓ If a student fails to follow these guidelines, his/her cell phone will be given to the dean of girls or assistant principal.
 - a. First and Second violation: Student will need to have a parent pick up the cell phone after school.
 - b. Third violation: Student will receive five nights of detention and will need to have a parent pick up the cell phone after school.
 - c. Fourth and subsequent violations: Student will receive five nights of detention and will need to have a parent pick up the cell phone after school. The school reserves the right to inspect confiscated cell phones if there is reasonable suspicion of further school policy violations.

SCHOOL DISTRICT SAFE SCHOOL POLICY

Butte School District No. 1 is committed to providing a safe educational atmosphere for all students and employees. Any deliberate act, which has the potential of harming or causes harm, will not be tolerated.
Gun-Free Schools Policy

- ✓ Students are prohibited from possessing, using, carrying or bringing dangerous or deadly weapons on property owned or leased by the school district, on school-owned or chartered transportation, to school functions whether on or off school property, and to school extracurricular activities. Defined by 18 USC 921,

"firearm" shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. A hand-held metal detector may be used on students if there is question regarding possible weapon possession.

- ✓ Any student violating sections of this policy concerning firearms shall immediately be suspended from school by the building administrator or designee and shall be expelled from school by the trustees for not less than one calendar year (365 days), unless modified by the trustees, upon recommendation by the District Superintendent on a case-by-case basis. The building administrator shall notify local law enforcement officials of the violation.

Personal Safety Policy

- ✓ Other objects can be obtained by students, which inflict harm or the threat of harm to another. These potential weapons include, but are not limited to any explosive device not including chemicals or other similar instructional materials used as part of an approved educational program, knife, sword, razor, slingshot, numchuk, artificial knuckles of any hardened substance, billy, or any object used or threatened to be used as a dangerous or deadly weapon.
- ✓ Any student whose deliberate act constitutes a violation of this policy by using any object as a dangerous or deadly weapon, or; Any student who knowingly threatens to use a weapon, explosive device or potentially dangerous or deadly object to harm students, employees of the district, or families thereof, shall be subject to corrective action and/or punishment on a case-by-case basis, including possible suspension or expulsion. The building administrator shall notify local law enforcement officials of the violation.

In either section of this policy certain exceptions may exist

- ✓ In accordance with the provisions of federal, state and local law, students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities provided prior written permission of the District Superintendent has been obtained. At the conclusion of the activity, the firearms must be immediately removed from school property.
- ✓ Firearms used as props in drama events must be replicas. Under no circumstances can the replicas be real weapons, operational or otherwise. Other weapons used in drama events must have approval of the building principal. Knives used as part of a course such as those used in home economics, shop and art classes are excluded from this policy unless they are used to endanger students or staff.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons/devices involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

This policy does not apply to law enforcement officers and other officials provided for in law.

STUDENT INVOLVEMENT WITH ILLEGAL CHEMICALS, TOBACCO, OR ALCOHOL

RATIONALE: Recognizing the danger of student involvement with illegal chemicals and/or alcohol to the individual student and the effect upon the morale and values of the entire student population, the Board of Trustees has adopted the following policies:

PROCEDURE STATEMENT

It is expressly forbidden for any student, while on his/her way to or from school, in school, or at any school-sponsored event, to use, possess, buy, transfer, deliver, sell, or be under the influence of any alcoholic beverages, intoxicants, "look-alike" drugs or any other substances defined by law as a "controlled substance" or "dangerous drug". It is also forbidden for any student to possess any items defined by law as "drug paraphernalia" while on his/her way to or from school, in school or at any school-sponsored event. Any violation of this policy shall be reported to law enforcement officials. Legitimate use of prescription drugs, evidenced by a Montana health care professional, is permitted.

If there is any question as to whether the student has or has not been using chemicals, the student or his or her parent(s)/guardian(s) may obtain a breath, blood, or urine test (whichever is appropriate for the suspected drug), at their expense, and will provide a copy of the results to the school administration as soon as they are available. If the parent(s)/guardian(s) and/or student refuse to take such test, said refusal will be taken as an admission of use or possession.

Discipline Procedures for Violation of Drug/Alcohol Use Policy - Grades 7-8

- ✓ Violations of the Drug/Alcohol Policy will be cumulative throughout the entire period of School District No. 1 attendance in grades 7-8. First Violation: Five-day out-of-school suspension. Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. The Administrator has the option to recommend expulsion on a first offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
- ✓ Second Violation: Ten-day out-of-school suspension. Unserved suspension occurring at the end of the school year will be served the following year commencing on the sixth day of school. This applies to all returning students. The Administration has the option to recommend expulsion on a second offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
- ✓ Third or Subsequent Violation(s): The student will be recommended for expulsion. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.

Discipline Procedures for Violation of Tobacco Use Policy – Grades 7-8

The school prohibits smoking or chewing of tobacco in the building, on the school grounds, before or after school hours, while in attendance at school activities, or at any time a group can be identified as representing East Middle School. Students found in possession of tobacco products will be turned over to the police and a fine will be imposed.

- ✓ First violation: One day out-of-school suspension time-out period and three days in-school suspension.
- ✓ Second violation: One day out-of-school suspension time-out period and five days in-school suspension.
- ✓ Third violation: Three days out of school suspension.

Confidentiality of Student Records-Grades K-12

No records of the student's participation in the Drug/Alcohol Prevention Program will become part of the student's permanent record or cumulative file. The information obtained in this program is CONFIDENTIAL and may only be shared with the professional staff working directly with the chemical use, abuse or dependency program on a need-to-know basis. Sharing of this information with any third party is prohibited unless a signed release is obtained.

Notification Requirements

Information regarding available Drug/Alcohol counseling, rehabilitation, and re-entry programs available to students may be obtained from the Coordinator of the Drug/Alcohol Prevention Program.

It will be the responsibility of the school principals to see that parents and students be informed, on an annual basis, of School District No. 1 policies regarding chemical use, abuse or dependency.

The same appeal procedure for suspensions or expulsions shall apply to this policy as they do for any other infraction, which results in suspension or expulsion.

Compliance with the provisions of this policy is mandatory.

Students Suspected of Chemical Use, Abuse or Dependency Who elect to Participate in Extracurricular and Co-curricular Activities

Participation in extracurricular and/or co-curricular activities is a privilege and not a right. Students who wish to participate in extracurricular and/or co-curricular opportunities made available by the School District must be willing to accept the responsibilities, as well as the benefits that are associated with extracurricular and co-curricular activities.

School District No. 1 recognizes that the use of drugs, alcohol or tobacco is a health problem that can affect the pursuits of students in the education process.

It is also recognized that a student in extracurricular and co-curricular activities represents the District outside the normal realm of the school and as such should project a positive image of the District, his/her school and the student body.

Health problems are primarily the responsibility of the home in the case of students, but the school activities play an important role in the life of students, parents, families and the community. Problems interfering with the philosophies of these activities must be identified and the offenders must be dealt with in a manner that benefits the students, the activity and the community.

The responsibility for the awareness of the use of drugs, alcohol or tobacco and their effects on the educational process must be shared by the student, parents, employees of the District and the community.

The objectives of this policy are to make staff, students, parents and the community aware of the need to prevent the use of drugs, alcohol, and tobacco among students involved in extracurricular and co-curricular activities, and to facilitate rehabilitation.

Any student who elects to participate in any extracurricular and/or co-curricular activity offered by the School District shall be apprised of his/her rights and responsibilities as delineated in this policy before he/she is allowed to participate.

All students who elect to participate in extracurricular and co-curricular activities will be covered by this policy. All rules, regulations, sanctions, penalties, etc., which apply to students covered by this policy will be in addition to all rules, regulations, sanctions and penalties as outlined in the policy and procedure for Dealing with Students That are Suspected of Chemical Use, Abuse or Dependency. Extracurricular and co-curricular activities covered by this policy include, but are not limited to: boys' and girls' basketball, boy' and girls' cross country, G.A.C., football, musical organizations (band, chorus, orchestra, etc.), track, volleyball, wrestling, as well as co-curricular activities. If a student has any questions as to whether a School District sponsored activity is covered by this policy; he or she has the responsibility to ask the Principal whether the activity is covered by this policy.

