

ELDER GROVE SCHOOLS

2018-2019



Outlaw Pride

Generations of Success, Striving for Excellence

STUDENT HANDBOOK

Respectful, Responsible, and Safe

ELDER GROVE SCHOOLS



*Outlaw Pride –
Generations of Success,
Striving for Excellence.*

Mission Statement

Elder Grove School will strive to achieve a safe, secure, and positive learning environment.

We will create classrooms of master learners by use of well-developed curriculums, effective teaching strategies, and constructive feedback which allow for individual differences and learning styles.

To improve the quality of the educational experience, programs, and services, we will implement assessment tools to monitor teaching and learning, in order to gain feedback on student achievement.

We will foster communication, teamwork and trust among staff, students, parents, and community members to achieve unity and excellence.

Goal Statements

- ❑ *We will provide a safe, orderly, and caring environment.*
- ❑ *We will use research-based instructional strategies in order to address each student's unique needs, strengths, and goals.*
- ❑ *We will monitor the effectiveness of strategies and performance of individual students by utilizing differentiation of instruction, multiple assessments, and feedback.*
- ❑ *We will foster our relationship with families and the community; focusing on developing a student-centered learning community.*

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2018-19 Elder Grove Calendar

<p><u>Fall Semester</u></p> <p><u>August</u> 20 - PIR 21 - PIR (Open House) 22 - First Day of School</p> <p><u>September</u> 3 - Labor Day - No School 5 - Early Out 19 - Early Out 21 - 1st Quarter Midterm 24 - PIR</p> <p><u>October</u> 3 - Early Out 17 - Early Out 18 - PIR – MEA 19 - PIR – MEA 26 - End of Quarter 1</p> <p><u>November</u> 7 - (1:00-7:00) Parent/Teacher 8 - (3:00-7:00) Parent/Teacher 9 - No School 21 - No School 22 - Thanksgiving 23 - No School 30 - 2nd Quarter Midterm</p> <p><u>December</u> 5 - Early Out 21 - Early Out 24 - Christmas - No School 25 - Christmas - No School 26 - Christmas - No School 27 - Christmas - No School 28 - Christmas - No School 31 - Christmas - No School</p>	<p><u>January</u> 1 - No School 9 - Early Out 15 - End of 2nd Quarter</p> <p><u>Spring Semester</u> 21 - PIR 23 - Early Out</p> <p><u>February</u> 4 - No School 6 - Early Out 15 - 3rd Quarter Midterm 18 - No School 20 - Early Out</p> <p><u>March</u> 6 - Early Out 15 - No School 20 - Early Out 22 - End of 3rd Quarter</p> <p><u>April</u> 17 - Early Out 19 - No School 22 - No School 26 - 4th Quarter Midterm</p> <p><u>May</u> 1 - Early Out 3 - 5th/8th Grade Track Meet 8 - Early Out 13 - No School 15 - Early Out 17 - K-4th Track Meet 24 - Kindergarten Graduation 27 - Memorial Day - No School 30 – Graduation (8th) 31 - Early Out & Last day of School</p>
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BELL SCHEDULE

**FOR ALL STUDENTS:
SCHOOL STARTS AT 8:05
EARLY OUT RELEASE TIME IS 1:01**

**GRADES K-2:
RELEASE TIME IS 2:15**

**GRADES 3-8:
RELEASE TIME IS 3:01**

<p><u>Regular Day – Middle School</u></p> <p>Period 1 8:05 – 8:54 Period 2 8:57 – 9:46 Period 3 9:49 – 10:38 Period 4 10:41 – 11:30 Period 5 11:33 – 12:22 Lunch 12:22 – 12:55 Home Room 12:55 – 1:15 Period 6 1:18 – 2:08 Period 7 2:11 – 3:01</p> <p><u>Early Out Schedule – Middle School</u></p> <p>Period 1 8:05 – 8:40 Period 2 8:43 – 9:18 Period 3 9:21 – 9:56 Period 4 9:59 – 10:34 Period 5 10:37 – 11:12 Period 6 11:15 – 11:50 Period 7 11:53 – 12:28 Lunch 12:28 – 1:01</p>	<p>Schedule for morning recess:</p> <p> K & 1st 9:15-9:30 2nd & 3rd 9:35-9:50 4th & 5th 9:55-10:10</p> <p><u>Lunch /Recess Schedule</u></p> <p>K 11:40-12:10 1st 11:50 -12:20 2nd 11:55 -12:25 3rd 12:05 -12:35 4th 12:10 -12:40 5th 12:15 -12:50 6th 12:25 -12:55 7th-8th 12:30 -1:00</p>
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Office Hours

Main Office 7:45-3:45

Middle School Office 7:45-3:45

Administration

Superintendent
Nathan Schmitz

Elementary Principal K-5
Jesse Moore

Middle School Principal 6-8 & Activities Director
Mike Rice

District Technology Director & Adult Education Director
Carol Phillips

Business Manager & Clerk-Treasurer
Julie Copeman

Support Staff Members

Elementary Secretary
Michelle Clayton

Middle School Secretary
Pamela Reeves

Maintenance Supervisor:
Jess Schafer

School Nurse:
Diane Crane

Custodian
Terry Montgomery

Head Cook:
Mary Wandler

Staff Members

Kindergarten:

Erin Dailey
Tammy Olson
Mandy Patch

First Grade:

Amy Schumacher
Terrilynn James
Tammy Robertus

Second Grade:

Tami Hawkins
Pam Jurovich
Emily Suydam

Third Grade:

Chris Leintz
Jessica McMorris
Kristen Staffileno

Fourth Grade:

Jennifer Painter
Brittany Jore
Hilary Ramsey

Fifth Grade:

Lindsey Parsons
Vicki Green
Katie Baier

Middle School Staff:

Cipi Tounsley
Jodi Rookhuizen
Beverly Wacaser
Danielle Crawford
Karen Laborda
Lorna Stokke
Christy Yochum
Nocona Robinson
Christine Romans

Counselor:

Kenna Whelchel
Lexie Rice

Special Education:

Kim Wichman - Elementary
Theresa Kolar - Elementary
Joe Beeson - Middle School

Elementary Support:

Janet Steinbeisser

Librarian & Media Specialist:

Ann Gunderson
Cherie Olson

Physical Education & Health:

Darcy Miller
Sam Paterson

Music:

Marshal Pluhar
Christopher Patton

Para-Educators:

Amanda McLees
Debbie Schutt
Roxanne LeFevre
Patty Contreras
Alycia Fleury
Donna Mize

SCHOOL PHONE DIRECTORY 2018-2019				
Last Name	Extension		Last Name	Extension
Baier	115		Parsons	110
Beeson	511		Patch	206
Breakout A	126		Paterson	121
Breakout C	128		Patton	117
Clayton	200		Phillips	400
Conference Room	401		Pluhar	124
Copeman	402		Primary Workroom	118
Crane - Nurse	120		Ramsey	113
Crawford	512		Reeves	501
Dailey	205		Rice, Lexie	514
Fleury	207		Rice, Mike	515
Green	116		Robertus	101
Gunderson	119		Robinson	503
Gym Office - Primary	121		Romans	508
Haggerty - Speech	129		Rookhuizen	504
Hawkins	106		Schafer	516
James	102		Schmitz	500
Jore	112		Schumacher	103
Jurovich	107		Server Closet	180
Kitchen - Wandler	122		Staffileno	108
Moore	201		Steinbeisser	203
Kolar	114		Stokke	510
Laborda	507		Student Phone - Elem	209
Leintz	105		Student Phone - MS	517
Library Workroom	123		Suydam	104
McMorris	109		Tounsley	505
Miller	513		Wacaser	506
MS Workroom	502		Whelchel	127

Olson C	125		Wichman	202
Olson T	204		YBGR	404
Painter	111		Yochum	509

WELCOME TO ELDER GROVE

Elder Grove Elementary and Middle School

1532 South 64th Street West

Billings, Montana 59106

656-2893

www.eldergrove.k12.mt.us

BOARD OF TRUSTEES

Ryan Van Ballegooyen – Chairman

Rich Pope – Vice Chair

Luke Lackman – Trustee

Missy Jones – Trustee

Kelley Oakes – Trustee

PREFACE:

TO STUDENTS AND PARENTS:

Elder Grove Public Schools student/parent handbook contains information that students and parents need during the school year. The handbook is organized by topic beginning with parent involvement and enrollment requirements. This is followed by academic information, procedures, student rights and student services, continuing with the code of conduct and concluding with extra curricular activities. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibilities for a student.

The handbook is designed to be in line with School Board policy. Please be aware that this document is updated and revised annually. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

In case of conflict between Board policy and any provisions of student handbooks, the provision of Board policy is to be followed.

