

# **CHARLO VIKING HANDBOOK**



**2024-2025**

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This handbook is subject to change as may be required during the school year. Teachers, students, and the community will be notified of changes as they take place.

Additional information can be found on the Charlo School web page at: <http://charlo.k12.mt.us>. The site contains the school calendar, lunch menus, daily school news, and staff profiles. We encourage you to visit the web page and become familiar with what it has to offer.

## **Welcome**

Welcome to Charlo School District 7J. We hope the years you spend with us will be educational and rewarding. This handbook is for you. It will help you to understand the operations of the school and make your adjustment to the Charlo School a little easier.

We hope each student will get involved in the total school program so that the school and community will be viewed with pride.

The rules, regulations, and information contained in this handbook apply to K-12 students with an emphasis on grades 6–12. This is your school. The buildings, equipment, teachers, and staff are here to provide you with the opportunity to secure the educational background that is necessary to be successful in life. You will be the one to determine whether this school will be successful.

To allow a school to carry on its educational activities safely and to best promote the educational interest of the majority of the students, it is necessary to have rules and regulations for student behavior. All pupils at Charlo Schools shall comply with established regulations for governing the schools and shall submit to the authority of the staff and administration.

## **Who Owns This School**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to any buildings, equipment, buses, or books must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase that cost to your parents, neighbors, and yourself, but you must help protect the school by discouraging or reporting such activity by others.

## **Charlo School Philosophy**

The primary philosophy of Charlo Schools is to provide the best possible education for our students with the funds and facilities available. The educational program is designed with the intention of producing well-balanced individuals who can adapt themselves to the world that surrounds them, learn to make rational decisions, and face the consequences of such decisions. Students should have a sense of self-value that will extend itself into social and political awareness and further into citizenship values. Charlo Jr/Sr High School should not attempt to provide answers for all of a student's needs, but instead should provide awareness of how that person can seek his/her own answers. Through extracurricular activities the student should develop a sense of continuing education and an awareness of how to use leisure time in a constructive manner.

We believe that the curriculum should meet the needs and abilities of each student.

We believe that the relationship between school and home should be based on mutual understanding.

We consider student participation in extracurricular activities as an integral part of the socializing process for young people.

## **Board of Trustees 2024-2025**

The Board of Trustees would like to invite students, parents, and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and will provide guidance on how to get your concerns addressed through the proper channels.

Board Chair: Adrian Roylance

Vice Chair: Daniel Cahoon

Board Members: Ladonna Fryberger, TJ Marmon, Nathan Bauer, Stephanie Smith, Jodie Buxbaum, and Kristen Bauer.

## **NOTICE OF NON-DISCRIMINATION**

The Charlo School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is

required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Marie Michels, Title IX Coordinator  
P.O. Box 10 Charlo, MT 59824  
t. (406) 644-2206

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

## **Equal Education and Employment Policy**

As provided in the constitution of the State of Montana, Charlo School District 7J is committed to equality of educational opportunity. The district is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, and extracurricular and other school-related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds provided by law.

Inquiries or complaints regarding discrimination should be directed to the Title IX Section 504 Coordinator, or the Superintendent of Charlo Schools, Box 10, Charlo, MT 59824, phone 644–2206. (Optional-to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, phone 444–2884 or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294, (303) 844–5695.)

Legal reference: Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title VII of the Civil Rights Act of 1964 as amended (42 USC Section 2000e), Title IX of the Educational Amendments of 1972 (so USC Section 1681) Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Constitution of the State of

Montana, 1972 (Article X, Section 1), the Montana Governmental Code of Fair Practices (Title 49, Chapter 3, MCA) and the implementing federal and state rule and regulations.

## **Bullying, Harassment, Intimidation, and Hazing**

The Charlo School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student's used reasonable and necessary force as self-defense or the defense of another in response to a physical attack.

### **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 gesture 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, 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:

- o Physically harming a student or damaging a student's property;
  - o Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - o Creating a hostile educational environment, or;
  - o Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device and accounts" issued by the school means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

## **Reporting**

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

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

## **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.

## **Consequences**

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

## **Retaliation and Reprisal**

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of School District 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.

## **Sexual Harassment Policy**

### **SEXUAL HARASSMENT**

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient 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 recipient's education program or activity; or

3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District’s Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District’s prohibition against discrimination and harassment.

## **F.E.R.P.A. Family Educational Records Policy Act**

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Charlo School District 7J with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Charlo School District 7J may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Charlo School District 7 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Student directories;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- The district website or Facebook page.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want Charlo School District 7J to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Sep. 30, 2023. Charlo School District 7J has designated the following information as directory information:

Student’s name

Address

Telephone listing

Electronic mail address

Photograph

Date of birth

Dates of attendance

Grade level

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Honors and awards received

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## Graduation

Students shall carry a minimum of five (5) periods of classes to be considered full time students of Charlo High School with remaining class periods either as work release, or classroom aide. These courses will be selected from classes currently being offered at Charlo High School. Students will be required to complete 23 credits in order to graduate, which will include:

English	4 credits
Math	3 credits
History	3 credits
Vocational/Technology	1 credit
Science	3 credits (1 must be a lab)
Fine Arts	1 credit (visual/performing/music)
Health/PE	2 credits
Electives	6 credits

We recommend the following sequence for graduation:

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
*English 9	*English 10	*English 11	*English 12
Earth Science	Biology (lab)	**Chemistry (lab)	*Government/Native American Studies
*Health/PE 9	*Health/PE 10	Algebra II	Pre Calculus

Algebra I

Geometry

\*US History

\*\* Physics/Advanced

Math Concepts

\*Personal Finance

History of Regions

World History

\*required

\*\*prerequisite or teacher recommendation

If a quarter grade of incomplete is given, a student will have 8 school days (from the time the incomplete is given) to make it up or it will be recorded as the calculated grade.

All aide positions will be assigned a grade of P or F. No credit will be given for an F. Only Juniors and Seniors are eligible to be aides. Aides must have a 2.5 GPA. Only one aide per class will be allowed except PE, which may have one male and one female aide. Students will be assigned a grade level in high school based on credits earned and the administrators discretion. Students who don't have enough credits will be assigned to the grade appropriate for their credit level. Students will be assigned grade level based on the following credits:

Sophomore: 5 credits

Juniors: 10 credits

Seniors: 15 credits

Credit will be issued according to the following schedule:

Language Arts 1 credit

History & Social Studies 1 credit

Mathematics 1 credit

Science 1 credit

Fine Arts 1 credit

Practical Arts 1 credit

Special Programs/Academic	1 credit
Health and PE	1 credit
Title	1 credit
Teacher's Aide	.25 credit/semester

Only one credit from Aide will be accepted for graduation.

## Course Drop Adds

Adding or dropping courses will only be allowed during the first 5 school days of each semester unless there is an extenuating circumstance such as medical reasons, an IEP, 504, etc. After the first 5 school days such circumstances will be considered by the administration on a case by case basis. Once a course is dropped, a student may not re-enroll in that course until the following semester and must obtain instructor permission.

## Honor Roll/Grade Scale

The honor roll will include those students who have at least a 3.0 grade average. To qualify for the honor roll, a student must receive a passing grade in all subjects.

