

**Castle Rock Middle School**  
**2024-2025 Student/Parent Handbook**  
*"We Are ROCK Solid"*



**WELCOME**

Welcome to the start of an exciting new school year at Castle Rock Middle School! As your principal, I am thrilled that you will be joining us. Our middle school is where students are encouraged to explore their interests, develop their talents, and build lifelong friendships. This handbook is designed to be your guide throughout the year, providing important information about our school policies, programs, and expectations.

Our dedicated staff is committed to creating a safe and supportive environment where every student can thrive academically, socially, and emotionally. We believe that with hard work, respect, and a positive attitude, all students can achieve their fullest potential.

Please take the time to read through this handbook carefully and discuss its contents together as a family. Understanding and following the guidelines will help ensure a smooth and successful school year for everyone. Remember, our doors are always open, and we encourage you to reach out with any questions or concerns.

Let's make this year one of growth, learning, and memorable experiences. Together, we can achieve great things!

O'Shean Moran  
Principal

Main Office: Cathy Earles - (406) 281-5800  
Fax Number: (406) 254-1116  
Attendance Office: Jennifer Shaw - (406) 281-5807  
Principal: O'Shean Moran - (406) 281-5803  
Associate Principal: Dustin Gaugler - (406) 281-5802  
School Counselors: Shannon Toney (6th and 8th Grades) - (406) 281-5804  
Lyon Virostko (7th Grade) - (406) 281-5805

**Mission Statement**

**"Rock Solid"**

Inspiring and modeling excellence by providing all students opportunities to grow in their academic, character, and career development within the school and community.

**Philosophy**

1. Cultivate Talent
2. Foster a Safe and Positive Environment
3. Address the Needs of Diverse Learners
4. Increase College, Career, and Military Opportunities
5. Vision of Excellence



**Frequently Used Contacts**

Attendance	Attendance Secretary	Jennifer Shaw	(406) 281-5807
Class Schedules	Associate Principal	Dustin Gaugler	(406) 281-5802
Fees, Fines, Payments	ISS Secretary	Heidi Jenkins	(406) 281-5809
Homework Requests	Attendance Secretary	Jennifer Shaw	(406) 281-5807
Illness & First Aid	Attendance Secretary	Jennifer Shaw	(406) 281-5807
Library Information	Librarian	Candi Korf	(406) 281-5838
Lockers	School Counselor	Shannon Toney	(406) 281-5804
		Lyon Virostko	(406) 281-5805
Lost & Found	Attendance Secretary	Jennifer Shaw	(406) 281-5807
Lunch Information	Cafeteria	Cafeteria Staff	(406) 281-5813
Pre-Arranged Absence	Attendance Secretary	Jennifer Shaw	(406) 281-5807
Withdrawal from School	Main Office Secretary	Cathy Earles	(406) 281-5800

[2024-2025 Bell Schedule](#)

[District School Calendar](#)

## **Attendance Procedures**

Attending school regularly and being on time for classes affect what students learn and are necessary for success in school and on the job later in life. Students may only be out of class if the teacher issues a hall pass to them.

Being at school every day and on time is necessary for success in school! Tardiness to class not only disrupts the learning for all students but is a major contributing factor to added stress and anxiety. Students are expected to be present and on time for school every day, but if they must miss, please cooperate by following these routine procedures for student safety:

**Absences:** All absences must be verified. Parents should call the Attendance Office (281-5807) to report the absence by 10:30 am. All unverified absences will automatically initiate a robocall by the district at the end of the school day.

**Appointments:** Parents are asked to call the Attendance Office before 8:30 am to excuse students who will be leaving for appointments during the school day. Students will be given a dismissal slip for the designated time to expedite departure. For safety reasons, no students may leave the building without prior communication with office administration.

**Automated Calls:** Our automated RoboCall system sends important information from the number **406-281-5193**. We use this system for district-wide notifications including early outs, alternate bus routes, and upcoming events. If you would like the automated call to leave a voicemail, please be sure your voicemail box is set up, and is not full. Please do not leave a voicemail on the Robo Call system phone number. If you have questions, please contact your child's school directly.