The involved staff has the responsibility for awareness and implementation of this policy. Students who elect to participate in extracurricular or co-curricular activities and parents or guardians are responsible for understanding this policy and recognizing it is a written response, to-wit:

A student who elects to participate in an extracurricular or co-curricular activity must first sign a Student Participation Form acknowledging that he or she agrees to be bound by this policy.

A student who violates this policy after having signed a Student Participation Form, but before he/she notifies the Principal in writing of his or her decision to no longer be bound by this policy will be subject to the conditions and penalties of this policy for any violations that occur while the student has elected to be bound by this policy even if he/she subsequently terminates his/her agreement to be bound by this policy.

Students Suspected of Chemical Use, Abuse or Dependency Who elect to Participate in Extracurricular and Co-curricular Activities

- 1) Students who elect to participate in extracurricular or co-curricular activities are not to use, possess, or supply tobacco or any illegal chemical substance (alcohol, drugs). Students are not to attend a gathering where these chemical substances are being used illegally. If a student unknowingly attends a gathering where a chemical substance is being used illegally, the student must leave the gathering as soon as he/she is aware that a chemical substance is being used illegally. If there is any questions as to whether the student has or has not been using chemicals, the student or his/her parent(s)/guardian(s) may obtain a breath, blood, or urine test (whichever is appropriate for the suspected drug) at their expense and will provide a copy of the results to the school administrator as soon as they are available.
- 2) Violation of Section 1 is subject to the penalties set forth in Sections 3 and 4 of this policy. All violations are cumulative on a yearly basis, from the date of the first confirmed violation and not on a per event or activity basis.
- 3) A student who uses, possesses, or supplies any illegal chemical substance is subject to the following penalties:
 - a) **First Violation:** After confirmation of the first violation, as set forth in Section 5, the

- student shall lose eligibility for the next two (2) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular activities.
- b) **Second Violation:** After confirmation of the second violation, as set forth in Section 5, the student shall lose eligibility for the next six (6) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular or co-curricular activities.
 - c) **Third Violation:** After confirmation of the third violation, as set forth in Section 5, the student shall be suspended from any further participation in any and all extracurricular and co-curricular events and activities for the remainder of the year. The year begins on the day of the first confirmed violation and continues for 365 days thereafter.
- 4) A student who uses or possesses tobacco is subject to the following penalties. A student who is seen in attendance at a gathering, where the student is aware that chemical substances (alcohol, drugs) are being possessed or used illegally, but is not shown to be using the chemicals, is also subject to the following penalties:
- a) **First Violation:** After confirmation of the first violation, as set forth in Section 5, the student loses eligibility for the next week, excluding practice, which is scheduled in any of the student's particular extracurricular or co-curricular activities.
 - b) **Second Violation:** After confirmation of the second violation, as set forth in Section 5, the student shall lose eligibility for the next two (2) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular or co-curricular activities.
 - c) **Third and Subsequent Violation(s):** After confirmation of the third or subsequent violation(s), as set forth in Section 5, the student shall lose eligibility for the next six (6) consecutive weeks, excluding practice, which are scheduled in any of the students' particular extracurricular or co-curricular activities.
- 5) Notification of a violation of Section 1 shall be completed in writing to the Building Principal. The Principal will notify the student in writing of said violation.
- 6) If a student denies that he/she is in violation of Section 1, that student must make a written request to the three (3) school days of when the student receives notice that he/she was reported as being in violation of Section 1 of this policy. Upon receipt of the written request for a hearing, the Superintendent or his/her delegated representative shall direct the head coach or activities director or treat the student as if no violation of Section 5 has taken place, and the student shall be allowed to participate on the same standing as all other students in the particular activity. If the violation is upheld by the hearing procedure, as set forth in Section 7, implementation of the proper penalty shall begin immediately upon receipt of the decision. If, in the opinion of the hearing officer, a deliberate attempt to circumvent this policy or a conscious effort to deceive said hearing officer is determined the penalty appropriate to the step involved shall be doubled.
- 7) The Superintendent shall delegate a hearing officer who shall conduct the hearing. The hearing officer must issue his or her written decision with forty-eight (48) hours of the hearing. The hearing officer shall be a person who was not, in any way, involved in the reported violation or steps attendant to the reported violation.
- 8) The decision of the hearing officer may be appealed to the School Board. The appealing party must notify the Superintendent of his/her desire to appeal the hearing officer's decision within forty-eight (48) hours after receiving a copy of the hearing officer's decision.; The School Board shall review the appeal within four (4) school days of the Superintendent being notified of this appeal.

- 9) A student who requests a hearing may be accompanied by a representative of his/her own choosing.
- 10) Parents and/or guardians of students who violate this policy shall be notified of the violation by telephone, where possible, and also by certified mail. A copy of this policy shall be enclosed with the letter to the parents(s)/guardian(s).
- 11) Students involved in extracurricular or co-curricular activities in which academic grades are related to extracurricular performance will be made that their grade may be affected by this policy and/or they may be suspended from the activity.
- 12) Any student confirmed to be in violation of Section 1 of this policy will attend all practices in the activities in which the student participates. Penalties for violation are directed at participation in scheduled events planned in the activity. However, no student will be allowed to practice or to participate in any manner while on an out-of-school suspension.
- 13) Compliance with the provisions of this policy is mandatory.

SEXUAL HARASSMENT / INTIMIDATION OF STUDENTS

The District does not, and will not, discriminate on the basis of sex in any education program or activity that it operates. The District is prohibited by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education from discriminating in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or all.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Human Resource Director
Office address: 111 N. Montana Street Butte, MT 59701
Email: humanresources@bsd1.org
Phone number: 406-533-2504

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone followed up with a writing, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal and then written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service provided by the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator to the Title IX Coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building principal or superintendent or other school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for any purpose which interferes with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing.

Confidentiality

The District will, to the extent permitted by law, keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District will also ensure that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, and training on any technology to be used at a live hearing, if applicable. Investigators also will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Conflict of Interest and Bias

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not guilty of the alleged conduct. A determination regarding guilt/responsibility will be made by the decision-maker at the conclusion of the impartial investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

HAZING/HARASSMENT/INTIMIDATION/BULLYING

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

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. Bullying means any harassment, intimidation, hazing or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 1. Physically harming a student or damaging a student's property;
 2. Knowingly placing a student in reasonable fear of physical harm to the

- student or damage to the student's property;
- 3. Creating a hostile educational environment, or;
- 4. Substantially and materially disrupts the orderly operation of a school.
- 5. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

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

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

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

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

When an employee has actual knowledge that behavior in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

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

Retaliation and Reprisal

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

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

OLWEUS BULLYING PREVENTION PROGRAM

In order to properly enforce the District's bullying and harassment policies, East Middle School has implemented the Olweus Bullying Prevention Program. The Olweus program is a researched based intervention program that works proactively and reactively to create a positive, caring school atmosphere that strives to eliminate bullying behavior within the school. The program consists of individual, classroom, school wide, and community-based components that address the support needs of the students who are victims of bullying behavior as well as the intervention needs of those students that choose to engage in bullying behavior. The program has established a clear set of rules along with a firm, fair, and consistent rubric of consequences for bullying behavior. Students participate in a survey that allows administrators the opportunity to evaluate when and where behaviors are occurring and making supervision adjustments accordingly.

- a . "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons and he or she has difficulty defending him or herself."*** Students will also be educated on the difference between bullying, peer conflicts, and excessive horseplay, as well as the resolution process for each.