Letter Grade	Minimum Percentage	GPA Value
A+	98–100	4
A	94	4
A-	90	3.75
B+	88	3.5
B	84	3.25
B-	80	3
C+	78	2.67

C	74	2.33
C-	70	2
D+	67	1.67
D	63	1.33
D-	60	1
F	0	0

## **Academic Letter**

To receive an Academic Letter:

1. A student must earn a 4.00 GPA for a semester.
2. The student must be enrolled in at least 6 classes and only 1 aide period.
3. Study hall, student aide, and work release hours will not be calculated in the GPA.
4. MTDA/Correspondence courses, AP courses, and college credit courses will be calculated.
5. After the first semester at 4.00 GPA the student will be given a letter. For each subsequent semester at 4.00 GPA the student will be awarded a pin.
6. Students who complete 8 semesters of a 4.00 GPA will earn a plaque to recognize their outstanding academic achievement.

## **Valedictorian And Salutatorian**

The senior valedictorian and salutatorian will be chosen on the basis of their grade point average (calculated to the thousandths place ex. 3.991) on work completed through seven semesters. Students must attend Charlo High School for the final two semesters of his/her high school career to be eligible for valedictorian or salutatorian honors if the student moves in district with his/her family. In the event of a tie, only those qualifying for Valedictorian will be awarded. For students who took Algebra I as 8th graders in the class of 2024 it is optional

to have it included on their high school GPA. For 8th-grade students who take Algebra I the 2021/2022 school year and forward, Algebra I will be included in the high school GPA.

The Middle School valedictorian and salutatorian will be chosen on the basis of their grade point average (calculated to the thousandths place ex. 3.991) on work completed through five semesters, beginning the first semester of 6th grade. The candidates must have attended the Charlo Schools for the final two semesters prior to 8th grade promotion. In the event of a tie, only those qualifying for Valedictorian will be awarded. 8th graders who take Algebra I will have that class counted into their junior high and high school grade point average.

## **Graduation Policy**

Students who have not completed all requirements for graduation from Charlo High School by the last school day prior to the graduation ceremony shall not be allowed to participate in that ceremony. If such a student completes the requirements for graduation at a later date, he/she will be allowed to participate in the graduation ceremony the following year. Any student taking a correspondence course from an accredited institution must have completed such work prior to the Wednesday before commencement to be eligible for graduation ceremonies if their graduation is contingent upon the correspondence work. Students participating in graduation exercises must wear the approved cap and gown. Participation in graduation ceremonies is a privilege not a right and may be revoked for disciplinary reasons.

## **Senior Part Time Student-Work Release Program**

Senior students may be released from school for work purposes under the following conditions:

1. Student realizes that they are part time students and as such are not eligible to participate in any school activities apart from actual academic class assignments and requirements unless they are enrolled in 5 to 7 classes in compliance with MHSA standards.
2. Have verified (written) permission from they employer.
3. Must be enrolled in or have earned the necessary requirements to meet spring graduation requirements.
4. Receive no credit for release time.



5. Student will not loiter in school once released.
6. Approval for the work release program is granted by the Superintendent.
7. Work program must include justification by student and approved by the business.
8. Policy 2600F must be returned and signed.

## **Online/Correspondence Courses**

Only online/correspondence courses from a school approved by the National University Extension Association will be recognized by Charlo School District 7J. The cost and completion of the course is the responsibility of the student. Students enrolled in Dual Credit Courses will receive .17 high school credits for each college credit (A 3 credit college course would allow students to receive .5 high school credits per semester) and will be counted toward their high school GPA and will count towards Valedictorian and Salutatorian rank. Montana Digital Academy classes will adhere to school district policy. Student enrollment in these classes will be dependent upon the academic standing of enrolling student. Participation will require a minimum of a 3.0 GPA for quarter preceding enrollment. In addition to quarter GPA, past performance in MDA courses will be considered; enrolling students will be asked to acquire the previous supervising teacher's recommendation. Student enrollment in these classes must be approved by the administration taking into consideration classes already offered in the school building. Exceptions may be approved by the administration for credit recovery courses. Underclassmen may only take foreign language courses or courses approved by administration. Seniors may take any variety of classes offered from MTDA as long as they are not offered in the school building.

## **Tardy Policy**

### **K-5 Policy:**

Students receiving their 2nd tardy each quarter and each subsequent unexcused tardy will be assigned lunch or after school detention. The student will notify parents so that transportation may be arranged for the student. Subsequent detentions: late for 1st hour-15 minutes after school, late between classes-10 minutes at lunch time, late returning from lunch-30 minutes after school detention. Habitual offenders will not be allowed to leave school grounds during lunch. A habitual offender is a student who receives a 4th and any subsequent tardy during a quarter. The student may receive further after school detentions or possible steps on the discipline

policy as well. Students who receive their 8th tardy in a quarter will automatically be placed on the next step in line with any previous discipline. A tardy or dismissal of more than 15 minutes will be considered an absence.

## **Attendance Policy**

### **K-5 Policy**

Students need to be punctual. Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Students are considered tardy if they are not in their room when school begins.

Remember, school begins at 7:50 a.m. Following is our tardy policy (per quarter):

Tardies will be addressed by each teacher's classroom management plan and expectations. The tenth tardy will result in the loss of one (1) day of the student's ten (10) allotted absences for the semester. Excessive tardies will be addressed by the school administration.

For K-5 students any absence beyond 10 may result in the student being retained in their present grade for the next year.

1. Absences that won't be counted toward the 10 days include:

- Those that occur due to school-sponsored activities are considered an equivalent educational experience. These exemptions will apply to students participating in music-related events, academic field trips, and other activities deemed co-curricular.
- Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother) Any extended bereavement may be reviewed by the principal.
- Subpoenas to appear in court or court-ordered, out-of-district placement for special services.
- Illness, hospitalization, or medical appointments are verified by a doctor's statement.

2. Absences which will be counted in the 10-day limit will include suspensions, family trips, work days, vacations, visiting friends or relatives, watching tournaments when not a participant, hair, unverified medical appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned that are unacceptable to the administration.

3. After five absences from school/class, a letter will be sent to the student's parent(s) or guardian(s) informing them of the school policy and the number of days missed.
4. After seven absences from school/class, a letter will be sent to the student's parents or guardian(s) informing them of the school policy and the number of days missed.
5. After going over the tenth absence, the principal will review the student's attendance record to determine if the student is to be retained. The principal will send a letter to the student's parent(s) or guardian(s) informing them of their decision and/or the conditions the student must meet in order to be promoted to the next grade.

Field Trip/Extracurricular:

- For school-sponsored events, students must not have more than 7 absences in a quarter to participate. Students beyond 5 will need to have prior approval to participate by the principal or may be denied.

## **6-12 Policy**

In order to graduate from Charlo High School, a student must complete twenty-three (23) credits. Completion of a course at Charlo High School will be defined as a passing grade of the material. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The District permits students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. The general welfare of all students is best served by regular attendance and therefore in an effort to recognize strong attendance:

There are three categories of absences:

### **School Related Absences**

School related absences include activities such as field trips, athletics, student council, band, etc.

### **Excused Absences**

These absences occur with the knowledge of parents for reasons other than School Related Reasons. Excused absences will include but are not limited to such areas as: illness, family trips, work days, vacations, visiting friends or relatives, hair or photography appointments, skiing, hunting, court appearances, attending concerts,

shopping, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices, or any others not mentioned which are deemed as excused by the administration.