DISTRICT WEBSITE

In an effort to better communicate with our students and parents as well as our desire to become a more environmentally friendly organization we intend to use our updated web site as our main means of communication this year. This web site is www.eldergrove.k12.mt.us. All pertinent documents, calendars and schedules will be available here. Another exciting feature is the Parent Portal to Infinite Campus; this will allow you to access real time information regarding your child’s attendance, grades and discipline information. This Portal can be accessed from the district’s website. All Middle School students will be given a username and password for their own access.

Disclosure Statement:

Elder Grove School District will publish the full names and images of students in the newspaper, hallways, radio stations, TV stations, and District Web Page. This publishing may include filming of entire classroom instruction and streaming video of school events. **Any parent not wishing to have their student's name and/or image utilized must contact administration within ten days of receiving this handbook.**

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational results for each student occurs when all three partners are doing their best; the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- ◆ Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- ◆ Review the information in the student handbook with his/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact your child's teacher or principal.
- ◆ Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- ◆ Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 656-2893 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his/her conference period or at a mutually convenient time before or after school.
- ◆ Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child.
- ◆ Become a school volunteer. For further information, contact Mr. Schmitz, Superintendent.
- ◆ Participate in parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Our current parent organization is the Elder Grove Parents Teacher Organization. Please see the school website for more information on EGPTO.
- ◆ Offer to serve as a parent representative on the District-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact Mr. Schmitz, Superintendent.

VISITING THE SCHOOL

Parent(s)/guardian are always welcome to visit school. For the security of students, all visitors are asked to sign in and out at the main office or middle school office. We ask that ALL visitors stop by the main office or the middle school office. A visitor's pass will be given to every visitor to wear while at our school, please make sure that you keep this pass visible at all times while on campus. All doors will be locked at all times.

If you would like to observe classes you will be held to the rules of policy's 3226, 4301, and 4313. These policies outline proper protocol for visitors during the school day and can be found on our website at eldergrove.k12.mt.us>Parents>Forms and Links.

ENROLLMENT REQUIREMENTS

STUDENT INFORMATION FORM

The first page of this handbook features an information sheet for you to complete. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers, emails and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be contacted for an emergency. We will utilize the Infinite Campus student information system and will be communicating via email when possible.

Please notify the school if you change your address, email address or telephone numbers during the year. Accurate information is a necessity!

PROOF OF RESIDENCY

Prior to enrollment or admittance to Elder Grove Elementary or Middle School, a physical address will be verified with the local election department for accuracy. **Two proofs of residency are required. One proof must be a title to the house or a lease and the second must be a current utility bill (gas, water, electric) for the residence.** Only students residing in the Elder Grove School District may attend school in this district, unless otherwise approved by the Elder Grove School Board.

ENTRANCE AGE

According to Montana State Law, kindergarten students must be five years old on or before September 10 to be eligible to attend kindergarten. First graders must be six years on or before September 10.

All students must present a birth certificate at registration.

TEACHER REQUESTS

Grade level teachers and the principal will work together to create classes that are homogeneous. Each child will be assigned to a classroom based on abilities, relationship with other students, teacher's teaching style, special needs and boy/girl ratio. The administration will make the final decision based on the above criteria.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please notify the office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

IMMUNIZATIONS

All students must present proof of immunizations at registration. All immunizations must be complete before the child will be placed in a classroom. Proof of immunization must be provided upon initial entry or enrollment will be denied.

Montana State Law requires that all children attending school are immunized against diphtheria, pertussis, poliomyelitis, tetanus, measles, and rubella. This includes:

DPT_____	4 doses with at least 1 dose after 4 th birthday; I dose od tdap prior to entering 7th grade
Polio_____	3 doses with at least 1 dose after 4 th birthday;
Measles_____	2 doses with at least 1 dose after 1 st birthday;
Rubella_____	2 doses with at least 1 dose after 1 st birthday;
Mumps_____	2 doses with at least 1 dose after 1 st birthday;
Chicken Pox____	2 doses with at least 1 dose after 1st birthday

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the student or parent

must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

STUDENT RECORDS

Under the Family Education and Privacy Act, the school will permit the parent(s)/guardian of a student to inspect and review the education records of the student. All parental/guardian requests will be honored in reasonable time. In case of divorce or separation, this school district will provide access to educational records to both custodial and non-custodial parents unless there is a legally binding document that specifically removes that parent for inspection rights.

Please notify the school if there is a dispute between divorced or separated parents regarding your child's custody. The school is sometimes asked to help restrict parental contact with the child. In such cases, we require a copy of legal documentation in order to comply with such a request.

SCHOOL BUS TUITION

Tuition is charged for riding the bus if you live 3 miles or less from the school. Full bus tuition must be paid regardless if only riding in the A.M. or P.M. or both. Tuition should be paid in full before the first day of school or in halves by the first day of each semester.

Tuition Cost:

1 st child	\$130
2 nd child	\$100
For each additional child	\$70

FREE AND REDUCED LUNCH

During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents. While we encourage all parents to apply, only those who wish to apply need to return the forms. We are required to provide this form to every parent.

BREAKFAST

Breakfast is served between 7:45-8:00 am. Students must be at school in time to eat their breakfast and still be to class on time, they will be counted tardy if they are not in their classroom by 8:05. Please refer to the tardy policy. The daily cost for a breakfast is \$1.50 or \$30 for the month.

LUNCH

We like students to prepay for their lunches on a monthly basis. The daily cost for a lunch is \$2.35. The monthly fee will be \$47.00 for lunches and an extra \$30 if your child eats breakfast for the 2018/19 school year. Students cost to purchase milk is .40 cents per carton. The school will send an email notice when their balance reaches below \$10.00. We hope to prevent negative balances. An email will be sent when the lunch balance reaches \$0. If you do not have an email or would rather have a paper copy, please notify the main office to have a paper copy sent to you. You can check your student's lunch balances now on Infinite Campus using your parent portal. **Students with a negative balance of greater than \$10 will be given an alternate lunch and school personnel will call home until their balance is brought back up into the positive. If a lunch account reaches a negative balance of \$25 or more the account will be suspended. All accounts owing more than \$25 at the beginning of the school year will be suspended until the balance is brought back to zero.**

Parents are welcome to eat lunch with their children. Please have your child inform their teacher, or call the office by 9:00 A.M., so our lunch staff can have correct numbers. Please stop in the office to prepay your lunch. Adult lunches are \$3.25.

LUNCH/SNACKS/TREATS

- While eating lunch, students are required to use courteous table manners. Students could be required to clean tables and sweep floors after lunch if inappropriate behaviors warrant it.
- Students may bring nutritional snacks to eat in the classroom under the teacher's directions. There is to be no eating of food on the bus or school grounds.

- Because peanut butter is used periodically by our food service personnel, we recommend that parent(s)/guardians of children with peanut allergies closely monitor the lunch menu and possibly provide a cold lunch.
- Sack lunches will be provided for field trips at student's cost.

VOLUNTEERS

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher or the school secretary. When you do volunteer, you must check in at the main office. The same identification procedures used for visitors will be utilized for all volunteers. You will be provided a pass that must be worn for proper identification.

All volunteers are subject to a completed background check before having access to our students. Please contact our office with your name and email address in order to complete this process prior to volunteering. The school does not pay for these checks; the volunteer is responsible for the fee.

DISTRICT NEWS

News will be posted on the school website as well as hard copies can be picked up in the main office. The newsletter will contain information about early dismissal, parent/teacher conferences, and other activities. This is our way of communicating with parent(s)/guardian on the daily activities of our school. Staff and administration rely on this form of communication to keep parent(s)/guardian informed and included in our many activities. Special newsletters will be sent home as the need arises. Please review all notices.

ACADEMICS/GRADING PROCEDURES

COURSE DESCRIPTION/PARENT PACKET (*Course Syllabus*)

Within the first five days of the semester each of your teachers will provide you with a course description (in the Middle School) or a Parent Packet (in the Elementary). This description will explain the general goals of the course, the specific knowledge and skills you should acquire as a result of the course, the activities that will be included, and the procedures for grading. These grading procedures include such things as homework, unit tests, quizzes, etc.

COURSE PLACEMENT

Students will be placed into academic courses based on what is best for their academic growth. This includes higher level courses, foundations classes, and student movement within the Response to Intervention model. All available information will be used to determine these placements including academic performance, test scores (SBAC, NWEA, etc.), attendance, and teacher recommendation. If parents would like more information on their child's placement please contact your school administrator in order to set up a meeting with your child's teacher(s).

GRADING PERIODS

Each semester is divided into two quarters each consisting of 9 weeks. At the end of each grading period, you will be assigned a grade that reflects your achievement solely for that grading period. In other words, the grade that you earn for one grading period does not carry over into the next. You have an opportunity for a new start with each grading period.

GRADES

Credit will be earned by the semester. Report cards will be issued at the end of each quarter and semester.

Teachers are the final judges on the quality/quantity of work receiving a passing or failing grade.