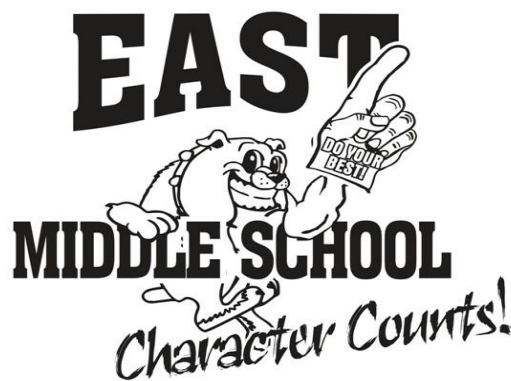
BULLY PREVENTION RULES

STUDENTS ARE EXPECTED TO BE RESPECT TO ALL AND ACCOUNTABLE FOR THEMSELVES

1. We will not bully others.
2. We will try to help those students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at home and an adult at school.
5. We will be respectful to all and accountable for ourselves

CLASSROOM MEETINGS

Classroom meetings between teachers and students are held weekly to allow students the opportunity to learn the fundamentals of the program as well as discuss related issues with his or her teacher.



EAST MIDDLE SCHOOL – OLWEUS BULLYING PREVENTION PROGRAM — BEHAVIORAL RUBRIC

VERBAL BULLY BEHAVIOR	NON-VERBAL BULLY BEHAVIOR	PHYSICAL BULLY BEHAVIOR	CONSEQUENCE MENU
LEVEL ONE			
<ul style="list-style-type: none"> • PASSING NOTES • GOSSIPING • STARTING/SPREADING RUMORS • TEASING ABOUT POSSESSIONS (CLOTHES, LOOKS, ETC.) • FALSE REPORTING • NAME CALLING • INSULTING REMARKS • THREATS 	<ul style="list-style-type: none"> • THREATENING OR INSULTING GESTURES • DIRTY LOOKS • IGNORING OR EXCLUDING OTHERS • HIDING ITEMS FROM OTHERS • WRITING/PASSING NOTES 	<ul style="list-style-type: none"> • PUSHING, SHOIVING, POKING • IN OTHER'S SPACE • BLOCKING OTHER'S PATH • INTIMIDATION (HALLWAY/CLASSROOM) • BOOK CHECKING 	<ul style="list-style-type: none"> • PHONE CALL HOME • REMINDER/WARNING • THINK SHEET • TEAM CONSEQUENCES • RE-TEACH EXPECTATIONS • COUNSELING REFERRAL • TEAM-PARENT MEETING • TEACHER DETENTION
LEVEL TWO			
<ul style="list-style-type: none"> • ON-GOING HARASSMENT • INSTIGATION OF A FIGHT • CHRONIC LEVEL 1 BEHAVIORS 	<ul style="list-style-type: none"> • CYBER BULLYING • DEFACING PROPERTY • PLAYING TRICKS TO EMBARRASS OTHERS • CHRONIC LEVEL 1 BEHAVIORS 	<ul style="list-style-type: none"> • THREATENING PHYSICAL HARM • STARTING/INSTIGATING FIGHTS • PURPOSEFUL PHYSICAL ACTIONS • SCRATCHING/TRIPPING/SPITTING • CHRONIC LEVEL 1 BEHAVIORS 	<ul style="list-style-type: none"> • DISCIPLINARY REFERRAL • PHONE CALL HOME • COUNSELING REFERRAL • PARENT MEETING • ADMINISTRATIVE DETENTION • HARASSMENT POLICY REVIEW • ADMINISTRATOR MAY SELECT FROM LEVEL 3 OPTIONS
LEVEL THREE			
<ul style="list-style-type: none"> • PROLONGED HARASSMENT • ENCOURAGING TOTAL GROUP EXCLUSION OF SOMEONE BY THREATENING OTHERS IF THEY DON'T COMPLY • SEXUAL HARASSMENT • CHRONIC LEVEL 2 BEHAVIORS 	<ul style="list-style-type: none"> • DESTROYING PROPERTY • SETTING FIRES • ARRANGING PUBLIC HUMILIATION • WRITING GRAFFITI OF ANY KIND • CHRONIC LEVEL 2 BEHAVIORS 	<ul style="list-style-type: none"> • SPITTING ON OTHERS • BITING OTHERS • MAKING REPEATED OR GRAPHIC THREATS • EXTORTION • THREATENING TO KEEP SOMEONE SILENT • PHYSICAL HARM • ACTS OF VIOLENCE • ASSAULT • CHRONIC LEVEL 2 BEHAVIORS 	<ul style="list-style-type: none"> • PHONE CALL HOME • DISCIPLINARY REFERRAL • COUNSELING REFERRAL • IN-SCHOOL SUSPENSION • OUT OF SCHOOL SUSPENSION • RESTITUTION • LAW ENFORCEMENT REFERRAL • PARENT MEETING • REFERRAL TO SUPERINTENDENT'S OFFICE • EXPULSION REFERRAL

DISCIPLINARY REPORTS

Disciplinary reports ("pink slips") are issued to students who do not conform to classroom procedures or to the rules and regulations of the school. Each unsatisfactory conduct report carries a corresponding punishment ranging from detention to suspension depending on the number and severity of the offense.

There are from time-to-time individual pupils who do not respond to the best of classroom situations; who demand more than their share of attention and make it impossible for others to learn. The teacher employs various approaches to adjust the problem. If the pupil still creates enough disturbance that the welfare of the class to learn is jeopardized, a disciplinary report is sent home for the parents' signatures. This contains a statement by the teacher of the pupil's persistent disturbing conduct in the classroom. The report enables the parent to contact the teacher or the school. Disciplinary reports are used when teachers feel classroom disruption, defiance, or a student's behavior is totally unwarranted.

A violation that takes place within a classroom, in school, or at school related activity is punishable according to frequency and severity with administrative discretion. The first behavioral referral will result in at least a warning and a notification will be sent to the parent. A second, at least three (3) nights of detention, a third at least five (5) nights, a fourth, at least ten (10) nights. Once a student has accumulated over ten (10) nights of detention, he or she must serve two (2) nights per night until all detention has been served. A fifth behavioral referral will result in at least three (3) days of In-School Suspension, a sixth, at least (5) days. Subsequent referrals will result in out of school suspension as determined by the administration.

DETENTION

Students placed on detention are those who persistently continue to break the rules and regulations of East Middle School. Students will study or do homework on detention. Books must be brought to detention.

Whenever a teacher or the Assistant Principal or the Dean of Girls wishes to keep a pupil after school, the pupil will be instructed to report for detention the next school day in order that the pupil can inform his or her parents that he or she will be detained after school upon the following school day. This rule makes it possible for the parents to know on what day their youngster is being detained after school. Detention lasts from 3:05 - 3:45 for one night or from 3:05 - 4:15 for two nights. Students having ten (10) or more nights of detention must serve from 3:05 - 4:15 and will receive credit for two nights until all detention is served.

To be excused from detention a student must bring a note the same day that the detention is to be served. Failure to do so will result in more detention. All detention must be served.

DETENTION RULES:

- ✓ Detention is scheduled Monday through Friday of each week unless students are notified otherwise by the Dean of Girls or Vice Principal.
- ✓ Students must report within five minutes after school is dismissed.
- ✓ Students must bring all articles to detention because they will be dismissed from school at the end of detention. Students are not allowed to return to their lockers.
- ✓ Students will remove all outdoor wearing apparel.

- ✓ Students must work on school assignments during detention.
- ✓ No talking is allowed.
- ✓ No student is to sleep in detention.
- ✓ Students will not be allowed to use vending machines during detention.
- ✓ Failure to report to detention will require the student to serve additional detention in the following manner:
 - First skip - 3 nights detention
 - Second skip - 5 nights detention
 - Third skip - three days ICE Room or suspension
- ✓ All detention will be served at the end of the year or the next year in the case of the seventh graders. No transcripts, grades, or records will be forwarded until the detention has been completed.
- ✓ Students with minor discipline infractions may be assigned clean up duty in the cafeteria or on school grounds.