It is the duty of the parent/guardian to notify appropriate school personnel of the absent student's location. Absences are unexcused until a note or call from a parent/guardian is received by the office. If the note/call is not received within the day the student is absent, the absence will be recorded as unexcused. The administration will make the final decision.

## **Unexcused Absences**

Absence without the knowledge of parents is called truancy. Section 41-5-103 #21 of Montana law defines "Habitual Truancy" as recorded absences of 10 days or more of unexcused absences in a semester or absences without prior written approval of a parent or guardian. It is the principal's duty, as truancy officer, to report habitual truants to the Lake County Youth Court.

Consequences for unexcused absences:

1. 1st unexcused absence: 1 day in-school suspension and parent notification.
2. 2nd unexcused absence: 3 days in-school suspension and parent notification.
3. 3rd unexcused absences: 5 days in-school suspension, parent notification, and a conference may be scheduled with the administration.
4. Further unexcused absences will follow the step discipline plan as outlined in the handbook.

## **Communicable Diseases/Conditions**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Ringworm of the scalp	Streptococcal disease (invasive)	Rubella (German Measles), inc. congenital	Hansen's Disease	Whooping Cough	Meningitis
Campylobacteriosis	Influenza	Salmonellosis	Mumps	Gastroenteritis	COVID-19
Chickenpox	Lyme Disease	Chlamydia	Giardiasis	Diphtheria	
Malaria	Syphilis	Colorado Tick Fever	Tuberculosis	Hepatitis	
Measles (Rubeola)	Scabies	Pinkeye	Shigellosis	Amebiasis	

## **Make Up Work**

Students are not given credit for assignments, class work, and tests missed because of unexcused absences. For the success and continuity of their educational program they are still encouraged to complete all work missed. For school related or excused absences, students will have one day for every day absent to complete make-up work. For example-miss Monday the work is due Wednesday in class. Communication must come from the student to the teacher to arrange make-up work.

## **Late Work**

Late work will not be accepted. When communication from student to teacher happens, teacher discretion to accept late work will be on a case-by-case basis, but may result in a lower grade (ex. -10% for each day work is late).

## **Cheating**

Students are expected to complete their own work within the guidelines they are given by the teacher. All assignments should be the original work of the student submitting the assignment. Students caught turning in anything other than original work are subject to discipline. Examples of unoriginal work may be copying or

using others' work, cell phones, computers, or artificial intelligence without permission from a teacher are examples of unacceptable ways to complete assigned work.

### **1st Incident**

The student will be sent to the principal's office, the parents or guardians will be called and a conference arranged, if deemed necessary. A zero will be given on that assignment or test for grades 6–12. Administration will review K-5 cheating issues case by case. Disciplinary action will be according to the step discipline plan.

### **2nd Incident**

The student will be sent to the principal's office, the parents or guardians will be called and a conference arranged. A failing grade will be given for the quarter in that class for grades 6–12. Administration will review K-5 cheating issues case by case. Disciplinary action will be according to the step discipline plan.

### **3rd Incident**

The student will be sent to the principal's office, the parents or guardians will be called and a conference arranged. A failing grade will be given for the semester in that class for grades 6–12. Administration will review K-5 cheating issues case by case. Recommendation will be brought to the Board of Trustees for the expulsion of that student. Plagiarism and theft of another student's work will also be handled according to the above policy.

## **Behavior & Discipline**

Self-discipline is always the most effective discipline. As mature young adults students are expected to make every effort to cultivate and practice self-discipline. If all students understand the policy that is enforced by all teachers, behavior, attitude, school spirit, and grades should all be improved.

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

The policy includes immediate consequences for students who break rules as well as a reward system for those students who follow the rules. A monitored detention period from 4:01–4:30PM Monday through Thursday is one consequence students receive for rule violations. Students will notify their parents of their after school

detention in order for the parents to provide transportation. The students will bring homework for the full period. If the student does not bring homework the detention monitor will assign extra homework. Showing up late for detention will result in an unexcused tardy. Choosing to miss detention will result in an additional detention. Choosing to talk or engage in other inappropriate behavior will also earn the student an additional detention.

## **General Conduct Guidelines**

### **School Process**

A student shall not:

1. Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. Disrupting school shall mean use of profanity, force, noise, coercion, intimidation, or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision, and control of the school.
2. Leave the classroom and/or school without permission.
3. Initiate or participate in any unacceptable physical conduct.
4. Violate school policies.

### **Disciplinary Action**

- Minimum Corrective Action: Teacher-student, Administrator conferences and parent notification.
- Maximum Corrective Action: Suspension/Expulsion and parent notification.

### **Person and Property**

A student shall not:

1. Exhibit hostile, physical or verbal action against another individual.
2. Use profane, obscene, indecent, immoral, or offensive language and/or gestures.

3. Defy a reasonable request from school personnel.
4. Damage, destroy, or steal property belonging to the school or others at or on school property.

### **Disciplinary Action**

- Minimum Corrective Action: Teacher, student, and Administrative conferences and parent notification.
- Maximum Corrective Action: Suspension/Expulsion and parent notification, law enforcement notification, and appear before the Board of Trustees for reinstatement.

### **Public and School Safety**

A student shall not:

1. Possess weapons or dangerous instruments, including but not limited to firearms, knives, clubs, explosives, (including fireworks) or any instrument which may inflict bodily injury on another.
2. Falsely and deliberately activate a fire alarm.
3. Participate in bomb threats.
4. Commit arson, robbery, burglary.
5. Commit a felony or misdemeanor offense as defined by state or federal law.

### **Disciplinary Action**

- Minimum Corrective Action: Teacher, student, and Administrative conferences and parent notification.
- Maximum Corrective Action: Suspension/Expulsion and parent notification, law enforcement notification, and appear before the Board of Trustees for reinstatement.

### **Weapon Free School Policy**

It is the policy of Charlo School District No 7J, to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a weapon onto school district property or to a school-sponsored event shall be expelled from school for a period of not less than one school year under the conditions set forth below.



Any alleged violation of this policy shall be immediately reported to the Superintendent. If, after investigation, the superintendent has reason to believe this policy has been violated, she or he shall recommend to the board of trustees that the students be expelled. If the board of trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one year. The board may, however, authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. In appropriate circumstances, the trustees may permanently expel the student under this policy.

In accordance with MCA 20-4-302, 20-4-402, 20-4-403, and 20-5-2 (1), a teacher, a principal or a superintendent may immediately suspend for good cause a student who is determined to have brought a weapon onto school property or to a school-sponsored event.

Any decision to change the placement of a student with a disability who may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C.##14 et seq.

This policy SHALL NOT APPLY to weapons brought on to school property with the express permission of the school administration, such as for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration.

For the purposes of this policy, a “weapon” shall be defined as follows:

1. Any weapon (including a starter gun) which will or is designed to or may be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer;
4. Any destructive device;
5. Any instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury.

The School District shall report any violations of this policy to the local criminal justice and/or juvenile authorities.