## **ParentSquare**

Billings Public Schools uses ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare

automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. To find links and more information, please visit the following links:

- [ParentSquare](#)
- [ParentSquare Tips](#)

## **IN A SCHOOL EMERGENCY:**

- Everyone's child is our priority.
- Because it takes time to gather and disseminate accurate information, it is likely you will receive social media information before you receive official communication from the District. Please don't overreact, even if that information comes from your child.
- Do not call or go to your child's school.
- Remain calm and patient. Official communication will come via one or more of the following:
  - Robo Call/Parent Square
  - Email/Text Notification
  - District Website
  - Television/Radio Alerts
- If you do hear from your child, please encourage them to listen to their teachers. Reassure them of their safety.

## **Tardy Policy**

A student is tardy when he or she enters the room after the tardy bell has rung.

### **Tardy Policy:**

**1st, 2nd, 3rd Tardy:** Teacher warning (marked in PowerSchool by teacher).

**4th Tardy:** Parent phone call, 1/2 hour detention with teacher, 24-hour notice is provided.

**5th Tardy:** Parent phone call, 1/2 hour detention with teacher, 24-hour notice is provided.

**6th Tardy:** Referral slip to office. One hour after school in the ISS room, administration,

counselor, and parent meeting.

**Note:**

1. Students will be considered absent, not tardy, if they are over five (5) minutes late for class. This will result in disciplinary action.
2. Students who have no tardies for the quarter will receive special recognition.
3. Students will be given a fresh start each semester. If students abuse the tardy program, the 6th tardy may result in being placed on the Step Plan.

**Report Cards**

Report cards will be sent home at the end of each semester.

**Honors Tea**

Eighth-grade students are honored for achieving Honor Roll (3.5 GPA and above for two consecutive semesters in 7th grade, and the first semester of 8th grade) by attending the Honors Tea.

**Awards Ceremony**

In the Spring, an Awards Ceremony is held to recognize outstanding student achievements. A major component of this ceremony is the Presidential Award for Educational Excellence (3.5 GPA plus achieving at the advanced level in Math and Reading on the national assessment). Additional awards include the Spirit of Castle Rock Award, Billings Heights Exchange Club Student of the Month, YMCA Principal’s Award, Elks Student of the Year, Impact Program Award, and American Legion Students of the Year.

**Clubs and Activities**

At Castle Rock Middle School, we highly encourage participation in clubs and activities. Students will be provided an opportunity to explore a variety of activities and meet new friends. Students can check with their school counselor for a current list of available activities and clubs.

**Music**

Solo and Ensemble Festival, Jazz Band/Jazz Rock Band, Silhouettes, Morning Orchestra

**Athletics**

EXTRA-CURRICULAR ACTIVITIES		
	START	END
Cross-Country	9/3/2024	10/18/2024
Football	9/3/2024	10/18/2024
^Softball	9/3/2024	10/18/2024
*^Girl’s Basketball	10/21/2024	12/19/2024
Wrestling	10/21/2024	12/19/2024
*^Boy’s Basketball	1/02/2025	2/20/2025
*^Volleyball	2/24/2025	3/17/2025
Track	3/21/2025	6/03/2025

^ try-outs determine teams

\* competitive teams only

Castle Rock Middle School encourages our students to broaden their skills, knowledge, and citizenship by participating in extracurricular activities. To participate in athletics, a student must maintain a passing grade in all courses. However, if a student receives a deficiency, they may continue to participate as long as they are making an effort to improve. This may include, but is not limited to: turning in missing work, getting extra help from a teacher, or retaking assessments to show proficiency. Grades will be checked weekly after the completion of the initial two-week practice period for each sport.

If a student is deficient, the student will be put on academic probation and given one week to achieve eligibility. If the deficiency is not corrected after one week, the student will be allowed to practice but will not be allowed to participate in any contest(s) until the deficiency is remedied or improvement efforts are documented via teacher(s). Individual cases of eligibility may be reviewed by the coach, teachers, and administration.