STUDENT OFFENSES THAT WILL RESULT IN DETENTION

- ✓ Conduct or action that causes interruption of classroom and school educational procedures.
- ✓ Tardiness and being late to class.
- ✓ Eating and drinking outside of designated areas.
- ✓ Loitering in hall or causing disruption in the normal flow of traffic in the halls.
- ✓ Rowdy behavior or running in the building.
- ✓ Littering of building or grounds.
- ✓ Misuse of lockers.
- ✓ Any extreme dress or appearance that is disruptive to normal school functions.
- ✓ Public displays of affection between students.
- ✓ Display of poor manners during assemblies.
- ✓ Throwing snowballs on school premises or while coming to or going home from school.
- ✓ Throwing or flipping objects in classroom, hall or cafeteria.
- ✓ Skipping classes or truancy.
- ✓ Unsatisfactory conduct reports.
- ✓ Skipping detention.
- ✓ Passing/receiving personal notes.
- ✓ Being in halls without hall pass.
- ✓ Disrespect to substitute teachers
- ✓ Level 2 and Level 3 Bullying Behaviors

THIRD (RESTRICTED) LUNCH

Students experiencing chronic behavioral difficulties may be assigned to eat lunch in a separate area with adult supervision. Students on Free Hot Lunch will have a lunch provided for them. They will be offered a choice from a menu provided by the cafeteria staff or may choose to bring a lunch from home. Students on Reduced Lunch or with a regular lunch account may choose from the cafeteria menu and have the meal charged to their account, or choose to bring a lunch from home. Students must report to cafeteria entry way across from Room 104 and will be escorted by staff to the lunch area. Students on Third Lunch will be responsible for cleaning restricted lunch area.

IN-SCHOOL SUSPENSION (ISS)

An isolated classroom environment is set up at East. Before students are suspended for six pink slips or a major school infraction, they are placed in the in-school suspension room for three days for the first offense, and five days for the second offense. Parent and student are required to meet with the administration and agree to the rules of the class. Students will stay home for one school day prior to beginning in-school suspension.

IN-SCHOOL SUSPENSION ROOM RULES:

- ✓ Students will report to school at 8:15. If a student is late, one day will be added to suspension time.
- ✓ Students with cell phones and other electronic devices must place them in their assigned locker at the beginning of the day. Those items will be returned to the student at the end of the day. If the student fails to relinquish device and is caught with said device, it will be confiscated and a parent must come to the school to pick it up.
- ✓ Students must sit at designated table while in cafeteria and will be escorted to suspension room by school officials.
- ✓ Students will be assigned seats and will work on assignments from their regularly scheduled classes. Students will not be allowed to leave their assigned seats except at the direction of the teacher.
- ✓ Student belongings (coat, cell phone, backpack, etc.) will be kept in an assigned locker outside the ISS room.
- ✓ Coats and hooded sweatshirts are not allowed to be worn in the ISS room and will be kept in the assigned locker.
- ✓ Students will not be allowed to be at their locker when they arrive at the classroom in the morning and at the end of the school day.
- ✓ A student absent while suspended, must make up the days before returning to their regularly scheduled classes.
- ✓ Work assignments will be provided to the supervisor for distribution to students. Written exams may be administered if the classroom teacher so desires.
- ✓ Students will not fall asleep. Students must not put their heads on the desk and must sit properly in the desk.
- ✓ Students are forbidden from writing on tables, dividers, walls, or any other school property. Individual student work areas will be inspected daily by classroom supervisor. Any marks and/or defacing will result in additional day added to suspension time and/or referral for further disciplinary action (i.e. out-of-school suspension).
- ✓ Students will not talk with each other. A student may ask questions of the supervisor after raising his/her hand and be acknowledged by the supervisor.
- ✓ All work assigned must be completed in a quality manner and returned to the supervisor by the end of the day. Exams will be returned within the time specified by the classroom teacher.
- ✓ Students will not chew gum, eat candy / snacks, or drink beverages.
- ✓ Students will not bring magazines or any unauthorized reading material. Students will bring all textbooks, pens, and pencils to the room.

- ✓ Students will walk single file to the restroom. One student will use the restroom at a time. Students will be taken to the restroom at 9:45 a.m. and 2:00 p.m.
- ✓ Students will eat at 11:00 a.m. in the classroom. No talking will be permitted.
- ✓ Students on Free Hot Lunch will have a lunch provided for them. They will be offered a choice from a menu provided by the cafeteria staff or may choose to bring a lunch from home. Students on Reduced Lunch or with regular lunch account may choose from the cafeteria menu and have the meal charged to their account or choose to bring a lunch from home.
- ✓ Any violation of the In-School Suspension rules will result in immediate referral to the administration and possible out-of-school suspension. Before a student will be suspended a parent will have the option to sit for three days with their child in the suspension room. If a student is on out-of-school suspension for rules infractions, the student will be required to return to in school suspension to complete the assigned time.
- ✓ While in the suspension room, a student may attend practice, but may not play in school sports or activity until completing suspension time.
- ✓ Students may not attend school functions unless the function is stressing positive self-image building.
- ✓ Students will abide by all of the above rules and conditions found in the East Middle School handbook.
- ✓ Students placed in In-School Suspension will be on the Revoked Privileges list for at least 1 month or longer.
- ✓ Upon completion of In-School Suspension, the student will serve at least one week in the Third Lunch period.

REVOKED PRIVILEGES

When a student is habitually in trouble, late to class, disruptive, or defiant, all privileges may be revoked until such time said students modify their behavior and reveal that they can be worthy citizens of the school. If a student is suspended or placed in the ISS Room, they will be placed on the revoked privileges list for one month or longer.

SUSPENSION

Suspension means interruption of the student's presence in the regular classroom, or in the building (out-of-school suspension). Once the student is suspended he/she will be on the revoked privileges list for one month. Suspension will be three (3), five (5), or ten (10) days depending on the number and severity of offenses.

STUDENTS WHO ARE SUSPENDED MAY NOT RETURN TO THE SCHOOL, BE ON ANY SCHOOL GROUNDS, OR TAKE PART IN ANY SCHOOL ACTIVITIES OR SPORTING EVENTS UNTIL THE SUSPENSION HAS BEEN SERVED.

SUSPENSION POLICY

- ✓ Students will be advised that they are in jeopardy of being suspended, and parents may be notified by phone or mail. The counseling department, principal, and dean of girls or vice principal will make efforts to counsel the students for the purpose of adjusting the problem before a suspension will be imposed.

- ✓ Flagrant defiance of and disrespect for school regulations, e.g. fighting or smoking in or around the building, may result in an immediate suspension of up to 10 days with only an informal hearing. A disciplinary report will be mailed home to the parent. The parent will be called to come to the school and pick up their child.
- ✓ The hearing, and the disciplinary action taken will be mailed within 24 hours to the parents.
- ✓ Assignments will be provided for any student on suspension upon request by the parent. The student is responsible for all assignments. All work must be complete upon return or the student will be sent home for the day.
- ✓ When a student returns from suspension, he must be accompanied by a parent for a conference and secure an admit slip.

PURPOSE OF SUSPENSION

When a pupil is suspended, the school seeks the aid of the parents to help adjust the problem. The school and the parents can then work together cooperatively to adjust the problem.

All students are given informal hearings for any suspensions.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension, a necessity in order to protect the rights of fellow students. Students suspended from school are not allowed on any school grounds and may not participate in any school activities until suspension has been served. Violation of this rule may result in further disciplinary action including additional suspension and referral to juvenile probation for trespassing. Students will be provided work to complete on suspension which must be completed before student returns to school. A parent/guardian must accompany student back to school the day following suspension in order to conference with Administration.