Grades 5-8 Grading Scale (by percentage):

100	A+	78-79	C+
94-99	A	74-77	C
90-93	A-	70-73	C-
88-89	B+	68-69	D+
84-87	B	64-67	D
80-83	B-	60-63	D-
		59 & below	F

Elementary students may be graded on a “Satisfactory, Needs Improvement, Unsatisfactory” or a “Proficiency” grade scale. Please contact your child’s teacher for more information on grading practices.

Honor Roll will be reserved for those students who maintain a 3.5 GPA for all 4 quarters during the school year.

GRADE REPORTS

When a student receives a C- or below in a subject, a grade report will be sent home each Friday informing parents/guardian of academic progress. These will be sent home utilizing the Infinite Campus system when possible.

If you wish to pick up homework for your child, please notify the office before noon and pick up homework in the office or in the classroom after 3:00 P.M.

Whenever an advanced absence is planned, the school will accommodate the student with as much advanced homework as possible upon notification.

RETENTION**For students in grades kindergarten through fifth:**

Any student in kindergarten through fifth grades achieving below his/her grade level may be considered for retention. Any such cases will be communicated to the parent(s)/guardian at the end of the 1st semester in an effort to correct the deficiencies. Communication will continue between parent(s)/guardian and teacher in the form of phone calls, personal conferences, mid-term reports, and quarterly report cards. Documentation of this communication will be made available. After the 4th quarter mid-term progress report, a meeting will be scheduled with parent(s)/guardian, teachers, counselor, and principal. During this meeting, the Light’s Retention Scale will be used to gather more information. At this time, a decision will be made serving the best interest of the student. Parents will have the opportunity to be actively involved in the process. All recommendations will be made in writing and forwarded to the Superintendent of Schools. The Superintendent will make the final decision based on the recommendation.

CONFERENCES

Parent/Teacher Conferences are set up for the end of the first grading period. It is our goal to meet with 100% of our students’ parent(s)/guardian at this time. Other conferences may be requested by the parent(s)/guardian, teacher, or administrator as the need arises throughout the year.

HEALTH ENHANCEMENT AND MUSIC

Health Enhancement is offered for all students. If a student’s participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a doctor’s written excuse on file.

Students can only switch Band and Choir at semester for 6th grade with parent permission.

FIELD TRIPS AND ASSEMBLIES

Field trips shall be permitted providing their nature supplements and reinforces the Montana Essential Learning Expectations (ELE's). These activities are supplemental to the educational process and do not constitute part of the essential core curriculum to be taught to all students. Students will not be held back from going on field trips due to being on the ICU list.

Students with failing grades and/or behavioral issues prior to the activity, with teacher's discretion, will not attend field trips and/or assemblies unless they receive special permission from the teacher and principal.

Only district-approved transportation shall be used on field trips, unless otherwise approved by the board. Siblings, preschool students, or others who are not enrolled in the class will not be allowed to attend. Students who require that medication be administered during the field trip should have a parent(s)/guardian accompany him/her if at all possible. School rules, procedures, and policies remain still in effect while on school sponsored events.

Please keep in mind that all volunteers must pass a background check. Please make arrangements with your child's teacher and the main office in order to get this process completed prior to the activity.

PROCEDURES

This section of the Student Handbook is designed to acquaint you with the appropriate procedures to follow for a variety of circumstances that may arise in a School. You should become familiar with these procedures.

PICK UP AND DROP OFF LOCATIONS

All students are to be dropped off by parent(s)/guardian in the **middle school parking lot**. All students are to be picked up in a designated area of the middle school parking lot that will be determined by their classroom teacher. For safety reasons, students cannot be picked up anywhere else including the parking lot near the main office or Library exit or off of 64th Street, Students being dropped off after 8:15 or being picked up before 2:00 may be picked up or dropped off by the main office. Please note: students cannot be dropped off prior to 7:45 a.m. and must be picked up immediately following school. Students are not allowed to be on campus, including the playground, without adult supervision.

ABSENCES

Regular attendance is essential to learning. You are responsible for being in class on time and being prepared for class participation (homework done and reading assignments completed, etc.). All absences are limited to **fifteen (15)** days per year. The only absences that do not count against these fifteen days are school sponsored absences and out of school suspensions. Any student who accumulates fifteen days of absences during a year will, with his/her parents or guardians have the opportunity to petition the Attendance Review Committee for credit and to remain enrolled in school.

See Activities Handbook for policy in regards to absences due to activities during school hours.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his/her parents.
- When a student must be absent from school, the student-upon returning to school-must bring a note, signed by a parent, describing the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

EXCESSIVE ABSENCES

All students that exceed the fifteen day limit will be considered for retention.

Elder Grove School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each student enrolled in the district. Regular school attendance is essential for the student to make the most of his or her education: to benefit from teacher led activities, to build each day's learning on that of the previous day, and to grow as an individual. Days lost from school cannot be made up, even if the class work and homework are done, because there is no substitute for uninterrupted personal contact between teacher and student.

Attendance at school is a shared responsibility of the parent(s)/guardian, student, and school personnel. The principal shall be responsible for the implementation and enforcement of the district student attendance policy.

Procedures:

- The school will send a letter to the parent(s)/guardian when a child has accumulated 5, 8 and 10 absences each semester. The principal or teacher will schedule a conference with parent(s)/guardian to discuss attendance problems when the child has accumulated 10 absences.
- Any student who misses more than a maximum of 10 days during a semester will be considered for retention. Such child shall be referred to the Attendance Review Committee. The Attendance Review Committee shall be comprised of the student's teacher(s), the principal and a least one other staff member who knows the student, i.e.: the Title teacher, Resource teacher or another classroom teacher. The committee shall meet and review the student's attendance and academic performance and then make a recommendation in writing to the student's parent(s)/guardian within 10 calendar days of the meeting. Possible recommendations may include, but not limited to, retention, probation, home visitation by school staff, Truancy Officer, or referral to the District Court according to section 20-5-106 (MCA).

*** Exception to the Attendance Policy:**

A student with a documented long-term illness or injury may, at the discretion of the Attendance Review Committee, be granted special consideration under this policy.

REPORTING AN ABSENCE

In order to report an absence, please follow the procedures explained below.

1) If you are ill:

- a) Parents should call the Main Office at **656-2893** and give the students name when reporting an absence.
- b) You will not be allowed to participate in evening or after school activities on a full-day absence.

2) If you know you will be absent (Pre-Arranged Absences):

If you know in advance that you will be absent from school, have your parents contact the office prior to the date of your absence. Prior to your absence you should make arrangements with your teacher to obtain homework assignments.

3) If you leave school early:

If you must leave the building during the school day for any reason (doctor's appointment, family emergency, etc.), you must be signed out through the Office by an adult that has prior permission on record from your guardian.

4) If you report late to school:

You must immediately report to your class. Students in buildings 2, 3 and 4 will need to go to the office to get a key card. Students with chronic tardiness are subject to both disciplinary and academic consequences.

Unverified Absence:

This will be documented when a student misses school for reasons that are unacceptable to the school, when a student misses school without prior knowledge and approval of the parent and principal, or when the absence(s) are not verified through school procedure and policy.

Failure to follow these procedures will result in disciplinary consequences.

TARDY POLICY

Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardiness also results in unnecessary disruptions to the class. Tardiness is recorded in attendance records. **Students are to be considered tardy if they are not in their classroom at 8:05** and on time for each class throughout the day in Middle School. A student is considered ½ day absent if they arrive between 8:30 and lunch. For the security of students, all students arriving after 8:05 am are required to check in at the main office or middle school office. They will need to receive a tardy slip in order for them to be admitted to their classroom.

Please see the Code of Conduct for disciplinary consequences regarding excessive tardiness.

MAKE-UP PROCEDURES

If you are absent due to any reason you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. Failure to make-up work and or meet deadlines will result in academic consequences.

MAKE UP WORK

Students are expected to make up all work missed when they are absent. However, it is the responsibility of the student to get the assignment from the teacher and to hand in the completed work on time.

Students will have two days to make up schoolwork for every day that the student was absent with a maximum of five days, beginning on the day of return from that absence. The last day of a grading period is the last day to turn in makeup work for that quarter unless the student has negotiated an "incomplete" grade with the teacher before the end of the quarter. Teachers may also assign alternative assignments to make up for missed participation during class time.

Exception to the Makeup Work policy

A student with a documented long-term illness or injury may, at the discretion of the administration, be granted special consideration under this policy.

HOMEWORK (Extra Practice)

Homework is expected to help achieve educational goals and to encourage parent(s)/guardians to be involved with their child's learning. Homework is extra practice for the assessment. It is important that all homework is completed to ensure that students can perform the skills that will be assessed. Learning is not restricted to the classroom. All students will be expected to turn in all assignments. There will be no deduction for late work, however, there will be a system in place called ICU that will help insure all assignments are turned in (Please go to the ICU section of the handbook to get a better understanding of ICU, pg 20). Students will be able to redo a test up to a 70%.

TELEPHONE USAGE

Students should make all personal arrangements before or after school. Students will not be allowed to use the telephone unless a teacher or school personnel gives permission. Students will be allowed to use the school phone subject to teacher discretion.