All students participating in a sport must have a mandatory yearly physical signed by a doctor and turned in to the office before practice or tryouts. A student must be in attendance for half of the day to be eligible for participation in that day's contest. No student who is suspended will be allowed to practice or participate on the days of the suspension. The attendance and suspension rules apply to the previous Friday if there is a Saturday activity. Continued absenteeism will result in dismissal from the team.

### **Billings Public School Student Dress Policy**

Billings Public Schools respects students' rights to express themselves in the way they dress. All students who attend BPS are also expected to respect the school community by dressing in a professional manner appropriate for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. This policy is intended to provide guidance for students, staff, and parents. Students are expected to come to school and all activities clean, well groomed, and wearing clothes that appropriately cover the body and do not cause distractions to the learning of others or create a health or safety issue. This basic dress code encourages students to "dress for success" and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity or obscenity, advertise illegal substances, drugs, drug brands, tobacco, alcohol, advertise weapons or violence, express double meanings that are inappropriate or promote gang activity as determined by Policy 3203. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts). Specific courses or events may require specialized attire, such as sports uniforms or safety gear that may differ from the dress code. Students who are attending class or working in other school buildings in the district must abide by that building's dress code. The administration at each school reserves the

right to determine what constitutes appropriate dress. In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following:

- Destroyed and distressed pants must not have holes in places that expose undergarments
- Pants must be secured at the waistline and may not hang down exposing undergarments.
- Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

Failure to cooperate with the dress code policy will result in one or more of the following:

- Change to appropriate clothing of the student's or from the school's collection.
- Parent notification to bring appropriate clothing to school.
- Disciplinary consequence.

(See Policy 3203 and 3203 P-1)

### **School Grounds and Appointments**

Students are expected to remain on school grounds from the time they arrive in the morning until school is dismissed in the afternoon. If students need to leave school for an appointment, they need to bring a note to the school on the morning of the appointment and give it to the attendance secretary. If students arrive at school late because of a morning appointment, they will need to bring a note to school and check in with the attendance secretary. A parent or guardian must sign students out at the attendance desk for a student to leave the building. If a student chooses to leave campus without permission, there will be disciplinary action.

### **Student Visitors**

Parents are welcome and encouraged to visit our campus. Upon arrival, parents will need to display a current photo ID or driver's license and give a reason for the visit. Visitors must obtain a Visitor's Pass from the main office secretary. The campus is closed to all student

visitors from other schools. Visitors must be listed in the student's contact list to be able to visit with that student or pick them up from school.

### **Visiting with Principals**

We request that parents/guardians make an appointment to meet with Mr. Moran or Mr. Gaugler. Due to district-level meetings and other building obligations we may not always be able to accommodate drop-in visitors. Appointments can be made by contacting Mrs. Goodman at (406) 281-5801.

### **Before and After School**

Students do not need to come to school earlier than necessary. If they need extra help or have questions on an assignment, they are encouraged to communicate with their classroom teacher in advance and will be allowed in the building at 7:45 am. Students need to be out of the building by 3:20 pm unless they are staying for activities under the supervision of a teacher, or they are waiting for a bus to arrive.

### **Buses**

Students are asked to stand behind the designated yellow line while waiting for their bus. Disciplinary behaviors on the bus will result in consequences both with the bus company and at school.

### **Lunch**

Students will be assigned to one 30-minute lunch period during the school day. They will be responsible for depositing their breakfast or lunch money before school in the cafeteria, and can choose from a hot menu or the salad bar. Castle Rock uses a keypad for purchasing meals. Students must know their student ID number. While in the cafeteria students will be expected to wait courteously with others and will not "cut" in line. Students may only eat their lunch in the cafeteria and realize that it is important that no food or drink leaves the area. When finished eating, students will take responsibility for cleaning their table area and taking trash to the garbage cans.

Castle Rock has a closed campus, which means students are not able to leave for lunch unless it is a very special occasion. Students must bring a note or parents must call. Students may only leave with a parent during lunchtime.

***Students are not permitted to order restaurant takeout/delivery from school.***

### **Telephone**

Students may use the phone located at the Attendance Office, or in the classrooms with teacher permission. If a student calls home from a school phone, it is expected that they will leave a message!