## **Tobacco, Alcohol, and Other Illegal Drugs**

A student shall not use, sell, buy, give, or be under the influence of, or possess illegal drugs, including marijuana, marijuana products include, but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping, alcoholic beverages, intoxicants, nicotine products, or any other substance defined by law as a “controlled substance” or “dangerous drug” at any time while under the supervision, jurisdiction, or control of the school or school sponsored activities, including extra-curricular activities. (Legitimate use of prescription drugs, evidenced by a Montana health care professional is permitted).

Our school district has a contract with Montana Interquest Detection Canines to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include: illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

### **Disciplinary Action**

For personal possession (Personal possession shall mean possessing small amounts of drugs, including marijuana, alcoholic beverages, intoxicants, or any other substance defined by law as a “controlled substance” or “dangerous drug” intended for personal use.):

1. Police will be notified. A conference will be held with the parent or legal guardian and the administrator.
2. The range of consequences for possession of tobacco, alcohol, and other drugs may include, but is not limited to, In School Suspension, Out of School Suspension, or Expulsion.
3. Board notification by letter with actions taken.

For saleable possession (Saleable possession shall mean possessing amounts of drugs, including “controlled substance” or “dangerous drug” in quantities large enough to indicate intent to sell, give, or supply to others.) or second personal possession by a student during any one school year:

1. Long term suspension or expulsion, parent and police notification of the infraction.

For purposes of determining disciplinary action for violation of Rule 5.0, the following definitions apply for violators who have attained the age of sixteen (16) and have completed the eighth grade: Appropriate district-approved chemical awareness program shall mean that in lieu of implementing disciplinary proceedings provided in this section, the principal may offer the student an opportunity to participate in an appropriate chemical awareness program and defer enforcement of suspension. Failure of the student to comply with the requirements of the substance abuse program shall revoke the alternative program and reinstate the appropriate disciplinary action.

No student shall use tobacco products including alternative nicotine and vapor products in any form while under the supervision, jurisdiction, or control of the school, as defined by building policy.

### **Disciplinary Action**

All students will be referred to the proper administrative personnel for corrective action, which will include a minimum of in school suspension and police notification for students under 18 years of age.

### **K-5 Process**

Teachers will first use preventative steps in the classroom to solve minor behavioral problems. If these problems continue, teachers will fill out a minor referral form. If a student has multiple minor infractions (see attached form) the student will visit the office where steps may include further consequences. Parents will be notified about **major** infractions. (see referral form).

### **Consequences**

Our ultimate goal is for all students to have a positive school experience and develop self-discipline.

Consequences for major infractions can include detention and suspension. Please see the example referral form for a list of major infractions.

Detention times could include recess or after school. Parents will be notified if the after-school suspension is a consequence.

Further steps may include in-school suspension or out-of-school suspension. If the problem is not resolved, the recommendation for expulsion may be sent to the superintendent.

Field Trip/Extracurricular:

- For school-sponsored events, students must not have any major behavior infractions. Students with a major infraction during the quarter the activity occurs in will not be eligible to attend/travel to the activity.

## **6-12 Process**

### **Discipline Progressive Steps**

- |        |  |
|--------|--|
| Step 1 | 1 after school detention   |
| Step 2 | 2 after school detentions  |
| Step 3 | 1 day in-school suspension (ISS) - full credit for work                          |
| Step 4 | 3 days in-school suspension (ISS) - full credit for work                         |
| Step 5 | 1 day out-of-school suspension (OSS) - credit for work option of administration  |
| Step 6 | 3 days out-of-school suspension (OSS) - credit for work option of administration |
| Step 7 | 5 days out-of-school suspension (OSS) - credit for work option of administration |
| Step 8 | Long term suspension recommendation to the school board for expulsion            |

Detentions, suspensions, and expulsions may be carried over to the following school year.

## **Complaints by Students/Parents**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual

harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures can be obtained on the District's website <https://charlo.k12.mt.us/> or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website <https://charlo.k12.mt.us/> or any District or school office or by contacting Shane Bartschi, 504/ADA discrimination complaints.

## **Use of the Building Facilities**

In order to use the building and play areas during school days and evenings Monday through Friday, it is necessary for the faculty sponsor of the activity to obtain permission from the administration. The request should state the specific area desired, its use, the exact date and time the group will be in the building, chaperones, and any special arrangements necessary.

In the event that equipment is to be moved, rearranged, or additional equipment is needed, such requests must be made to the administration who will, in turn, request the building custodian to make the necessary changes.

Under no circumstance are advisors with students or patrons permitted in areas of the building not requested by the advisor. The responsibility for the use of a particular area rests entirely with the advisor who makes the request. Upon receipt of the request, the administration will either grant or deny the request by informing all concerned.

## **Noon Break**

Students K-8 will be expected to remain on the school grounds during lunch break unless prior arrangements have been made by the parents with the office or principal. High School students may check out at the office to leave school grounds during lunch.

## **Dress**

The following rules, although not exhaustive, provide specific information on how students can meet their obligations under the District's Dress Code.

1. Tops, such as shirts and blouses, must be worn so that the torso, which includes the chest, back, and midriff, be covered. In addition, any tank top type shirt must have shoulder straps no less than 2-finger widths.
2. Shorts, skirts, dresses, pants and similar outer garments must have an appropriate and modest length. Discretion of the building administrator or his/her designee may also be used to determine if a garment is inappropriate for school due to being too short, tight, and/or too loose.
3. Pants/jeans with excessive holes or skin showing 3 inches above the knee are prohibited.
4. Undergarments must be fully covered by non-see through outer garments.
5. All garments, including footwear, must be suitable for public school setting. Therefore, beachwear, sleepwear, blankets or similar types of garments are prohibited.
6. One's dress, grooming and appearance shall not include any item or characteristic that is vulgar, dangerous, obscene, libelous, or that denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. No part of a student's dress, grooming, or appearance shall display, promote, encourage or endorse the use of alcohol, tobacco, illegal drugs, or any illegal or violent activity. The administration will make the final determination.

Hats, hoods, or beanies are not to be worn inside the building during the day until the dismissal bell at the end of the day. They are to be kept in your locker or other safe place out of view. Exceptions are classes where the instructor has given the students special permission such as welding, auto shop, etc.

Students' first violation of Charlo School's Dress Code will be asked to change immediately or school appropriate clothing will be provided in the event they do not have clothes available to change into. Further Dress Code violation will follow Charlo School's Step Discipline Policy.

## **Lockers**

Lockers will be assigned at registration. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else (unless assigned) or use a locker that is not assigned to you, as problems arise from this situation. Under no circumstances should you ever keep large sums of money or valuables in your locker. Open cans of soda or other drinks are not allowed to be stored in lockers. Lockers are a part of school property and may be inspected at any time. Students may and are encouraged to bring a lock (combination or key) for their locker. In the case that a locker cannot be opened because of a lock and the student cannot open the lock, the school may cut the lock at the student's expense. Backpacks are to be kept in lockers during the school day, not in the classroom.

## **Medication**

School personnel will not provide pupils with any medication. See School District Policy 3416 on the web page or inquire at the district office for information regarding prescribed medication.