Messages will be delivered to the student by the office. Messages from home need to be called in by 2:30 to ensure delivery. Please refrain from calling to visit with students during school hours unless it is an emergency or the teacher has requested you to do so.

If you wish to speak to a teacher during class time, leave your number, and she/he will return your call as soon as possible at their next break. The best times to call teachers are at 7:45 A.M. and 3:00 P.M.

ILLNESS

If your child is not feeling well enough to participate in the regular school program, he/she will probably be more comfortable staying home. **Please call the office and report your child's absence by 9:00 a.m.** Your child should be free of a fever for at least one day before returning to school. If a child's temperature is 100 degrees or higher, they should not be in school. Documentation of these bouts of illness (doctor's notes) should be kept in case of excessive absences. We believe that a child who is too ill to go outside at recess time is too ill to be at school.

Please try to make appointments after school hours; we also understand that getting into certain appointments is difficult. Please inform the teacher in advance so they can get any work to be missed ready for your child if they must miss school.

COMMUNICABLE DISEASES

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 Superintendent so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	Chickenpox
Lyme disease	Salmonellosis	Chlamydia
Malaria	Syphilis	Colorado Tick Fever
Measles (Rubella)	Scabies	Diphtheria
Meningitis	Shigellosis	Gastroenteritis
Mumps	Strep Throat	Giardiasis
Pinkeye	Tuberculosis	Hansen's disease
Ringworm	Whooping Cough (Pertussis)	

For information from the Montana Department of Health school health program regarding control of head lice, you may wish to contact your local health department.

BEFORE AND AFTER SCHOOL REGULATIONS:

Students should be off the school grounds and on their way home immediately after school unless you are a member of a team at practice or another adult supervised activity. Due to supervision concerns, **students are not allowed to be on campus prior to 7:45. Once dropped off they need to report to the playground**, unless they have a prearranged meeting with a teacher. Students are allowed in school during the hours of 8:00 a.m. until 3:15 p.m. **Students not riding the bus must be picked up immediately following school.** Primary students (Grades K-2) cannot be on the playground after school without supervision, parents will be called to pick up any students that are not picked up by 2:25. Older students (Grades 3-8) must be off campus by 3:30 or they will be issued detention for the following day. There must be a staff member of the Elder Grove School present at all times when there is a meeting, athletic practice session or any organization meeting on school grounds or in the school building before or after school hours.

Students may NOT wait for games or activities at the school unless they have adult supervision. A student is expected to take their regular transportation to and from school unless a written note from both parents has been delivered to administration.

REPORTING AN INJURY OR ACCIDENT

Please promptly report any accident or injury that takes place at school to your teacher, the health attendant, or principal.

BRINGING A VISITOR TO SCHOOL

Visiting students will be allowed to accompany Elder Grove students to school as long as written permission from their parent/guardian, emergency contact information is provided and the visit is previously approved by the principal and classroom teacher.

CHANGE OF ADDRESS

If you change your address, email address, or telephone number, please report the change to the office as soon as possible.

REPORTING A THEFT

Immediately report any theft to your teacher and/or principal. Please note that Elder Grove does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. You should be well advised not to bring valuables or large amounts of money to school.

REPAIRING LOCKERS

If you are having a problem with your locker, report it to the Middle School Office.

CLOSING OF SCHOOL ANNOUNCEMENTS

Announcements regarding school closings because of severe weather, power failure or other emergency conditions may be heard on the following radio stations KCTR 970AM, 95.5 FM News Radio, KCTR 102.9 FM and 101.9 FM, via facebook, the website, and IC Messenger. A phone tree will also be used if such an event occurs. Absences due to bus routes being cancelled because of weather will not count against the attendance policy. If you feel that because of your situation, it would be unsafe for your child(ren) to attend school, please use your own discretion as to whether or not to send your child(ren) to school that day.

FIRE AND DISASTER DRILLS:

Frequent fire and emergency disaster drill will be held throughout the school year in accordance with school law. Teachers will go over with the students the best exit from the building for their particular classroom. During fire drills, when outside, form groups with your teacher a safe distance from the building in the designated area

Return to the building when the signal is given. Calm and good conduct is important. If you are not with your class when a fire alarm is sounded, leave the building by the nearest exit and immediately report to your supervising teacher.

OUT OF SCHOOL SUSPENSION

Students suspended out of school will not be allowed on any of the school campuses at any time during the suspension. This includes the regular school day and all home extra-curricular events, such as ball games, dances, etc. Anyone who shows up on a campus while being suspended can be charged with trespassing and can be removed by the police.

RECESS

All children will go out to recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mitten/gloves, and boots become part of every student's wardrobe for all recesses. **If students are not dressed appropriately for the weather, they may be required to stay inside during recess at the discretion of the teacher and/or principal.**

We believe that if children are well enough to attend school, they should go outside during recess. There are rare exceptions to this, but we ask that you help us by keeping seriously ill children home. If your child does need to stay in for medical reasons, please have a note from your physician.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees and deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities. (See activity fees).
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instruments.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

Intensive Care Unit (ICU)

MUST PASS POLICY

We believe that all children can learn and be successful in school. We believe that responsibility and accountability are life skills and that students can learn the importance of long range planning, organization, goal setting, and time management.

We believe that our students should be held accountable for meeting or exceeding the standards of learning established by the district. While we make modifications and accommodations as appropriate, each student must demonstrate his or her knowledge of the skills, content, and concepts in an appropriate, high quality manner. We have established the following expectations and criteria to facilitate students' continual progress in their academic knowledge, skills, and development. We pledge our time, energy, and resources to support students in meeting these goals!

In order for students to earn passing grades in their classes, they must complete the coursework assigned to them. It is our belief that ALL students can learn and that ALL students have the capacity to do appropriate assignments in the learning process.

ICU stands for Intensive Care Unit, just like the hospital. ICU is a communication tool, a shared, school-wide document that tracks missing student assignments. The document helps teachers and administrators communicate with each other as well as with the students and their parents. Students learn quickly that if they have one missing assignment, their grade is sick and needs attention.

FAILURE IS NOT AN OPTION!

POWER OF ICU

Elder Grove Middle School is declaring war on student apathy!

The mission of ICU is to defeat student apathy through a culture where mastery, completion, and accountability are the standards for learning.

1. Every student completes every assignment
2. Mandatory extra time/help for all students
3. Transformation of student grades to reflect learning

Components:

- Immediate parent notification of missing assignments
- ICU List shared school wide
- Rescue=extra time before school, during lunch, and after school
- Lifeguard meetings each day to remind children of missing assignments

POWER OF ICU FREQUENTLY ASKED QUESTIONS

1. ***Why is it called Power of ICU?***

If children are not completing assignments, their learning and possibly, their grades are in the ICU (Intensive Care Unit) and are in need of life support. The name itself, ICU, speaks to the fact that those of us who are involved and invested in each child's learning and academic success will be there to throw him/her a lifeline and provide the extra help and support that is needed.

2. ***What is extra practice for learning?***

Instead of using the terminology of "homework," our staff is intentionally making the shift of calling assignments "extra practice for learning." While this may seem like word semantics, the meaning behind it is important. We are striving to assign high quality extra practice that ensures students learn the standards. We practice for sports, music, and anything else we want to be good at; it makes sense we would practice for learning too!

3. ***How do the text and email notifications work?***

If your child has a missing or incomplete extra practice, they are put on the ICU list, and you will be notified by a text message and an email. Each missing or incomplete extra practice put on the list will send a separate text and email notification. The email notification will provide a more detailed description of the extra practice, as well as a suggested intervention for your child to successfully complete the extra practice. When your child has completed and turned in a missing or incomplete practice that is on the list, you will receive an additional email notification letting you know that the assignment has been completed. This process is essential to the success of ICU and provides you with valuable, detailed, and up to date information regarding your child's academic progress. To ensure that you are receiving these notifications, please make sure that your contact information is up to date. If you wish to modify or change the email address and/or phone number that the ICU notifications are sent to please contact us, and we would be happy to make those changes.

4. ***How does ICU affect my child's grades?***

ICU will most likely have a positive effect on your child's grades. Grades should reflect a child's progress toward learning the standards. In order to ensure that learning is reflected in grades, we are basing grades on extra practice and assessments. In the past, grades have included everything from responsibility to cooperation; now, we want to ensure that your child's grades communicate exactly what they know in relation to the standards. Additionally, time is a variable in learning; as we all know, children learn at different rates. Some children grasp concepts quickly and easily, while others have to work harder to learn new material. Instead of penalizing students who take longer to learn, we simply want to celebrate every child's efforts to learn the standards.

5. *How does ICU help your child learn?*

ICU has made a significant difference in making learning a priority at Elder Grove School! ICU helps your child learn by holding him/her accountable to completing the extra practice for learning. It is a systematic approach that no longer makes learning optional. In the past, some students may have chosen to avoid opportunities to learn, passively accepting ongoing failure. Now, all students are held accountable to learn, and children are no longer slipping through the cracks.