STUDENT OFFENSES THAT WILL RESULT IN SUSPENSION

- ✓ Flagrant disrespect for school regulations
- ✓ Open defiance and insolence to a teacher
- ✓ Damage to property – All damage to the building or property caused willfully or carelessly, must be paid for by the pupil causing such damage. This applies to textbooks issued to students, desks, lockers, walls, and all other forms of school property.
- ✓ Hazing or intimidation of other students
- ✓ The use of any form of extortion by students
- ✓ Theft of any school property or the property of other students
- ✓ Five or more disciplinary reports
- ✓ Fighting in or on the way to or from school, or at any school sponsored activity
- ✓ Smoking or chewing tobacco. The school prohibits smoking and chewing of tobacco or "look alike tobacco products" including e-cigarettes and vapor products in the building, on the school grounds, before or after school hours, while in attendance at school activities, or at any time a group can be identified as representing East Middle School. Students found in possession of tobacco products will be turned over to the police and a fine will be imposed.
- ✓ Truancy – students who are truant may be referred to the school resource officer
- ✓ Defiance, disrespect, abusive language or gestures directed toward any staff member
- ✓ Possession of any prohibited articles in school

- ✓ Possession of defense sprays, pepper sprays, mace, stun guns, tasers, etc.
- ✓ Unauthorized intrusions in other schools
- ✓ Gambling
- ✓ Matches and lighters
- ✓ Arson
- ✓ Firecrackers and explosives
- ✓ Possession of knives, slingshots, or other weapons, etc.
- ✓ Possession of firearms
- ✓ Students who have knowledge of possession of firearms, but fail to advise a staff member
- ✓ Computer misuse
- ✓ Endangering the safety of others (setting off false alarms, making bomb threats, etc.)
- ✓ Violation of policies regarding student behavior and student involvement with illegal chemicals or alcohol
- ✓ Refusing to identify one's self to school personnel
- ✓ Disorderly conduct on the way to or from school
- ✓ Trespassing on private property
- ✓ Level 2 and Level 3 Bullying Behaviors

EXPULSION

Expulsion means to cut off from active membership in a school. Only the Board of Trustees can expel a student.

STUDENT DUE PROCESS RIGHTS

1. If a student denies that he or she is in violation of a policy, that student must request in writing to the Superintendent that a hearing be held. The request must be made within four (4) school days of the commencement of the disciplinary action or the right to a hearing is lost forever.
1. The Superintendent shall designate a hearing officer who shall conduct the hearing. The hearing must be held within five (5) school days of the start of the disciplinary action. The hearing officer must issue his or her written decision within forty-eight (48) hours of the hearing.
2. The decision of the hearing officer may be appealed to the School Board. The appealing party must notify the Superintendent of his or her desire to appeal the hearing officer's decision within forty-eight (48) hours of the hearing officer's decision. The School Board shall review the appeal within four (4) school days of the Superintendent being notified of this appeal. The School Board shall reverse the decision of the hearing officer only where there is a clear showing of abuse of discretion by the hearing officer.
3. A student who is under the age of 18 who requests a hearing shall be accompanied by a representative of his or her own choosing. A student who is 18 years of age or older who requests a hearing may be accompanied by a representative of his or her own choosing.
4. Parents and/or guardians of students who violate a policy shall be notified of the violation by telephone, where possible, and also by mail. A copy of this policy shall be enclosed with the letter to the parents/guardians.
5. Students involved in extracurricular or co-curricular performances will be made aware that their grade may be affected by this policy and/or they may be suspended from the activity.

Uniform Complaint Policy

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

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

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. If the complainant is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Uniform Complaint Form

The Board of Trustees established a Uniform Complaint Procedure under District Policy 1700 as a means to address certain complaints that arise within the Butte School District.

The Board of Trustees expects that most complaints will be addressed at the school building level. A person with a school related complaint is encouraged first to discuss the issue with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. This complaint procedure may be used when an issue cannot be resolved informally or the particular concern does not fit within another policy of the Butte School District.

The District endeavors to respond to and resolve complaints promptly and equitably. The right of a person to prompt and equitable resolution of a complaint will not be impaired by the person's pursuit of other remedies. Use of this Complaint Procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

I wish to have the District address:

□ The services of: _____
(name of individual and title)

□ This program: _____
(name of program)

□ This incident: _____

Date of incident: _____ (This written complaint must be filed within thirty (30) calendar days of the incident or from the date an individual could reasonably become aware of such event or incident. If there has been an attempt to resolve this issue informally, the complaint must be filed within sixty (60) calendar days.)

Please attach a separate sheet if necessary.

1. Nature of complaint:

2. Description of incident:

3. School personnel involved (if any):

4. Resolution or remedy requested:

5. Attempts made to resolve this issue informally:

6. Names of District personnel that were contacted:

7. Please check all of the following that apply:

☐ I am currently a student in the Butte School District.

☐ I am a parent or legal guardian of a current student in the Butte School District.

☐ I am a resident within the District boundaries of the Butte School District.

☐ I have observed the incident or have direct knowledge of the matters asserted.

☐ I have been directly affected by this incident.

8. Expectation of privacy and confidentiality (one of the following must be selected). Montana law governs whether or not this document is a public document available for public review. Your expectation of privacy is important information in this regard

☐ I expect that this complaint will be treated as a confidential matter and I do not waive any right of privacy for

Your right of privacy will not preclude the District from investigating your complaint with all parties involved.

☐ I waive any right of privacy I may have or my child may have and I understand the District may release this complaint as a public document.

(Name - print or type)

(Telephone)

_____	_____	_____	_____
(Address)	(City)	(State)	(Zip)
_____		_____	
(Signature)		(Date)	

Please refer to Policy 1700 for a complete description of the Uniform Complaint Procedure. You may view this policy on the Butte School District website at www.bsd1.org under District Policies – Series 1000. A copy may also be obtained from the School Administration Building, 111 N. Montana St., Butte, MT 59701

**Computer Network
User Agreement and Parent Permission Form**

Name of Student _____ Grade _____

Advisor's Name _____ Team _____

As a user of the Butte School District computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter/son to follow when selecting, sharing or exploring information and media.

Parent/Guardian Signature _____ Date _____

Please return to your child's advisor as soon as possible.



Butte School District No. 1



Student Name: _____ Teacher: _____ Grade Level: _____

Confirmation of Receipt of Handbook Information

Please return this form to the Homeroom teacher (MS only), classroom teacher (Elem) or to the Main Office upon enrollment.

1. Butte District Student Handbook can be located under "Parents & Students" at:
www.butte.k12.mt.us/districtinformation/studenthandbook
2. Please initial a delivery method below IF you wish to receive a printed copy of the handbook:

____ I would like a printed copy of the handbook sent home with my child.

____ I would like to come to the school to pick up a printed copy of the handbook in the Main Office.
3. Confirmation of receipt of handbook information

☒ I am aware that the electronic handbook contains information I will need to know during the school year. I understand that students are held accountable for their actions.

☒ I understand that the Acceptable Use Policy (AUP) is included herein. If a student violates the agreements in the AUP, the consequences could include suspension of computer privileges and/or disciplinary or legal action. I also understand that using the computer network is a privilege and with that privilege comes responsibility.
4. Health Care Information

If your child has an ongoing medical condition that may require medical attention while at school, please check "yes" below. A Health Care Plan form will need to be filled out at your child's school. Examples include: migraines, seizure disorder, need for an inhaler -- even if the student manages the inhaler him/herself, etc.

____ YES, my child has an ongoing health concern. If your child is in need of a Health Care Plan, please contact your school nurse.
5. Release of Student Information

Regarding student records, federal law allows BSD to release a variety of information about your child unless you opt out by returning the form below.

Specific student information might be released in the following ways:

 - Listing your child's name on party lists (Valentine's Day, etc.)
 - Posting of your child's birthday on a birthday bulletin board
 - Printing of your child's name and picture in the school yearbook and publishing of awards or accomplishments in Montana Standard or school newsletter (Honor Roll lists, GPA lists, Student of the Week)
 - Photographing, filming and/or interviewing your child for social media websites and/or by the local TV stations or the Montana Standard for educationally related stories.
 - Printing your child's name in the programs for music concerts and other holiday programs, award ceremonies, Hall of Fame, Spelling Bee, math contests, and art contests.
 - Listing your child's name for team or activity rosters (may include height, weight, and year in school)
 - Providing information to the military recruiters upon their request
 - Providing information to college and athletic recruiters upon their request

As a matter of practice, we do not release information to persons or agencies that do not have a special need to know. In exercising your right to limit release of this information, you must fill out this page and return it to school upon enrollment.