### **Medication**

The school nurse or school staff does not dispense medication of any kind, including over-the-counter medications. Over-the-counter medications may be kept at the attendance office with the appropriate form on file.

If students need to take medication during school hours, they will need to notify the nurse or Attendance. Students are expected to leave their prescription medicine in the Attendance Office in the original container, with only the required number of doses to be taken at school, and will go to the office at the prescribed time to take their medicine. Parents/guardians must sign a parent permission slip for the school to store any medications.

### **School Counseling**

School counselors provide counseling and informational services to individual students and small groups. They help students solve problems and provide them with support for academic, social, and emotional challenges. They also provide group counseling through a number of classes throughout the year. There are two school counselors on our staff. Parents, too, may request a meeting with school counselors concerning problems related to their children.

Ms. Toney 281-5804 6th & 8th Grade

Mr. Virostko 281-5805 7th Grade

## **Library Media Center**

The library media center offers students and faculty a wide variety of resources including print, electronic, and non-print media, picture files, and access to materials from other libraries. The library media center opens each school day at 7:45 a.m. and closes at 3:30 p.m. Students may use the library before and after school. Once regular classes are in session, they will need a pass signed by a teacher to come to the library. Upon leaving the library to return to class, students will have the librarian note the time and sign the pass. Books may be checked out for a TWO week period of time and may be renewed if no one has reserved it. Students are expected to return books on or before the due date since other students may need them.

## **Lockers**

Lockers are a special privilege of Middle School students. They are expected to respect each other's personal space. Additionally, students are expected to:

- keep their combination to themselves.
- not write on their lockers and keep the outside of the locker clean should it become dirty or marked.
- use only their own assigned locker.
- not keep valuables or money in their locker. If it is necessary to bring a large sum of money to school for some reason, they will take it to the office during the day.
- realize that their locker is the property of the school district and, under certain circumstances, may be inspected by school authorities.
- talk with a teacher should any problems arise.
- understand that they are financially responsible for any mistreatment of their assigned locker.

## **Cell Phones and Other Electronic Devices**

Billings Public Schools recommends students NOT bring cell phones or electronic devices to

school and take no responsibility for devices that are lost or stolen, even when those devices are placed in a classroom caddy or other storage system during the class period. Also, be aware that the school can revoke any student's cell phone privileges and require the phone to be turned in upon arrival and not returned until dismissal as a result of a student's failure to use the phone appropriately while on campus.

## **Policy 8320**

Grades 6-8

No cell phone use is allowed during school time. Phones and wearable devices, i.e. Apple Watches, AirPods and similar devices are to be turned off and put in lockers during school time.

Any time a device is confiscated by a staff member, it will be sent to the office with the student's name where the phone will be stored. Consequences will occur with repeated offenses as follows:

- 1st offense: Pick up the phone at the end of the day
- 2nd offense: Phone will be picked up at the end of the day along with a lunch detention.
- 3rd offense: Phone will be picked up at the end of the day by parent or guardian along with an after-school detention.
- 4th offense: Phone will be picked up at the end of the day by parent or guardian along with an after-school detention. A conference will take place with the family and administration to establish a plan.
- Further Offenses: Subject to Administrator discretion as per the Billings Public Schools District Acceptable Use Policy.

## **Miscellaneous**

Skateboarding and Heely's are not allowed at any time on school grounds. Bikes and scooters are to be walked on school grounds and not ridden. Students cannot have laser pens/lights, squirt guns, firecrackers, etc. while at school. Hooded sweatshirts are allowed, however, the

hood can not be worn over the head during the school day. Students are not allowed to wear beanies/hats while inside the building. Backpacks are to be kept in student lockers during the school day.

**General Behavior Expectations**

Castle Rock students are expected to know and show the qualities embodied in “The ROCK” – *Respectfulness, Organization, Carefulness, and Kindness*. Students are expected to respect the authority of administration, staff, and all adults in the building. This means they will be courteous, use an appropriate tone of voice, and follow directions immediately without argument. They are also expected to treat their peers with respect, politeness, and kindness. They are expected not to call others names, spread rumors, push in the halls, make fun of another student, or be unkind in general. We all have a responsibility to make Castle Rock a safe and enjoyable place to be every day.