6. *What happens if my child is on the ICU list?*

If your child is on the ICU list, we have a plan for helping him/her get the extra time and extra support needed. Generally speaking, we would provide more time during the school day, and make sure your child has any resources needed to complete the extra practice. Occasionally, students are missing several extra practices at one time; we have a plan for that too! The following plan can be flexibly implemented to ensure all students have an equal opportunity to learn.

7. *If I need more information about what my child is missing, how can I get it?*

The first step you can take is to check Infinite Campus. If you don't have a login, you can contact the office at 656-2893 or use your child's login information. If that doesn't provide the additional information you need, please contact your child's teacher via email or phone.

8. *Why does my child appear on the ICU list when he/she is absent from school? How many days are given to complete work due to absence?*

The ICU list is a form of notification. If your child is absent, the notification part of the ICU list helps you stay informed about what your child missed. Students have two days for each day of excused absence to complete missed work without penalty.

9. *Is ICU a punishment?*

ICU is not intended to be a punishment but instead a form of help for students. If students are struggling with learning, we want to ensure they have ample opportunity, in the form of extra time and extra support, to make certain they can achieve academic success. Because of this, students on the ICU list experience a reduction of school privileges to remind them of the importance of completing their extra practice. Most students who get on the ICU list are back off in the first 1-3 days. If your child is on the ICU list, it's ok! Most of us have experienced missing a deadline or being late for an appointment; our kids might do the same from time to time. You can think of it as an opportunity to dialogue with your child about school.

ICU at Elder Grove School

In the attempt to support students in completing all of their extra practice, there will be opportunities for you child to get the support necessary to be successful. Here are the times the Rescue Room will be available to support students.

- ***7:00am-8:00am***
- ***Lunch 12:20pm-1:15pm***
- ***Early Outs 1:00pm-3:00pm***
- ***3:00pm-4:00pm***

Teachers will be giving out quality assignments for students to get the extra practice necessary for students to excel in the standard being taught. Students will be expected to hand in high quality work. If work is not done to the quality the teacher has outlined then students can be put on ICU.

Students can not opt out of going to the “Rescue Room” if they are on the ICU list. If their name is on the ICU list they will have to attend the lunch “Rescue Room” session. They can opt out of the lunch “Rescue Room” only if they are attending the after school 3:00-4:00 time. Once the assignment is done then they may leave the Rescue Room. If they have signed off on attending the after school session and have not showed up three times they will not have the choice to opt out of the lunch “Rescue Room”. “Rescue Room 3 Strikes and You're Out” rule.

Below is what to expect if an assignment is not completed or done to the quality the teacher has outlined.

- ***1-2 Assignments: Email and text messages notifies parents. Student attends Lunch Rescue to get extra time and support. Morning and Afterschool Rescue is applied if needed.***
- ***3-4 Assignments: Personal contact is made with parent to ensure contact information is accurate.***
- ***5+ Assignments: The student is scheduled for after school or before school Rescue as well as early out Rescue. **Teacher will add student’s name to the shared Google Document and Admin. will notify parents.*****

ABSENCES:

If a student is absent and, as a result, put on ICU, our make-up policy is in effect (see pages 16-17 of this handbook) and the student may opt-out/sign-out of Rescue Room. At the conclusion of their allotted make-up days, the student will be expected to follow our ICU program rules and expectations.

PERSONAL AND SCHOOL PROPERTY

LOST AND FOUND

Lost and found items are kept in the main office. All lost and found articles should be brought immediately to the teacher or school office. Please check with the building secretary if you are missing something. It is important that you label all your child's belongings so they can be returned to the rightful owner. Items not claimed by end of **each semester** will be donated to a charitable organization.

ITEMS FROM HOME

Students are not to bring valuable personal items or large sums of money to school. Too often such items are lost or broken, and have been known to be stolen. Neither the school nor the teacher will be responsible for lost or stolen items.

BALLONS, FLOWERS, GIFTS, ECT.

Any flowers, balloons, or gifts delivered to the school must be paid for prior to delivery. Money will not be collected in the office. Students can pick up these articles at the end of the day. The only exception to this will be when flower distribution has been cleared through the office and it is school related.

If birthday invitations must be passed out at school, students will give invitations to the teacher who will pass out the invitations to all students in the class. If you are unable to invite the entire class, invitations should be sent by mail to avoid any hurt feelings of children not included.

DAMAGE TO SCHOOL PROPERTY

Our school takes pride in its facilities, furniture, equipment, and the material that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school property, shall be liable. This includes disciplinary action and his/her parents or guardians shall be liable for damages to the amount of injury or theft. This amount is to be paid to and collected by a school district official for the Board of Trustees. If students willfully destroy school property, suspension and subsequent expulsion may be necessary.

If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

TEXTBOOKS, WORKBOOKS AND LIBRARY BOOKS

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements prior to final report cards being dispersed.

Our school library center is a vital part of our instruction program. Through regularly scheduled class times (and open library time) students are encouraged to explore the many books, research materials, and computer software that our library media center contains.

In order to maintain an adequate collection, pupils, teachers, and parent(s)/guardian must cooperate to see that materials are returned in good condition. Any overdue book must be returned or declared lost. If lost, you must pay a replacement cost plus a \$5.00 processing fee. If the book is later found, and returned to the library, all money will be refunded except the \$5.00 processing fee.

CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Cellular phones (**including any phone watch**), iPods, mp3 players, PSP and any other personal electronic devices are not to be used at school from 8:01 A.M. to 3:01 P.M. These items need to be turned off and stored in your locker or with a teacher during the school day. If the item is on a student's person it will be confiscated regardless if it is being used or not. The first time it will be held by the principal until the end of the day, the second time until your parents come in to pick it up and the third time it will be confiscated until the end of the semester. These devices may be used on buses.

Note: Reading devices, such as Kindles, Nooks, iPads, etc. may be used at the teacher's discretion. The school is not responsible for any lost or stolen items. Any devices being used for other reasons will fall under the above policy.

STUDENT RIGHTS AND RESPONSIBILITIES

FREEDOM OF SPEECH

You are entitled to express your opinion provided you do so in a manner that is not slanderous, obscene, likely to disrupt class work or cause substantial disorder, or likely to infringe upon the rights of others.

DISTRIBUTION OF WRITTEN MATERIALS

You are entitled to express your opinion in writing and to distribute your written materials on school grounds provided you abide by the distribution guidelines presented below.

- 1) All written materials must be signed by the author.
- 2) The material may be distributed only in the hallway before and after school.

Students must see the Superintendent to verify that all of the following guidelines have been met prior to distribution of the material.

The distribution may not include:

- a) “hate” literature which attacks groups such as, but not limited to, ethnic, religious, and/or racial,
 - b) material that is pornographic or obscene,
 - c) material that is libelous,
 - d) material designed for commercial purposes—for example, to advertise a product or service,
 - e) material designed to solicit funds,
 - f) material that is likely to disrupt class work, involve substantial disorder or infringe on the rights of others,
- 3) Distributed materials that are littered in the immediate area (hallways, sidewalks, etc.) should be removed by the persons distributing the material.

FREEDOM OF PETITION

Any student or group of students is entitled to petition for changes in the rules and procedures explained in this Student Handbook. The process for consideration of change is as follows:

- 1) Submit your suggested change to the Student Council for review.
- 2) If the Student Council approves your proposal, it will submit the proposal in writing to the Superintendent.
- 3) Within two weeks, the Superintendent will give written notice of a decision to accept, reject, or call for further consideration of the proposal. The Student Council is also represented at Board of Education meetings, and any student may ask to address the Board during the public session of its monthly meetings.

SEARCH AND SEIZURE

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student’s person or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Any student concealing dangerous items or illegal material will be subject to disciplinary action, which may include parent(s)/guardian conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school.

DUE PROCESS IN SUSPENSION

Prior to a suspension, you are entitled to a conference with the Superintendent. During this conference, you will be told of the specific complaint against you and you will have an opportunity to respond. If you are suspended, your parents have the right to appeal that decision to the hearing officer appointed by the Board of Education. During the appeal process the suspension remains in effect.