Fill out the following checklist:

I am requesting that, until my son/daughter reaches the age of 18 when he/she may decide for him/herself, the Butte School District **NOT RELEASE** student directory information to the following entities that have an "X" placed in the box.

*Be aware that you are checking the box if you **DO NOT** want your child's name included.*

- ☐ I do not want my child's student directory information released to ANYONE (including the yearbook and ALL other options listed below.)
- ☐ I do not want my child in the School Yearbook (school picture and name), event programs, or other such publications.
- ☐ I do not want my child in the Montana Standard, TV news stations, other media. (including lists for honor roll, student of the week)
- ☐ I do not want my child in electronic media. (school web page, social media websites, videotaping)
- ☐ I do not want my child participating in school-wide surveys.
- ☐ Other-please specify _____

**** Please return this form to the Homeroom teacher (MS only), classroom teacher (Elem) or to the Main Office upon enrollment ****

Student Name Printed _____

Parent Signature _____ Date _____

Revised 3/19/17

**Butte School District 1
Annual Parent Notice
Right to Request Teacher Qualifications**

Our district receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact:

Judy M. Jonart, Superintendent
Butte School District
406-533-2527
jonartjm@bsd1.org

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Karen Alley, Human Resource Director
Butte School District
406-533-2506
allevkk@bsd1.org

Thank you for your involvement in your child's education

Sincerely,

Judy Jonart, Superintendent

WEEK OF: 8/26-8/30	MONDAY DATE: 8/26	TUESDAY DATE: 8/27	WEDNESDAY DATE: 8/28	THURSDAY DATE: 8/29	FRIDAY DATE: 8/30
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY DATE:	TUESDAY DATE:	WEDNESDAY DATE:	THURSDAY DATE:	FRIDAY DATE:
9/2-9/6	9/2	9/3	9/4	9/5	9/6
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY DATE:	TUESDAY DATE:	WEDNESDAY DATE:	THURSDAY DATE:	FRIDAY DATE:
9/9-9/13	9/9	9/10	9/11	9/12	9/13
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 9/16-9/20	MONDAY DATE: 9/16	TUESDAY DATE: 9/17	WEDNESDAY DATE: 9/18	THURSDAY DATE: 9/19	FRIDAY DATE: 9/20
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 9/23-9/27	MONDAY DATE: 9/23	TUESDAY DATE: 9/24	WEDNESDAY DATE: 9/25	THURSDAY DATE: 9/26	FRIDAY DATE: 9/27
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9/30-10/4	DATE:	DATE:	DATE:	DATE:	DATE:
	9/30	10/1	10/2	10/3	10/4
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 10/7-10/11	MONDAY DATE: 10/7	TUESDAY DATE: 10/8	WEDNESDAY DATE: 10/9	THURSDAY DATE: 10/10	FRIDAY DATE: 10/11
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 10/14-10/18	MONDAY DATE: 10/14	TUESDAY DATE: 10/15	WEDNESDAY DATE: 10/16	THURSDAY DATE: 10/17	FRIDAY DATE: 10/18
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10/21-10/25	DATE: 10/21	DATE: 10/22	DATE: 10/23	DATE: 10/24	DATE: 10/25
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 10/28-11/1	MONDAY DATE: 10/28	TUESDAY DATE: 10/29	WEDNESDAY DATE: 10/30	THURSDAY DATE: 10/31	FRIDAY DATE: 11/1
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 11/4-11/8	MONDAY DATE: 11/4	TUESDAY DATE: 11/5	WEDNESDAY DATE: 11/6	THURSDAY DATE: 11/7	FRIDAY DATE: 11/8
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY DATE:	TUESDAY DATE:	WEDNESDAY DATE:	THURSDAY DATE:	FRIDAY DATE:
11/11-11/15	11/11	11/12	11/13	11/14	11/15
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 11/18-11/22	MONDAY DATE: 11/18	TUESDAY DATE: 11/19	WEDNESDAY DATE: 11/20	THURSDAY DATE: 11/21	FRIDAY DATE: 11/22
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
11/25-11/29	11/25	11/26	11/27	11/28	11/29
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 12/2-12/6	MONDAY DATE: 12/2	TUESDAY DATE: 12/3	WEDNESDAY DATE: 12/4	THURSDAY DATE: 12/5	FRIDAY DATE: 12/6
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 12/9-12/13	MONDAY DATE: 12/9	TUESDAY DATE: 12/10	WEDNESDAY DATE: 12/11	THURSDAY DATE: 12/12	FRIDAY DATE: 12/13
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY DATE:	TUESDAY DATE:	WEDNESDAY DATE:	THURSDAY DATE:	FRIDAY DATE:
12/16-12/20	12/16	12/17	12/18	12/19	12/20
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
12/23-12/27	12/23	12/24	12/25	12/26	12/27
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 12/30-1/3	MONDAY DATE: 12/30-1/5	TUESDAY DATE: 12/31	WEDNESDAY DATE: 1/1	THURSDAY DATE: 1/2	FRIDAY DATE: 1/3
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF:	MONDAY DATE:	TUESDAY DATE:	WEDNESDAY DATE:	THURSDAY DATE:	FRIDAY DATE:
1/6-1/10	1/6	1/7	1/8	1/9	1/10
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 1/13-1/17	MONDAY DATE: 1/13	TUESDAY DATE: 1/14	WEDNESDAY DATE: 1/15	THURSDAY DATE: 1/16	FRIDAY DATE: 1/17
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 1/20-1/24	MONDAY DATE: 1/20	TUESDAY DATE: 1/21	WEDNESDAY DATE: 1/22	THURSDAY DATE: 1/23	FRIDAY DATE: 1/24
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 1/27-1/31	MONDAY DATE: 1/27	TUESDAY DATE: 1/28	WEDNESDAY DATE: 1/29	THURSDAY DATE: 1/30	FRIDAY DATE: 1/31
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 2/3-2/7	MONDAY DATE: 2/3	TUESDAY DATE: 2/4	WEDNESDAY DATE: 2/5	THURSDAY DATE: 2/6	FRIDAY DATE: 2/7
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 2/10-2/14	MONDAY DATE: 2/10	TUESDAY DATE: 2/11	WEDNESDAY DATE: 2/12	THURSDAY DATE: 2/13	FRIDAY DATE: 2/14
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 2/17-2/21	MONDAY DATE: 2/17	TUESDAY DATE: 2/18	WEDNESDAY DATE: 2/19	THURSDAY DATE: 2/20	FRIDAY DATE: 2/21
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 2/24-2/28	MONDAY DATE: 2/24	TUESDAY DATE: 2/25	WEDNESDAY DATE: 2/26	THURSDAY DATE: 2/27	FRIDAY DATE: 2/28
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 3/3-3/7	MONDAY DATE: 3/3	TUESDAY DATE: 3/4	WEDNESDAY DATE: 3/5	THURSDAY DATE: 3/6	FRIDAY DATE: 3/7
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 3/10-3/14	MONDAY DATE: 3/10	TUESDAY DATE: 3/11	WEDNESDAY DATE: 3/12	THURSDAY DATE: 3/13	FRIDAY DATE: 3/14
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 3/17-3/21	MONDAY DATE: 3/17	TUESDAY DATE: 3/18	WEDNESDAY DATE: 3/19	THURSDAY DATE: 3/20	FRIDAY DATE: 3/21
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 3/24-3/28	MONDAY DATE: 3/24	TUESDAY DATE: 3/25	WEDNESDAY DATE: 3/26	THURSDAY DATE: 3/27	FRIDAY DATE: 3/28
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 3/31-4/4	MONDAY DATE: 3/31	TUESDAY DATE: 4/1	WEDNESDAY DATE: 4/2	THURSDAY DATE: 4/3	FRIDAY DATE: 4/4
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 4/7-4/11	MONDAY DATE: 4/7	TUESDAY DATE: 4/8	WEDNESDAY DATE: 4/9	THURSDAY DATE: 4/10	FRIDAY DATE: 4/11
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 4/14-4/18	MONDAY DATE: 4/14	TUESDAY DATE: 4/15	WEDNESDAY DATE: 4/16	THURSDAY DATE: 4/17	FRIDAY DATE: 4/18
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 4/21-4/25	MONDAY DATE: 4/21	TUESDAY DATE: 4/22	WEDNESDAY DATE: 4/23	THURSDAY DATE: 4/24	FRIDAY DATE: 4/25
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 4/28-5/2	MONDAY DATE: 4/28	TUESDAY DATE: 4/29	WEDNESDAY DATE: 4/30	THURSDAY DATE: 5/1	FRIDAY DATE: 5/2
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