**Castle Rock Middle School Discipline Matrix**

Depending on the severity of the offense, an administrator may impose any level of disciplinary action that is warranted to ensure an orderly educational atmosphere and promote health and safety for all.

<b>Minor Behaviors:</b>
<ul style="list-style-type: none"> <li>• Arguing</li> <li>• Defiance</li> <li>• Disrespect: Rude or Dismissive language or actions</li> <li>• Disrupting class: Low intensity</li> <li>• Dress Code</li> <li>• Misuse of Technology</li> <li>• Not following directions</li> <li>• Off-task: hallway, bathroom, or classroom</li> <li>• Physical Contact or aggression: inappropriate but not serious</li> <li>• Property Misuse: Low intensity</li> <li>• Stealing</li> <li>• Teasing, name-calling, or deliberately annoying peers</li> <li>• Unprepared for class</li> </ul>

<b>Major Behaviors:</b>
<ul style="list-style-type: none"> <li>• Assault</li> <li>• Cheating (The use of Artificial Intelligence (AI) is also a form of cheating/plagiarism and will be handled in the same manner.)</li> <li>• Destruction of Property</li> <li>• Fighting</li> <li>• Harassment, intimidation, bullying, threats, sexual contact</li> <li>• Inappropriate Sexual Contact</li> <li>• Inappropriate technology use: High-intensity</li> <li>• Insubordination</li> <li>• Possession of vapes, drugs, or alcohol</li> <li>• Profanity</li> <li>• Repeated minor behaviors</li> <li>• School Threat</li> <li>• Truancy/Skipping Class</li> <li>• Weapons</li> </ul>

*All out-of-school suspensions will be served at the Truancy Center.*

**Language**

The use of improper or profane language in school and/or at school activities is prohibited and will result in disciplinary consequences.

**Detention/Suspension**

Students that are sent out of a class for behavioral reasons, will be sent to the ISS room. While there, students are expected to complete all work given. They will be responsible for making up for all work or missed assignments. During a suspension, the school will put together all assignments given during an out-of-school suspension. The student can hand in all assignments on his/her first day back at school for full credit.

In addition to this Castle Rock Middle School handbook of procedures specific to our school, a [District-Level Student/Parent Handbook](#) is included here. It is the responsibility of each student to know the contents of both and to understand that both the district’s Student/Parent Handbook and the school’s Student/Parent Handbook carry the weight of and contain adopted policies of the school district. Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to students and parents by district administration and staff. Both rules and assurances are contained in the district’s Student/Parent Handbook. The following policies and procedures are found in



the district's Student/Parent Handbook. In addition, they may be located by accessing the district's website at: [www.billingschools.org](http://www.billingschools.org) and clicking on About Us/ Policies & Procedures.

### **Board Policies and Procedures**

*(The following policies, procedures and forms from the school district's Student/Parent Handbook provide additional information.)*

Policy 3120 Attendance Policy and Removal of Student during School Day

Procedure 3120-P1 Compulsory Attendance

Procedure 3120-P12 Student Attendance

Form 3210-F1 Equal Educational Opportunity

Policy 3200 Student Rights & Responsibilities

Procedure 3200-P1 Student Due Process Rights

Procedure 3200-P2 Freedom of Expression

Procedure 3200-P3 Student Publications

Policy 3205 District-Provided Access to Electronic Information, Services & Networks

Procedure 3205-P1 Acceptable Use Procedure

Procedure 3224-P1 Student Dress-Gang Activity or Association

Policy 3225 Sexual Harassment

Policy 3235 Video Surveillance

Procedure 3235-P1 Video Surveillance

Policy 3250 Student Discipline

Procedure 3250-P1 Hazing

Procedure 3250-P2 Student Conduct

Procedure 3250-P5 Gun-Free Schools

Procedure 3250-P6 Detention

Procedure 3340-P1 Chemical Use Policy

Form 3600-F1 FERPA Annual Notification

SD #2 Weapon's Contract

Executive Director of Human Resources

415 N. 30th

Billings, MT 59101

(406) 281-5039