RIGHT TO CONFIDENTIALITY OF RECORDS

- 1) The Montana School Student Records Act of 1975 granted parents and students certain rights with regard to student records. These rights are as follows:
 - 2) Your parent, upon reasonable notice to school officials, has a right of access to your educational records for purposes of inspection and review. Your parents are also entitled to copies of those records at a cost not to exceed 35 cents a page, an explanation and interpretation of the records, an opportunity for a hearing to challenge the content of the records, (other than academic grades and references to expulsions or out of school suspensions) and an opportunity to insert a written explanation concerning the contents of such records.
 - 3) These rights transfer from your parents to you when you reach the age of eighteen.
 - 4) Generally, your records may not be sent to another school or any third party without a consent form signed by your parents (or when you turn eighteen) or a court order to submit the records. However, teachers, supervisors, administrators, and board members having an educationally oriented need, do have access to your records without parental consent for the purpose of furthering legitimate educational or administrative interests.
 - 5) Directory information may be released to the general public, unless a parent requests that such information not be released. Any parent who wishes that such information not be made public should file a written request with the Superintendent, stating that any or all of the following may not be released without consent:
 - a) student's name
 - b) student's address
 - c) parent's or guardian's name
 - d) parent's or guardian's address
 - e) parent's telephone number
 - f) date of birth
 - g) place of birth
 - h) gender
 - i) grade level
 - j) major field of study
 - k) dates of attendance
 - l) diploma received and date
 - m) honors and awards received
 - n) participation in officially recognized activities and sports
 - o) yearbook and newspaper pictures
 - p) digital images
- 4) If your parents wish to request a hearing to review the content of your records, have them contact the Superintendent. Any decision regarding a challenge to your records will be rendered in writing.
- 5) The records maintained by the school generally include the following:
- a) Directory information
 - b) IQ/achievement test data
 - c) Courses/grades
 - d) Attendance data
 - e) Graduation status
 - f) Transfer information
 - g) Psychological data (if available)
 - h) Family/social history (if available)
 - i) Discipline (if available)
 - j) Counseling records
 - k) Activities/Awards

Note: It is Elder Grove's policy to share information regarding the criminal activities of students with juvenile authorities including local police departments as permitted by law.

FREEDOM FROM DISCRIMINATION ON THE BASIS OF SEX

Elder Grove School District #8 does not discriminate on the basis of sex in its educational programs, activities, or employment policies. This means that no student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, co-curricular, research, occupational training, or other educational program or activity operated by Elder Grove Schools. Inquiries or complaints regarding sex discrimination should be directed to Mr. Nathan Schmitz, Superintendent of Schools. Copies of the grievance procedure may be obtained in the School's office.

SEXUAL HARASSMENT

It is Board policy not to discriminate on the basis of sex, marital status, or pregnancy in District run or District supported programs or activities. In addition, Board policy prohibits sexual harassment or sexual intimidation of students by District employees and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c. such conduct has the purpose/effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Montana law or by Board policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the Schools community (i.e., supervisor-subordinate, faculty-student, employee-peer, and student-student).

If you or someone you know feels that you have been discriminated against, harassed or intimidated on the basis of sex, marital status, or pregnancy, please contact Mr. Nathan Schmitz, the Superintendent of Schools.

COOPERATION WITH LAW ENFORCEMENT

Questioning of Students: When the law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The Superintendent will cooperate fully regarding the condition of the interview, if the questioning or interview is part of a child abuse investigation.

Students taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is a probable cause to believe a student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Superintendent will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The Superintendent will ordinarily attempt to notify a parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

STUDENT SERVICES

INTERNET ACCESS

Elder Grove Schools Acceptable Use Policy:

Access to the Internet is now available to the students, and staff of Elder Grove School. Elder Grove School will be connected with thousands of computers all over the world offering a wide variety of diverse and unique educational resources. Because the Internet provides access to computers and people all over the world, some materials on the Internet may not be considered of educational value in a school setting.

Elder Grove School will take precautions to ensure that users will be restricted from access to questionable materials on the Internet. However, with such a large amount of information available, it is impossible to guarantee restriction of access to all controversial materials. Use of the computers at Elder Grove School is a privilege, not a right. The smooth operation and maintenance of the computer system(s) relies on users adhering to the guidelines established in this document.

4th-8th Grade Emails

All students in 4th-8th grade will be issued a school email account(i.e. smith@eldergroveschool.org). This email will be used for educational purposes. All of the Elder Grove computer use policies apply to this email account.

Elder Grove School partners with Gaggle Inc. for their Gaggle Safety Management suite. They monitor all student emails for the safety and security of the students (i.e. inappropriate language, pornography, intruders, bullying, suicide, etc). If Gaggle discovers any issues they report the issue to the Administration of Elder Grove immediately via email or phone call if deemed necessary. For further information please contact the school.

RULES AND CODE OF ETHICS FOR COMPUTER USERS IN ELDER GROVE SCHOOL DISTRICT

- Use of school computer is limited to educational purposes and students must always have permission from a teacher to use a computer and permission to use the internet.
- Be polite. Discriminatory or obscene language is prohibited.
- Personal privacy must be protected. Therefore, personal information (such as address or phone), or that of others must not be revealed.
- Attempts to use other people's passwords or access other people's files are prohibited.
- Copyrighted material(s) must not be placed on Elder Grove District's computer system without the author's permission. Only authorized personnel will be allowed to download or install programs onto any computer system.
- E-mail is not guaranteed to be private. Staff may need to access others' files for the maintenance of computer facilities. When performing maintenance every effort will be made to ensure the privacy of users' files.
- Vandalism will result in termination of computer privileges; vandalism is defined as any attempt to harm or destroy property or infiltrate another computer system. This includes, but is not limited to, creating or uploading computer viruses.
- Any user who chooses not to comply with the rules and code of ethics for Elder Grove School District computer use will lose computer privileges for a period of 30 school days. Repeated infractions will result in permanent termination of computer and/or Internet privileges for the remainder of the school year.
- The District may modify the acceptable use policy as the need arises.
- Each student must have this form signed by a parent(s)/guardian and student and returned to the teacher.

BUS SERVICE

Elder Grove provides bus transportation for all students; however students that live within three miles of campus will have to pay busing fees. If a bus fails to arrive at your stop, call the Main Office, **656-2893**. If you continue to have problems with the bus, or you have difficulty locating your route, see the Superintendent.

If you wish to have your student not ride the bus on any given day, the office must be notified by 12 pm on that day. We will not be able to guarantee change to transportation for students after 12 pm.

Please keep in mind that your bus driver is responsible for the lives of all the students on his or her bus. Therefore, you are asked to respond to the directions of your driver and abide by the rules listed below on all buses (including field trips, athletic buses, etc.). Students who fail to observe these rules will not be permitted to ride the bus.

- 1) If you must cross a roadway to board a school bus, wait until the bus driver signals you to cross the roadway when it is safe to do so.
- 2) Stay off the roadway while waiting for a school bus and do not move toward the bus until the bus has been brought to a complete stop.
- 3) You are not permitted to get off a school bus at any place other than your designated stop.
- 4) Remain seated while the school bus is in motion.
- 5) Do not lower school bus windows below the stop line painted on the body pillar.
- 6) Do not reach or lean out of the bus.
- 7) Any conduct that interferes with the driver's ability to operate a school bus in a safe manner is prohibited.
- 8) Keep bus aisles free of obstructions, for example: books, backpacks, coats.
- 9) Please be quiet when a school bus is approaching a railroad crossing.
- 10) You are not permitted to eat on a school bus.
- 11) You are not to throw objects from a school bus window or door.
- 12) Do not leave litter of any kind on a school bus.
- 13) Do not deface or vandalize a school bus.
- 14) Respond promptly to all instructions given by the school bus driver.
- 15) **In order for a bus rider to be dropped off at a different location than normal or ride a different bus than normal a signed note from both parents involved must be signed by the Principal and then delivered to the bus driver.**

HEALTH SERVICES

SCHOOL NURSE AVAILABILITY

A school nurse is available to students at Elder Grove School each Thursday. The school nurse will provide hearing screening, vision screening, dental screening, fluoride program, and other health related services to the students of Elder Grove with parental/guardian permission. Parent(s)/guardian will advise the school of any allergies, chronic illnesses, or serious physical or emotional problems their student may possess. Upon request, the school nurse is available to provide parent(s)/guardian with information on medical and financial resources available in the community.

ADMINISTRATION OF MEDICINE

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student's medication to specific school personnel. At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate to 2-3 school personnel the administration of student medication. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed "Physician Order Permission for Medication to be given at School" form. This form is available from the school nurse or office secretary. Please see notification section for further information.

Elder Grove School requires all medications to be given at home whenever possible. However, under certain circumstances, it may be necessary for medication to be administered to a student during the school day. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the above procedures must be followed. **All prescription medicine must be in original container.**

Prescriptions or over-the counter medicines are never to be sent to school with a student with the exception of a metered dosed inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self-administered. The prescription must be on file with the school office. There will not be any over-the counter medication offered to students at Elder Grove (aspirin, Tylenol, cough drops, etc).

“Medical Marijuana” is considered illegal under federal regulations and because we as a school accept federal funding this federal definition will be enforced on school grounds. Marijuana is not allowed on campus at any time in the possession of anyone. All anti-drug policies will be fully enforced and all cases will be turned over to local law enforcement for prosecution.

INJURY

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parent(s)/guardian need to be aware of this and be prepared for possible medical expenses that may arise should their student be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent(s) or legal guardians.