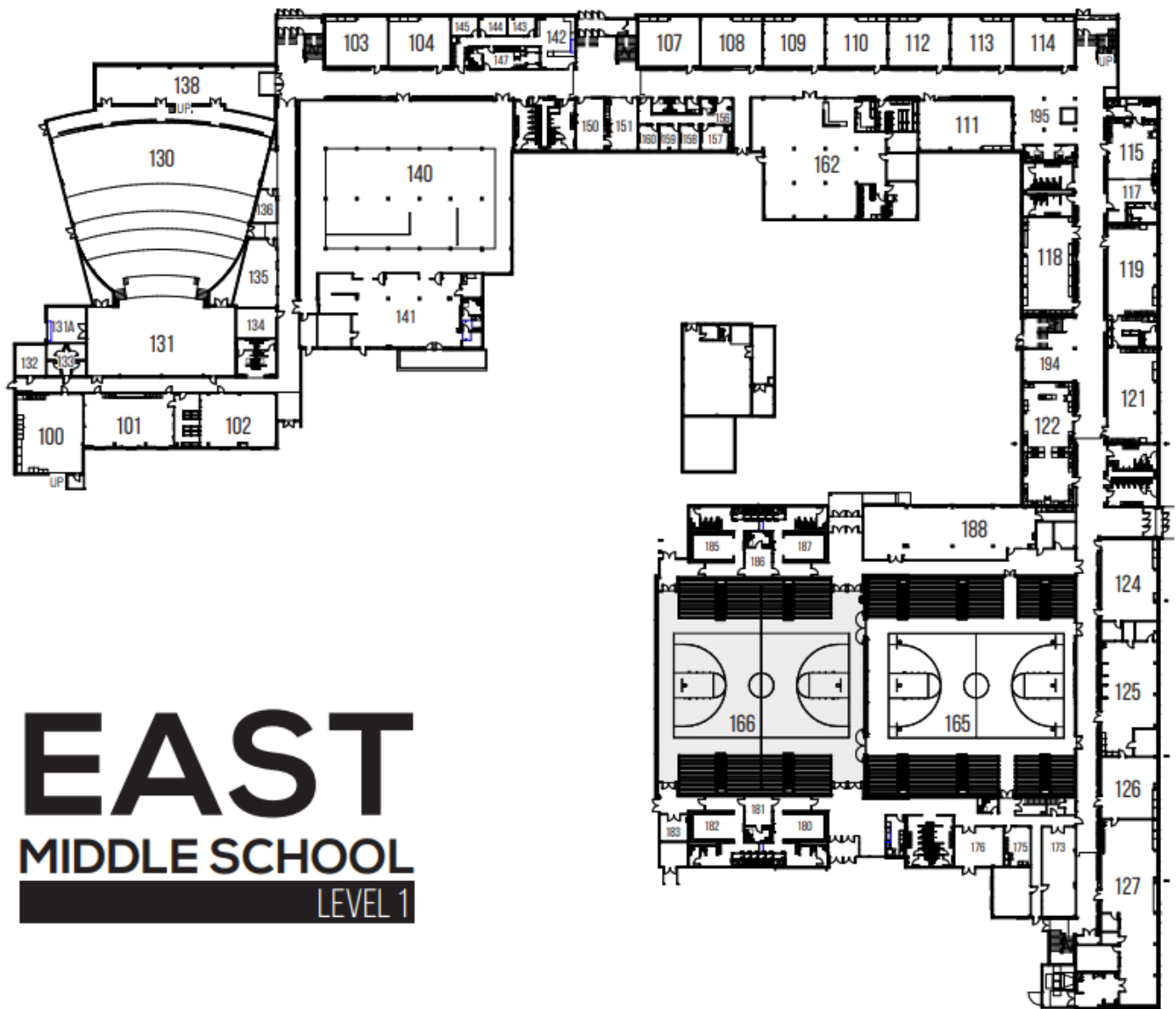
WEEK OF: 5/5-5/9	MONDAY DATE: 5/5	TUESDAY DATE: 5/6	WEDNESDAY DATE: 5/7	THURSDAY DATE: 5/8	FRIDAY DATE: 5/9
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 5/12-5/16	MONDAY DATE: 5/12	TUESDAY DATE: 5/13	WEDNESDAY DATE: 5/14	THURSDAY DATE: 5/15	FRIDAY DATE: 5/16
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 5/19-5/23	MONDAY DATE: 5/19	TUESDAY DATE: 5/20	WEDNESDAY DATE: 5/21	THURSDAY DATE: 5/22	FRIDAY DATE: 5/23
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

WEEK OF: 5/26-5/30	MONDAY DATE: 5/26	TUESDAY DATE: 5/27	WEDNESDAY DATE: 5/28	THURSDAY DATE: 5/29	FRIDAY DATE: 5/30
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					

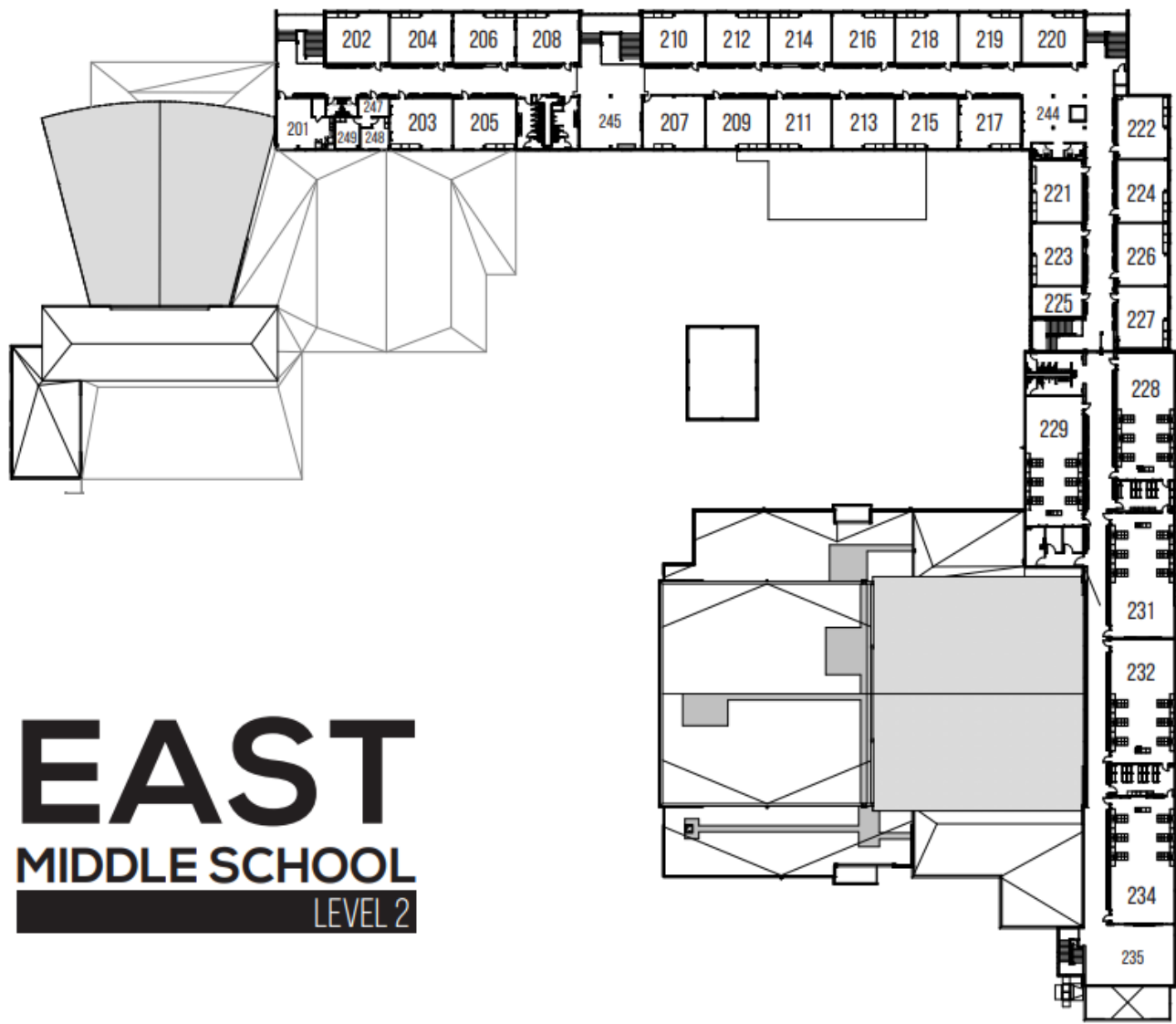
WEEK OF: 6/2-6/6	MONDAY DATE: 6/2	TUESDAY DATE: 6/3	WEDNESDAY DATE: 6/4	THURSDAY DATE: 6/5	FRIDAY DATE: 6/6
MATH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ENGLISH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
READING	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SCIENCE	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
SOCIAL STUDIES	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
PE/HEALTH	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
ROTATION	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>	<div>Completed</div>
OTHER:					