## **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Prices for the 2023-2024 school year are as follows:

Breakfast	K-5	\$3.50	6-12	\$3.75	Staff/Public	\$4.00
Lunch	K-5	\$3.75	6-12	\$4.00	Staff/Public	\$5.00

## **Food in School**

Food provided by the school in the cafeteria is not to leave the cafeteria without permission from the principal for pre-approved activities such as class meetings. Food and drink will be allowed in class at the instructor's discretion. Water is the only drink allowed in a classroom without prior approval from an instructor. Foods allowed in the classroom must be demonstrably healthy such as granola or cereal bars, fruits or nuts, cheese, jerky, and other foods approved by the instructor. If there are complaints of abuse or messes, that class's snack privilege will be revoked. Students on their lunch break may have pop and candy in the common areas of the school in grades 9–12 (not in the classroom).

## **Expressions of Affection**

Expressions of affection between students will not be allowed. Hand holding, necking, hugging, kissing, etc. will not be allowed on school grounds, during school, or on school sponsored activities.

## **Student Driven Cars, Motorcycles, and Bicycles**

According to State Laws, school officials have the right to regulate the use of vehicles by students during school hours. School hours extend from one half hour before classes start until one half hour after school is dismissed.

Students shall not drive or ride in any vehicles from the time they arrive at school until it is time to leave the school without permission from their Principal.

Any student observed driving recklessly around the school will be reported to law enforcement.

All cars and motorcycles driven by students will be parked on the South side of the school grounds. All bicycles will be parked in the racks provided on the school grounds. Students are urged to lock their bicycles to prevent theft.

In the event of abuse of the above regulations, an administrator will issue a warning to the student for the first incident. The second incident will result in disciplinary action following the step plan, and parent notification. The third incident will result in disciplinary action following the step plan, parent notification, and referral to law enforcement. Further incidents will be dealt with on a case by case basis by the administration. This is a general guideline for the administration to follow; severe incidents will result in more strict consequences.



## **Student Transportation**

All students participating in school activities must ride in school approved vehicles either buses or school-approved cars. The exception to this policy will be driving to and from cross country, wrestling and softball co-op at Mission, or other activities approved by the administration.

Transportation will be provided for non-participants when necessary, providing enough people sign up to justify the expenses. Students riding on school-approved transportation must return by the same unless arrangements are made through the school.

At no time will students participating in school-sponsored activities take their own cars unless they have the prior approval of the administration.

A student riding a school-sponsored vehicle must return to the vehicle unless picked up by his/her parent(s). Parents/Guardians must find the sponsor and sign a note of permission.

All school sponsored activities held at a location other than the local school are an extension of the local school premises as per law.

## **Skateboards Prohibited at School**

For reasons of health and safety for yourself and others; the use and/or possession of skateboards, roller skates, in-line roller blades, or other items determined to be detrimental to the educational process of Charlo students are not permitted at any time on school property. These items will be taken from the student and returned at the end of the school day. In the event the items are confiscated after school hours or on a non-school day, the item will be returned at the end of the next school day. Subsequent infractions may result in the item being taken until the end of the school year.

## **Transportation & Bus Rider Regulations**

1. When the bus is in motion all passengers are to be seated. Do not exchange seats while the bus is in motion.
2. Speak in normal tones. Loud noise or unnecessary confusion is a distraction to the driver. Boisterous or obnoxious behavior will not be tolerated.

3. Clothing, school supplies, or objects are not to be thrown around, passed about or left lying on the floor or aisles.
4. No arms, legs, or heads outside the bus windows.
5. The bus driver is in complete authority. Follow the bus driver's instructions.
6. If discipline is necessary the procedure is:
  - o Warning by the driver.
  - o If repeated warnings are necessary, the offender is written up on a Disciplinary Notice and sent to the office.
  - o A three day suspension from riding the bus will be enforced as a secondary Disciplinary Notice.
  - o Other appearances at the office for discipline will require the offender and his/her parents to appear at the next board meeting. A student will not be allowed to ride the bus during the interim period.
7. Riding the bus is a privilege. This privilege can be removed. It is our hope that this will not be necessary.
8. While waiting for the bus, keep well off the road.
9. When leaving the bus, if it is necessary to cross the road, pass in front of the bus so the driver is well aware of your location. The same is true for boarding.
10. Students will not be allowed to accept alternate transportation when traveling away from home other than being released to a parent or legal guardian.
11. Exceptions to this regulation cannot be made at the site of the activity. If the parents of a student desire that their child return home with a designated person, this arrangement must be cleared through the high school office prior to departure. A written statement from the parents requesting the release of their child and freeing the school of all responsibility must be on file in the office prior to the departure from Charlo.

12. The chaperones and bus driver have absolute authority as to all conditions and circumstances that arise during a trip.
13. A student may not leave the premises of an activity without approval of the chaperone, i.e., or leave a building where an activity takes place.
14. At the conclusion of the activity, all students must report promptly to the bus loading area.

## **Social Events**

Social events involving the use of school property require prior approval by the principal.

## **Dance Policy**

Advisors of the school organization promoting the dance will be present and they will ensure that four adults are also in attendance. The SRO will be notified by the organization sponsoring the dance event.

1. The proposed dates must be approved by the sponsors, student council, & administration. The principal will place the event on the school calendar.
2. In cases where the assignment of a dance date before the first meeting of the student council seems justified, the administration may make such an assignment.
3. It will be the responsibility of the Student Council to inform each organization regarding assigned dates and procedures to be followed.
4. Except in cases of emergency, no one will be re-admitted to a dance.
5. Dances will close at 12:00 P.M. Exceptions may be made for special events. All Junior High activities will end at 10:00 P.M. Junior High may have two (2) parties per year, not during school hours.
6. Students whose behavior is disruptive or inappropriate will be asked to leave the dance or function. Refusal will be dealt with as indicated in General Regulations.
7. Persons who do not attend Charlo Schools who wish to attend must be pre-approved with the Administration. It is the Administration's final decision to allow non Charlo students to attend.

## **Organizational and Class Trips**

Any organizational and/or class trip requiring Board of Trustees' approval (out of state or overnight) must be presented for approval/denial at least three (3) months prior to planned departure.

## **Student Council**

### **Student Organizations**

Student organizations are considered an extension of the curriculum and a necessary part of school life, provided each organization and its members assume responsibilities equal to the privilege.

1. The superintendent of schools shall have final control over the activities of all student organizations.
2. All student organizations and/or activities shall have faculty sponsors who shall be responsible for the group and its activities.
3. Requests for activities through the Student Council should include:
  - o Class or organizational meeting to approve activity. (scheduled only with advisor approval)
  - o signature of advisor(s)
  - o approval of Student Council
  - o event placed on calendar

### **Approved Activities**

1. Student Council
2. Class Organizations
3. Special Interest Groups
  - o Speech & Drama Activities

#### 4. Athletics

- o Girls basketball
- o Football
- o Girls Volleyball
- o Boys Basketball
- o Boys and Girls Track
- o Interscholastic Events
- o Softball
- o Wrestling
- o Cross Country
- o HS Rodeo
- o Swimming

#### 5. Cheerleading/Dance

#### 6. Music

- o Pep Band
- o Special solo and ensemble groups

7. National Honor Society – Students must have a 3.5 cumulative GPA to be eligible for consideration.

#### 8. Approved National/Regional contests

9. Cultural Awareness Club
10. Business Professionals of America (BPA)
11. SKILLS USA
12. HOSA

## **National Honor Society**

Selection Process: The Ponderosa Chapter of the National Honor Society at Charlo High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school during the second semester of each year.