In the event of illness or injury, a student will be cared for temporarily by the school nurse or designated school personnel. School personnel will render first aid only in the case of minor injury. In the event serious injury, illness, or medical emergency occurs, the parent(s)/guardian will be contacted. If the parent(s)/guardian are not available, the student will be taken to the emergency room at the hospital of your specified choice. **Remember, an emergency telephone number where parent(s)/guardian or emergency contact person can be reached and the name and telephone number of the student’s family doctor must be on file at the school.**

CODE OF CONDUCT - AN OVERVIEW

Proper disciplinary procedures are very important at Elder Grove Schools. Discipline is a process of teaching, not coercion. It seeks to involve youth in learning social responsibility and self-control. Effective discipline requires that there be multiple levels of consequences and, if a particular level is ineffective and undesirable behavior is repeated, then a more severe level needs to be assigned.

GENERAL RULES OF STUDENT CONDUCT

Elder Grove School emphasizes student growth: academic and developmental. We believe all students can behave appropriately while at school. We will not allow any student to stop the teacher from teaching or prevent other students from learning. We expect students to at all times be **RESPECTFUL, RESPONSIBLE, AND SAFE.**

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: (1) that are known to everyone, (2) that are consistently enforced by all staff, (3) that are clearly understood, and (4) that are supported by parents.

Classroom and playground discipline is primarily the duty of the classroom teacher and support staff. More serious discipline is handled by the principal. Students should fully understand that any school employee in the building has the authority to correct misconduct at any time.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

For the security of students, all students arriving after 8:05 am are required to check in at the main office or middle school office. They will need to receive a tardy slip in order for them to be admitted to their classroom.

All Students shall:

- Follow school/classroom rules and directions.
- Be punctual and in regular attendance.
- Complete assignments and use time effectively.
- Respect the rights and property of others.
- Be courteous and polite.
- Practice self-control.
- Work to the best of his/her ability.

LUNCHROOM RULES

- **Peanut Free Table**
 - **Specific grades who don't have any kind of nuts can sit at the table.**
- **Once done eating dump tray and go back to table and wait to be dismissed.**
- **Para will announce grade level dismissal that is scheduled.**
- **Sucker sales students need to eat, dump food, buy sucker, sit down until dismissed. Can not eat sucker until school is out.**
- **Can not share lunches.**
- **Talk to Mary about rule of eating a lunch**
- **All playground equipment is left along the wall in the lunchroom, until students are dismissed.**

Teachers: Please stay on schedule

PLAYGROUND RULES

- Swings: One person per seat facing forward, sitting up, and swinging forward. Push swings from behind only, no jumping off swings
- Heelies or shoes with rollers are prohibited. Zipper hoodies must remain completely open at all times.
- Laser lights are prohibited.
- Slides: Sit on bottoms only, legs stay inside and in front. Students may only go down the slide and hanging off the side is prohibited. Need to get off slide promptly.

- Bars and Jungle Gym: Standing and sitting on the top bars is prohibited. Hanging upside down from bars is prohibited.
- Football, soccer, and tag: No tackling, no cleats, no helmets, pads, or grabbing of clothing. One hand touch and all football, soccer and tag is held on the grass. (No ball tag)
- Basketball courts: No hanging from the hoop at any time. Courts must be shared.
- Jump ropes: Use only for jumping.
- Skateboards, skates, roller blades, and pogo sticks are not to be used on school grounds at any time.
- Bicycles: Walk your bike on school grounds and across streets. No riding during the day.
- Chicken fights, riding piggy back, camel fights, rough play, and tackling is prohibited.
- Stay off of hill
- Sliding on ice can result in injury. This is not allowed.
- Sliding down the hill on snow or ice is not allowed.
- Throwing snowballs, sticks, and rocks are not tolerated at any time. Brush all snow off before entering the buildings. Snow pants and snow boots are required in order to play off the blacktop..
- Balls: No hard balls or golf balls are allowed at any time on the playground. Balls lost on the roof must be retrieved at an adult's convenience.
- **Any other behavior deemed inappropriate by playground supervisor.**
- **Jumping and running n tunnels is prohibited.**
- **Keeping hands to themselves, one handed tag only.**
- **No toys from home unless it is playground equipment that is similiar to what we have at school.**

A) GENERAL PRINCIPLES OF THE CODE OF CONDUCT

The staff of Elder Grove Schools is striving to provide all students with a safe, respectful and orderly learning environment. As a student of Elder Grove Schools, you are expected to contribute to this environment. By maintaining high personal expectations for success, utilizing open communications with staff and fellow students, and following the guidelines listed below, you both increase your opportunities for success and help to make Elder Grove a better school.

- 1) Accept responsibility for your education, decisions, words and actions.
- 2) Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
- 3) Be active within the school and community.
- 4) Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best efforts to each.
- 5) Support your fellow students and their activities.
- 6) Respect cultural diversity, individuality, and the choices and rights of others.

These six general principles form the foundation of the code of conduct of Elder Grove Schools. If you act in accordance with these principles, you will be within the rules of the school; and most importantly, you will increase the likelihood of experiencing personal success and satisfaction, both now and in the future.

B) DISCIPLINE ROLES

The **teacher** has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on school grounds. Teachers have the authority to:

- Remove a student temporarily from the classroom by sending the student to the office.
- Deny certain classroom privileges.
- Use such reasonable measures as may be necessary to maintain control.
- Assign a student detention.

If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to the **principal**, who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building and school property. The principal will establish and implement the rules and regulations for the school concerning the conduct of the students. The superintendent has the authority to impose suspension on students who fail to comply with school regulations and to recommend expulsion of students to the Board of Trustees.

C) EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution. Your teachers will insist that your behavior and attitude in the classroom reflect the importance of learning in a serious manner. Therefore, it is expected that you:

- 1) Arrive to class on time,
- 2) Be prepared for class with all materials necessary for class that day.
- 3) Be attentive to the task at hand until dismissed by the teacher.
- 4) Demonstrate care and consideration for school property and the property of others.

D) BEHAVIOR

If you violate the rules of Elder Grove Schools, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The selection of the appropriate consequence is solely at the discretion of the Superintendent. Your parents will always be informed of the disciplinary consequence you receive. **If contact cannot be made by phone, a notice will be mailed and sent via Infinite Campus.**

Students who are involved in extracurricular activities may face additional consequences in addition to school disciplinary action if their conduct violates the Activities Code of Behavior.

Consequences are as follows:

Detention

You may be assigned a detention by any staff member. Detention will take place either before or after school or during recess at the discretion of the disciplinary agent. It is the student's responsibility to fulfill this assignment within two school days after being assigned detention. Failure to show for detention within these two days will result in the student being assigned an extra day of detention or Saturday School. The sole activity permitted during detention is silent study. Silent study is each student at a desk working on homework assignments or quietly reading a book. Electronic equipment, sleeping, food, drink and talking are not allowed. Failure to follow these rules will result in additional consequences.

Suspension (OSS or ISS)

According to the School Code of Montana, a student may be suspended for up to ten days for "gross misconduct and disobedience." (See section entitled "Student Rights" for information on your rights in regard to suspension.)

IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH THE SUPERINTENDENT.

Failure to observe this regulation is considered criminal trespassing and may result in prosecution. The student must have a conference with the principal prior to their return to class after suspension. A Parent Conference may also be required, at the discretion of the principal, before the student returns.

Police Referral

All acts, which are illegal under the Criminal Code of Montana, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

Referral to the Superintendent

If you should continue your inappropriate behavior despite efforts to correct it, or if you should commit a serious act that disrupts the school or endangers others, you may be referred to the Superintendent. The Superintendent will initiate a thorough review of your behavior, and will determine the advisability of your remaining in school under your current program. Students reaching this level may also be placed on a Behavioral Contract.

Behavior Contract

Students that are continually receiving consequences for misbehavior and/or students that transfer in to Elder Grove with a history of discipline problems will be placed on a Behavior Contract. These contracts state that the student will follow all the rules and regulations detailed in this handbook. Students will be removed from the contract after six weeks if they meet these expectations. A student violating their contract the first time will be suspended for five school days and a second violation will result in a recommendation for expulsion.

Expulsion

In cases of repeated or extreme antisocial or illegal behavior, the Superintendent may recommend to the Elder Grove Schools' Board of Trustees that expulsion proceedings be initiated. The Board has the authority to expel a student for up to a year.

SPECIFIC RULES AND REGULATIONS

This Student Handbook will present:

- 1) The general principles that form the foundation of the Elder Grove Code of Conduct,
- 2) Our expectations for your behavior,
- 3) The consequences of inappropriate behavior.

This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others. The specific consequences will be assigned by the building principal.

Please recognize that these rules apply while you are in the school or on school grounds, during summer school, on a school bus, on school-sponsored field trips, to and from school, in proximity to the school and while in attendance at co-curricular activities in which Elder Grove is a participant.

In addition, any off campus behaviors where there is a reasonable forecast of disruption to Elder Grove's educational environment, or that could interfere with the safety and/or well being of students/staff will be considered a breach of the Code of Conduct and will be subject to disciplinary consequences. You are responsible for all rules contained in the Handbook.