EAST

MIDDLE SCHOOL

LEVEL 1



PHONE DIRECTORY

Name	Phone Number	Email

PHONE DIRECTORY

Name	Phone Number	Email

PHONE DIRECTORY

[illegible]

HALL PASS[illegible]

HALL PASS[illegible]

HALL PASS

Date	Destination	Time Out	Time Back	Teacher

EAST MIDDLE SCHOOLWIDE - BEHAVIORAL MATRIX									
	Hallway	Assembly	Bathroom	Arrival/ Departure	Lunch Recess	Bus Ride	Lunchroom	Lockers	Classroom
K	<ul style="list-style-type: none"> *Walk on right with reasonable speed *Considerate inside voices *Friendly, cooperative *Admire others work w/o touching *Remove hats in building *Use personal space *Keep your hands to yourself 	<ul style="list-style-type: none"> *Sit in designated team area *Keep silent *Keep eyes and ears on guest speaker and performer 	<ul style="list-style-type: none"> *Talk in quiet voices *Paper towels in trash *Keep water and soap in sink 	<ul style="list-style-type: none"> *Be on time *Walk in the building *No outside beverages. *Use Auditorium entrance (Bus students) 	<ul style="list-style-type: none"> *Be kind to others *Take care of equipment *Maintain personal space *Keep hands to yourself 	<ul style="list-style-type: none"> *Sit quietly *Be happy with everyone on the bus 	<ul style="list-style-type: none"> *Polite to workers and students *Clean up area and garbage *Use proper table manners 	<ul style="list-style-type: none"> *Take care of your property by placing carefully in locker 	<ul style="list-style-type: none"> *Follow teacher procedures, agreements, and rules *Treat all visitors with respect *Respect substitute teachers
R	<ul style="list-style-type: none"> *Go quickly w/o running *Prevent traffic jams *Use a handbook (with teacher signature) to leave class *Smooth transition between classes *Have required classroom materials *Follow teacher procedures 	<ul style="list-style-type: none"> *Stay in spot *Come in and Leave in quiet fashion *Be responsible for your own work *Watch for teacher directions 	<ul style="list-style-type: none"> *Use facility appropriately *Wait quietly for your turn *Have teacher permission – use handbook 	<ul style="list-style-type: none"> *Go directly where you should be *Be quick at lockers *Take everything you need to class 	<ul style="list-style-type: none"> *Take turns *Line up quickly, silently *Share equipment 	<ul style="list-style-type: none"> *Be ready to load and unload bus *Get to the bus on time *Respect the bus drivers and monitors 	<ul style="list-style-type: none"> *Sit at table you signed up for *Know the balance on your account *Only take food you intend to eat 	<ul style="list-style-type: none"> *Keep floors clean and safe *Take everything with you to class 	<ul style="list-style-type: none"> *Bring all materials to class *Do your homework on time
A	<ul style="list-style-type: none"> *Self control *Courteous *Cooperative *Compliance *Respectful 	<ul style="list-style-type: none"> *Use good manners *Silent during assembly *Kind clapping *Listen and learn from assembly 	<ul style="list-style-type: none"> *Leave others alone *Take care of your needs and leave right away 	<ul style="list-style-type: none"> *Greet others with a smile *Enter with a learning attitude *Say hello 	<ul style="list-style-type: none"> *Play by the rules *Have positive conversations 	<ul style="list-style-type: none"> *Follow all bus rules *Use kind language and words *If walking home, don't loiter on school grounds 	<ul style="list-style-type: none"> *Keep a peaceful lunchroom *Visit softly with nearest neighbors *Always have a clean area for next group 	<ul style="list-style-type: none"> *Cooperate with those around you *Have pride in your school *Use only <u>your</u> locker. Do not share lockers. 	<ul style="list-style-type: none"> *Your presence is important for you and the school *Learning is important and enjoyable *Effort creates success *Be part of school activities and clubs *The staff is here to help you be successful
B	<ul style="list-style-type: none"> *Consider others *Manage own behavior 	<ul style="list-style-type: none"> *Go to restroom before assembly *Pay close attention *Quiet before, during, and after 	<ul style="list-style-type: none"> *Wash hands *Make sure water is turned off 	<ul style="list-style-type: none"> *Keep track of belongings 	<ul style="list-style-type: none"> *Be safe *Return equipment *Listen to and follow adult directives *Finish all food and drinks in cafeteria 	<ul style="list-style-type: none"> *Be on time to bus *Get off at the right stop *Manage your behaviors at the bus stop and in the bus 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Only eat off of your tray *Use appropriate receptacles when done *Clean your own mess 	<ul style="list-style-type: none"> *Use quiet voices to increase class time *Keep your locker combination to yourself *Lock your locker *Keep cell phones turned off in locker 	<ul style="list-style-type: none"> *Be responsible for your own work

Be Organized!

Act Responsibly!

Respect Everyone!

Keep a Kind Attitude Always!

Butte School District No. 1 Academic Calendar



**2024 to 2025
8:18 Start**

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5*	6	7
8	9	10	11	12	13	14

Term Dates		
	Date	Inst
1st	8.28-10.9	30
2nd	10.10-11.22	29
3rd	11.25-1.16	29
4th	1.20-3.3	29
5th	3.4-4.14	29
6th	4.15-6.5	30
TOTALS:		176

Pupil Instruction Related PIR Days	
District PIR:	August 21&22
School Meetings:	August 27
Dog Days/CSIP:	August 26
Classroom Day:	Aug 23 Jan 17
Teacher Convention:	October 17-18
P/T Conference:	November 7
District PIR:	February 17
Record Keeping:	June 6
Totals:	11

	First Day of Instruction
	First Day of Kindergarten
	No School K-2 Round up
	PIR Day
	P/T Conference (Eve)
	HS P/T Conference (Eve)
	Non-scheduled Days
	Early Dismissal All Schools
	Early Dismissal HS
	Early Dismissal HS and MS
	Early Dismissal Elementary
	End of Term
	Last Day for Seniors
	Graduation Day
	Last Day of Instruction
	Early out K-8

START TIME (8:18) and Dismissal Times:

Regular Dismissal- K – 2 Dismissed at 2:00 p.m. 3 – 12 Dismissed at 3:00 p.m.
Early Dismissal- K – 2 Dismissed at 12:15 p.m. 3 – 12 Dismissed at 1:00 p.m.