Students in 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or higher on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, service, and character. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses a variety of means for input. School disciplinary records are reviewed. The Faculty Council uses the definition of character known as The Six Pillars of Character from the Character Counts! Coalition. It states that a person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

Discipline and Dismissal Procedure: The constitution of the Ponderosa Chapter of the National Honor Society shall be followed at all times. Copies of the constitution may be obtained through the Faculty Advisor. Members need to fully understand that they are subject to discipline and dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as a basis for their selection. If a member falls

below the standards that were the basis of their selection, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the faculty council, which may include dismissal from the chapter. In cases of flagrant violations of school rules or the law, a warning is not required for dismissal, but a hearing will still be held. Only seniors in good standing with the chapter have the privilege of wearing an honor cord at graduation.

## **Student Funds**

1. The school secretary shall handle all accounts. Final decisions on all expenditures will be made by the H.S. Principal.
2. All student organizations must handle their money through the main office.
3. An annual audit of extra-curricular accounts shall be made by authorized personnel.
4. Purchase requisitions signed by the activity sponsor and class treasurer are necessary for purchases. Bills will be paid by activity checks. No bills will be paid unless there is a signed Purchase Order *prior* to the purchase.
5. Secretary and treasurer books are available in the H.S. office. Sixth grade will start a class account, the Secretary/Treasurer is responsible for keeping accurate records.
6. All requests for cash boxes must be sent to the High School Secretary three (3) days in advance.

## **Sickness or Injury at School**

In case of emergency, if the parent or family doctor cannot be located, the child should be taken to the nearest physician or hospital, unless parents notify the school for an alternate plan.

## **Telephones**

The office telephone is for school business and may be used by students only in cases of emergency with the permission of the secretary or the principal. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

## **Cell Phones and Other Electronic Equipment**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with photographic and/or video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

K-5 students are not to have cell phones out while at school.

6-8 grade students are allowed to use cell phones before and after school only.

9-12 grade students may use cellular phones, smart watches, and other electronic signaling devices before school, after school, during lunch, and passing periods. At all other times of the day, the device is to be turned off. Each classroom teacher will have a cell phones policy in their classroom that may consist, but is not limited to keeping them in a pocket, locker, or collection during the class period.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, referrals will be made to the administration for problems that arise due to cell phone or electronic signaling device use. Students who refuse to follow a teacher's classroom policy will be subject to disciplinary action. Disciplinary action will follow the step discipline plan.

1st Offense: 1 - detention, confiscation until the end of the school day

2nd Offense: 2 -1 Day ISS, confiscation until parent picks up device, parent conference

3rd Offense: 1- Students will have to check in their cell phone daily with the office and will not be allowed to have it on their persons throughout the day for the school year.

## **Child Safety and Audio Child Tracking/Monitoring Systems**

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without



express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

## **Telecommunications Technologies Acceptable Use Policy**

Telecommunication technologies are to be utilized at Charlo High School to realize curricular objectives through communication with others and through the acquisition of information. These technologies are not to be utilized for commercial or business purposes, products advertising, or for political campaigning. Personal home pages will not be published under the school's auspices.

Successful utilization of telecommunication technologies (such as iPad, Chromebook, laptop, television, cable services, and the Internet) requires that all users conduct themselves in a responsible, ethical, safe, and appropriate manner. Training for these technologies will be provided.

It is the policy of District 7J that all staff and students use these technologies only in a considerate, ethical, and lawful manner, with curricular objectives, with the required etiquette of each site, with respect for the privacy of personal accounts, and with respect of the rights of others to access these technologies.

1. Students are not to download any files without teacher permission.
2. Student use of the Internet is for academic purposes only. Use of the internet on personal devices (cell phones, personal laptops, etc.) is a privilege and anyone found using it inappropriately will lose access for 30 school days and be subject to discipline according to the step process.
3. Desktop images, backgrounds and settings of school computers are not to be altered in any way. (Consequence for items 1–3 is loss of access to all school computers for 30 school days.)
4. Personal use of social media, chat rooms, email and messenger programs are prohibited during school hours (7:50–4:01) unless specifically approved by a teacher for academic use. (Consequence: loss of online privileges for 30 school days.)

5. Students who lose or damage electronic devices furnished by the school district, for student use, will be expected to pay for the cost of replacement.
6. Accessing online content with an obscene or violent nature is prohibited, based on the determination of the building principal. (Consequences: loss of access to all Charlo School computers and network privileges for the remainder of the school year and disciplinary consequences.)

During the 2024-2025 school year, Chromebooks will be checked out to 7–12 grade students. Students will be required to sign a contract for acceptable use and damage purposes. Students who lose or damage a telecommunications technology while it is checked out will be expected to pay for the cost of replacement.

## **Account Sharing**

Sharing any school-provided technology accounts (domain account, school email account, etc.) with anyone is not allowed and will result in a loss of technology privileges. Multiple violations will be subject to step discipline as well as the potential for a complete ban of technology.

## **Text Books**

Textbooks are furnished by the school district and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for the cost of replacement.

## **Visitors**

The District welcomes visits by parents and citizens from the district to all District buildings. The school policy is to accept only those visitors from outside the district who have legitimate business to attend the school. All visitors shall report to the main before entering any other District building. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

## **School Closing**

In the event of severe weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. When “emergency travel only” conditions have been declared by the highway/road departments via the State Department of Transportation, school will be canceled. School closings, delayed starting time, or early dismissal will be announced over Facebook, parent email, local

radio stations 92.3 KQKR or 750 AM KERR, Eagle 93, or Public Radio KUFM and TV stations KPAX and KECI, or call 1-800-750-5337. You will also be notified by email if the district has your current email address. On days when school is canceled, all extracurricular activities are also canceled.

## **Withdrawal**

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be in person by your parent or legal guardian.
2. Obtain appropriate forms from the principal's office.
3. Have the forms filled out by teachers, return all school books and library books, and make sure all fines are paid.
4. Take completed forms to the principal's office for final clearance.

## **Student Council Membership**

The student council in the Charlo High School is your representative body. In order to become a student council member a student must be eligible under the same academic eligibility guidelines as anyone participating in extracurricular activities. Members are elected in the fall by their class. A position on the student council is important and should be taken seriously. A student council constitution can be obtained from the student council advisor.

## **Sportsmanship**

Charlo School has a reputation for outstanding sportsmanship at all events, both at home contests and those on the road. The Charlo Student Council and Charlo School Staff are in agreement that under no circumstances will disrespectful and unsportsmanlike behavior towards opposing fans, student athletes and officials be tolerated. At the beginning of each school year, the student body will be addressed about expectations at sporting events by the Charlo Student Government and Charlo School Administration. Consequences for acts of poor sportsmanship will be dealt with by the athletic director and school administration. They will be based on severity and can range from warnings to long term suspensions from attending events. First offense is a warning, second offense is prohibition from attending three events, and a third offense will result in the offender not being allowed to attend athletic contests for a period of one year. Incidents occurring later in the school year

can result in the determined ban being carried over into the following school year. Incidents of the most serious nature could result in a lifetime ban from school events with a final decision made by the school board after a full investigation. Decisions and consequences regarding sportsmanship violations will be determined by the athletic director in conjunction with school administration. Appeals will follow due process in Charlo's Grievance Policy.

## **Extra-Curricular Activities**

The Charlo School District #7J (the "District") is pleased to offer extra-curricular athletic activities for its students. While participation in such activities is purely voluntary, the District has found such activities offer the student many rewards. Learning to function in a team effort teaches a student important lessons for life while individual sport teaches self-reliance and commitment. Such activities may develop in the student an appreciation for his or her physical abilities as well as enthusiasm, school spirit, and pride for the institution.

These activities require that the student be committed, submit to the discipline of the coach or advisor, and develop self-discipline to be able to successfully participate. These activities often require considerable physical exertion, conditioning, and adherence to training rules and regimens.

Extra-curricular activities tend to keep the student involved in a constructive endeavor. The District's experience has been that its student athletes and members of other extra-curricular activities tend to be good citizens and good students.

The District seeks to provide properly trained coaches, safe equipment and facilities, and makes reasonable efforts to see that the athletic or extra-curricular program is safe for the student. Nevertheless, because all athletic activity can involve certain risk or injury to the participants, we are obliged to advise you of such dangers and gain your prior written approval for student participation.

The purpose of this warning is to aid you in making an informed decision as to whether the student should participate in the chosen activity. Prior to participation in any athletic activity the student athlete, parent or guardian are all encouraged to learn about the given sport and to inquire of coaches, physicians, or other knowledgeable persons about the risks as well as the District program.

The District has established rules for participation in these activities that are considered a privilege. Through sponsorship of these programs the District wishes to:

- emphasize concern for the safety of students while participating in activities.
- diminish the long-term physical and emotional effects of mind-altering chemical use on the health of students.
- provide a chemical-free environment that will encourage healthy development.
- promote a sense of order and discipline among students.
- confirm and support existing state laws which restrict the use of mind-altering chemicals.
- emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students.
- assist students who desire to resist peer pressure which may direct them toward use of mind-altering chemicals.

## **Extra-Curricular/Co-Curricular Programs Offered**

The following are considered Extra curricular/Co-Curricular Programs offered by the Charlo School district: Basketball, Football, Track, Volleyball, Softball, Wrestling, BPA, Skills USA, Cross Country, HOSA, Pep Band, BPA, Student Council, and Academic Bowl. High School Rodeo and Swimming are not offered but are recognized by the School for Lettering Purposes.

Students participating, in any capacity (i.e. manager, videographer, stacionian etc), in the above athletic programs must purchase an Annual Admission Pass . Single student cost is \$55.00 or a family (of 5) pass is \$165.

The Board authorizes the administration to consider requests to approve participation in high school activities by 8th grade students in consultation with the coach of each sport consistent with this policy and MHSA rules. Students in the 8th grade will only be allowed to play at the JV level in high school in order to maintain sub varsity programs.

## **Participation Fees**

In addition to an Annual Admission Pass, students participating in any capacity (ie manager, videographer, stacionian etc), except for Student Council, Academic Bowl and PEP Band must also pay a participation fee. The

fee for grades 6–8 is \$40 and \$50 for grades 9–12 per activity in which the student participates. The participation fee is not a guarantee of playing time which still remains the coach’s discretion.

Each of the aforementioned athletic activities pose a certain inherent risk to the student of possible injury, paralysis, or even death as a result of their participation. Whether or not considered a contact sport, further risk of injury may include:

- damage to all parts of the body, the ankle, knee, back, spine, head, neck, and leg through bruises, muscle strains, cramps, fractures, and dislocation. Injury may result from falls or collisions with others, or from objects. Head, neck, and spinal injuries may result in paralysis, brain damage, eye damage, dental loss, loss of hearing and possibly sight. Injuries may also affect the body’s nerves, blood vessels, internal organs, reproduction organs, bones, joints, ligaments, muscles, and tendons. These activities may induce heat stroke, heart failure, and asthmatic attack.

Such injury may arise during transportation, warm-ups, practice, scrimmages, games, matches, tryouts, practice, or performance. Injuries can result from correct or incorrect performances of techniques and skills or even as a result of bystanders.

## **Concussion/Return to Play Policy**

Please refer to District Policy 3415, 3415P, and the Dylan Steiger’s Protection of Youth Act. All K-12 participants in a school sponsored activity and their parents must sign off on an information sheet and meet with the Activities Director before they will be allowed to participate in the activity.

Athletic injuries may impair the student’s general physical or mental health, the student’s ability to earn a living, to engage in social or recreational activities, and general enjoyment of life. Such injuries may include a possibility of emotional injury. Injury can arise from innumerable possibilities including training room procedures, the administration of first aid, or failing to follow game, training, safety or other team rules, including the use of transportation provided or arranged by the District.

In order to participate in extracurricular activities the M.H.S.A requires a physical exam. Physicals must be completed prior to the first day of practice. The exam must be certified by a physician, physician assistant (PA), or a nurse practitioner (NP). This certification is valid for one school year. A physical exam conducted before June 1 is not valid for participation the following school year. The physical must be turned into the Athletic

Director to be placed on file before the student is allowed to practice. Students must have participated in the required practices before being allowed to compete in a contest.

In addition to the M.H.S.A. Handbook, the District also requires the following of each participant:

1. Any use or possession of tobacco (including possession by consumption) including vaping/juuling, liquor, nicotine products, or other illegal substances by a student will result in the following consequences:
  - o First Violation will result in disciplinary action in accordance with the step policy outlined on page 22 of the Student Handbook. Additionally:
    - Students found in violation will be suspended 15 calendar days from the Extra-Curricular/Co-Curricular Activity that he/she is participating in. The suspension begins the day the violation is confirmed.
    - During this penalty period the student is required to practice, attend meetings and prepare.
    - The student will not travel with the team nor be on the sideline or bench during the penalty period for competition. The student will be prohibited from receiving a Varsity Letter for the activity that the infraction occurs.
  - o Second Violation in the same school year will result in suspension from all extra-curricular activities including practices, meetings, and preparations for one calendar year unless the student completes an administratively approved chemical dependency class paid for by the parent/guardian. Upon completion of the class the student will be reinstated for competition in accordance with MHSA eligibility and school rules.
  - o Third violation in a student's high school career will result in a ban from all future participation in any extracurricular activity.

In the event a violation consequence cannot be fulfilled by the end of the current school year, that consequence will carry into the following school year. (By way of example - a participant is found with alcohol at divisional track in 2019, they are suspended for 15 calendar days but only serves 7 due to the end of the school year, the

athlete's remaining suspension of 8 days of practice will be served in the next extra-curricular activity in which the athlete wishes to participate.)

1. Students will represent their community, school, and fellow classmates and team players with dignity and respect.
2. Students will wear weather appropriate clothing consisting of shirts with a collar (ties recommended), clean jeans/pants with no holes, rips or tears, dresses (following school dress code), Charlo Viking caps (when appropriate) only, and no shorts. Students are to be dressed up at school the day of activity and remain dressed up until they compete. Upon administrative approval, travel attire may be worn in place of dress clothes. Upon completion of the competition they will be allowed to wear matching gear deemed appropriate by the coach. In the event of tournament play students are to be dressed in uniform or Charlo Viking Gear the entire duration of the tournament.
3. Cell phones are to be used at the coaches discretion. Student-athletes are expected to follow the policy set forth by the coach at the pre-season meeting.
4. If at any time a participant fails to follow the directives of an advisor/coach, or indicates by their misconduct an unfitness to represent the District, the advisor/coach will, in conjunction with the administration, determine a proper penalty. Failure to follow directives may result in removal from the program.
5. Students shall not take part in any extracurricular activity or practice if absent from school for any reason during the day of the activity. Students who are late to the first or fifth period will not be able to play or practice the day they are late. (Exception: Previous doctor appointment (with a note) or previous absence approval by school administration.) Friday participation would require Thursday attendance. Students not in school on Thursday may not participate on Friday. Participation for Saturday games is the coaches discretion if there are issues with Friday attendance. Violations may be reported to the advisor/coach or administration as a result of a first hand observation by an employee or representative of the District, a law enforcement official, and the student's own parent/guardian.

## **Care of School Equipment**

All equipment, uniforms, or materials issued by the District must be maintained with care and returned at the end of a particular sports season. Failure to comply may result in:



1. an assessment fee, equal to the replacement cost or value of, against a student who fails to take proper care or does damage to any equipment, uniforms or material. (This includes improper washing or drying of uniforms—students are instructed on wash/dry care upon issuance of uniform—improper wear, care or use of uniforms.)

**Students who fail to turn in equipment will not be allowed to participate in any school activity until equipment is paid for in full or returned.**

## **Academic Eligibility**

All students must meet MHSA eligibility regulations to compete as defined by the current MHSA handbook and standards established by Charlo School District 7J.

In order for a student to be eligible for extra-curricular activities he/she must have earned at least a 2.0 GPA with no failing grades for a quarter. A student who does not meet this requirement will be placed on academic probation. Students on academic probation will adhere to the following guidelines to become eligible at the midterm:

- Students will practice until a midterm grade check.
- Students will not travel on away games or suit up for home games until the midterm grade check.
- If a 2.0 GPA with no failing grades is not met at midterm then the student will be dismissed from the team.
- Students with at least a 2.0 GPA with no failing grades at the grade check will be reinstated on the team, pep band, etc. Mid-term can make an athlete eligible, but cannot make them ineligible.

Special needs students will be governed by their Individual Educational Plan.

The District will deal with transfer or foreign students on a case by case basis.

Home school students who reside in the Charlo School District are eligible to participate in athletics as long as they meet MHSA requirements of 20–5–109 and are registered as a homeschool student with the county superintendent and are academically eligible to participate according to their instructor(s). Transfer students

must have immunization records, birth certificate, must obtain a MHSA physical, and must follow MHSA transfer rules.

## **Extra-Curricular Lettering**

Letters are awarded for each extra-curricular activity. Coaches/Advisors will have lettering criteria available to the student for each activity.

## Charlo School District 7J School-Parent Compact

Dear Parent/Guardian:

**We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.**

*School's Responsibility:*

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - Annual parent-teacher conferences,
  - Frequent reports regarding your child's progress, and
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

*Parent's Responsibility:*

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information.

Name: Shane Bartschi  
Telephone Number: (406)644-2206

Title: K-12 Principal  
Email Address: sbartschi@charloschools.com

Please sign and date below to acknowledge that you have read and received this information and return the entire form to your child's teacher.

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

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

**Charlo School District 7J**  
**Annual Parent Notice**  
**Right to Request Teacher Qualifications**

School: Charlo School District 7J Date: \_\_\_\_\_

Dear Parent/Guardian:

Our school receives federal funds for Title I programs that are part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB). Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). 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 licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessional are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school.

Name: Shane Bartschi Title: K-12 Principal  
Email: sbartschi@charloschools.com Phone: (406)644-2206

Thank you for your interest and involvement in your child's education.

Sincerely,  
Steve Love  
Superintendent

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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: Marie Michels Title: Title IX Coordinator  
Address: PO Box 10 Charlo MT 59824 Phone: (406) 644-2206  
Email: mmichels@charloschools.com

Inquiries or complaints may also be directed to the Office for Civil Rights, US Department of Education, 400 Maryland Avenue SW Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #	Date Distributed		

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**ACKNOWLEDGEMENT FOR RECEIPT OF HANDBOOK, ACCEPTANCE OF RISK, AND APPROVAL TO PARTICIPATE**

**THE UNDERSIGNED HEREBY CERTIFIES THEY HAVE READ THIS ACTIVITY/STUDENT HANDBOOK AND THE WARNING ABOUT THE RISKS OF INJURY OR DEATH. IN CONSIDERATION OF THE DISTRICT PERMITTING MY CHILD OR WARD TO PARTICIPATE IN AND ENGAGE IN ALL ACTIVITIES RELATING TO CHARLO ACTIVITIES, WE RECOGNIZE AND ASSUME THE RISKS OUTLINED HEREIN WHICH ARE INHERENT IN THE ACTIVITIES.**

**THE UNDERSIGNED HEREBY CERTIFIES THAT THEY AGREE TO BE BOUND BY ALL PROVISIONS OF THIS ACTIVITY/STUDENT HANDBOOK. (THIS PAGE MUST BE SIGNED IN ORDER TO BEGIN PARTICIPATION IN ACTIVITIES.)**

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
1) PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
2) PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
HOME ADDRESS

DATE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Received by signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Filed by (initials)

## **Charlo School District 7J** **2024-2025 Student Chromebook Contract**

Dear Parent/Guardian and Student:

The goal of the Charlo School District is to improve student achievement by personalizing learning and increasing students' ownership of their learning. For the 2023-24 school year all students in grades 7-12 will receive a Chromebook for their use at school and home. This document outlines an agreement between CSD7J, parents and students for the care and instructional use of the Chromebook.

**Care and Maintenance:** Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Although our Chromebooks are touch-screen, please be gentle with the screen, as well with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- **Do not lend your Chromebook to anyone.**
- Report any damage to your teacher or to the IT Director immediately.
- **Responsible Use:** Digital citizenship is an essential 21st century skill. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. **Remember Chromebook use is actively monitored.**

**The Student agrees to:**

- Take good care of the Chromebook in all locations. Do not leave your Chromebook in the bathroom, classroom, locker room, or somewhere that isn't in your locker or in your possession. Doing so will mean losing access to your Chromebook for the rest of the year. Please keep your Chromebook and your charger with you at all times or risk losing this privilege.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher or to the IT Director as soon as possible.

- Take responsibility for any damage or loss caused by neglect or abuse. If the labels on either the Chromebook or the Chromebook charger peels off, let a teacher or the IT Director know immediately. We will replace the label with a new one.
- Follow the **Technologies Acceptable Use Policy** in the Student Handbook.
- Return the Chromebook and charger to CSD7J at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal. Each charger is labeled with a specific number. Any chargers without this label will not be accepted and the student will be charged the cost for replacement. Any mismatched pair of Chromebook and charger will not be accepted and the student will be charged the cost for replacement.
- As stated in the student handbook, sharing any school-provided technology accounts (domain account, school email account, etc.) with anyone is not allowed and will result in a loss of technology privileges. Multiple violations will be subject to the step discipline plan as well as the potential for a complete ban of technology. **Do not share your accounts with anyone. No exceptions.**

**Parents/Guardians agree to:**

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.

**Costs of replacement for lost or damaged Chromebook and/or charger:**

**Chromebook:** \$350

**Chromebook Charger:** \$50

**By signing below, the student and parent/guardian agree to the terms outlined above:**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**