A) TARDINESS

- 1) In order to maximize instructional time, you are expected to arrive to all classes and study halls before the tardy bell rings.
- 2) Tardiness is considered on a semester basis; that is, your number of tardiness in the first semester does not carry over to the second semester.
- 3) **There will be academic consequence for tardiness.**
- 4) Tardies are tracked on a Semester basis.
- 5) Tardies apply to students in ALL grades.

Two tardies to the same class: Teacher will call home and notify parents that the next tardy will result in a letter being sent home and a meeting being scheduled with administration, teacher, parent and student.

Three tardies to the same class: Letter will be sent home and notification will be made by administration to set up a meeting between administration, teacher, parent and student.

Fourth tardy to the same class: Teacher will call home, detention will be assigned. If contact cannot be made by phone, a notice will be mailed.

Fifth tardy to the same class: Administration will call home, detention will be assigned. If contact cannot be made by phone, a notice will be mailed.

Sixth tardy to the same class: Referral to Superintendent, Two detentions. Meeting will be scheduled between superintendent, administration and parent. Parent will be notified by phone. If contact cannot be made by phone, a notice will be mailed.

Seventh tardy to the same class: Referral to Superintendent, Three detentions. Parent will be notified. If contact cannot be made by phone, a notice will be mailed.

Eighth tardy to same class: Referral to Superintendent, Three detentions. Parent will be notified. If contact cannot be made by phone, a notice will be mailed.

Ninth tardy to same class: Student must petition the Attendance Review Committee in order to receive credit in the class.

* Detentions due to tardiness can be taken by the guardian of the student if the guardian so desires to serve the detention. All rules that apply for the students will apply for the guardian during this detention which are but not limited to: Can read a book or work on homework, no talking or electronics allowed. Child care will not be provided and all children at school will need to be supervised by an adult, the adult supervising cannot be the adult serving the detention.

B) REPEAT DISRUPTION

If a student repeatedly violates Elder Grove policy Administration reserves the right to escalate consequences as necessary to maintain proper student conduct.

C) CLASSROOM DISRUPTION

Behavior, which interferes with instruction, is considered a serious violation of the Elder Grove Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption. Classroom disruption will be handled in the classroom according to the classroom rules. Fidget spinners and cubes are only allowed to be used if deemed necessary by a 504, IEP, or Administration. A list of approved users will be kept and distributed to teachers.

Teacher will notify parent by phone. If contact cannot be made by phone, a notice will be mailed. Consequences for inappropriate classroom behavior will be as follows:

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	Lunch Detention
Second Incident	2 Lunch Detentions	After School Detention	After School Detention
Third Incident	After School Detention	2 After School Detentions	2 After School Detentions

D) INSUBORDINATION/WILLFUL DISOBEDIENCE

You are asked to respond promptly to the directions of staff members (including substitutes, paraprofessionals and volunteers) and to act respectfully at all times. Refusal to do so is considered a serious breach of the Elder Grove Code of Conduct and will result in the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	Lunch Detention
Second Incident	2 Lunch Detentions	After School Detention	2 After School Detentions
Third Incident	After School Detention	2 After School Detentions	1 Day OSS

Gross insubordination/willful disobedience will result in at least a three-day suspension up to a ten-day suspension with a possible recommendation for expulsion depending on frequency of occurrence and/or severity of the incident. Repeated violations of the Elder Grove Code of Conduct will be considered gross insubordination.

E) DISRESPECT

Disrespectful behavior toward anyone at Elder Grove Schools is unacceptable at any time, including on the buses and at after school activities. This includes any bullying, teasing and inappropriate touching, which includes but is not limited

to: pushing, shoving, wrestling, or any other physical contact that is deemed by staff to be disrespectful. Profanity, obscene gestures and yelling will also not be tolerated. Behaviors that do not follow the student code of conduct outlined on page 31 will also fall under disrespect. Students who behave in a disrespectful manner will be subject to the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	Lunch Detention
Second Incident	2 Lunch Detentions	After School Detention	After School Detention
Third Incident	After School Detention	2 After School Detentions	1 Day OSS

Gross Disrespect will result in skipping the first two consequences and going directly to OSS.

Racism has absolutely no place in a learning environment or society in general. Any racial slurs, jokes or comments will be considered disrespect and dealt with in a serious manner.

F) INAPPROPRIATE LANGUAGE

Vulgar, lewd or obscene language or gestures have no place in an educational atmosphere. Any language that is unacceptable in a traditional business setting is language that will not be tolerated at Elder Grove Schools.

Students will receive the following consequences for the above infractions:

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	Lunch Detention
Second Incident	2 Lunch Detentions	After School Detention	After School Detention
Third Incident	After School Detention	2 After School Detentions	1 Day OSS

F) DISHONESTY

You will be expected to deal honestly with all staff members and fellow students.

Plagiarism:

- Copying homework from another student, or enabling someone else to do so.
- Using someone else's (classmate or published author) words without using quotation marks. Whenever you use a keyword or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
- Using someone else's (classmate or published author) ideas without giving that person credit.

The following consequences will apply to students who cheat or plagiarize:

- Zero on Assignment and ...

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	Lunch Detention
Second Incident	2 Lunch Detention	2 After School Detentions	1 Day OSS
Third Incident	After School Detention	1 Day OSS	3 Days OSS

Lying to School Officials will result in the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	2 After School Detentions	2 After School Detentions
Second Incident	2 Lunch Detentions	1 Day OSS	1 Day OSS
Third Incident	After School Detention	3 Days OSS	3 Days OSS

Forgery/Altering School Forms /Unauthorized Possession of School Forms will result in the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	Lunch Detention	After School Detention
Second Incident	2 After School Detentions	2 After School Detentions	1 Days ISS

G) DANGEROUS CONDUCT

Any action which endangers the safety and well being of individuals will not be tolerated. As a general principle, such actions will result in at least a five day suspension up to a ten day suspension with possible recommendation for expulsion. Examples include, but are not limited to the following: sounding a false fire alarm, possession of a weapon, possession of dangerous materials (including ammunition), sale and/or negotiating to sell, and distribution of illegal/controlled substances, and causing physical harm to a student or staff member. **Furthermore, if you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, you should immediately contact your Superintendent.**

Students leaving campus on foot will be considered “Dangerous Conduct”.

Students may not leave campus at any time during the school day unless:

- a) The parent/guardian or adult listed as Emergency Contact, may personally check the student out.
- b) Due to liability issues, Elder Grove Schools will not accept phone calls to check out or release a student from school.

Parents/guardians and the Police will be notified by phone if possible when a student leaves campus.

H) GUN-FREE SCHOOLS ACT

The Gun-Free School Zones Act makes it a criminal offense for an individual knowingly to possess a firearm in a school zone. The Gun-Free Schools Act made State law requiring local education agencies to expel for a period of not less than one year any student who is determined to have brought a weapon to school. It also requires educational agencies to refer to the criminal justice or juvenile delinquency system any student who brings a firearm to school. **This law applies to firearms located in vehicles parked in the school parking lot.**

I) FIGHTING

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If you are involved in a fight, you should be

prepared to receive the consequences listed below. Furthermore, charges of assault or battery may be brought against you.

	K-2	3-5	6-8
First Incident	Lunch Detention	1 Day OSS	1 Day OSS
Second Incident	After School Detention	3 Days OSS	3 Days OSS
Third Incident	1 Day OSS	5 Days OSS	5 Days OSS

J) ANTI-BULLYING POLICY

Elder Grove is committed to making our school a safe and caring place for everyone. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school. Our definition of bullying:

Bullying Behavior happens when someone uses his or her power to hurt another person.

A person who is bullying uses power (size, age, popularity, confidence, and verbal ability) to hurt someone physically or emotionally. The power between the bully and the victim is not equal.

Bullying behavior may include the following:

- Physically hurting by hitting, tripping, pushing, shoving, biting, etc.
- Using name calling, put-downs, teasing, mockery, racial slurs, sexual comments, or swearing to insult, intimidate, or make fun of someone.
- Spreading rumors about someone.
- Excluding someone on purpose from a group activity, or trying to get others to not play with someone.
- Using cruel gestures or facial expressions.
- Touching or showing private body parts.
- Taking or damaging someone's possessions.
- Cyber bullying that affects the operation of a regular school day will fall under our Anti-Bullying Policy

Adults at our school will do the following things, within their discretion, to prevent bullying and to help students feel safe at school:

- Provide guidance classes to heighten the awareness of bullying.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Closely observe students in the building, on the playground, and elsewhere on campus.
- Take parents' concerns about bullying seriously.
- Assign consequences for bullying and contact parents.
- Provide immediate consequences for retaliation against students who report bullying.
- Address issues in class as needed.
- Support students who have been bullied.

Students attending Elder Grove Schools will do the following to prevent bullying:

- Treat each other with respect.
- Refuse to bully others.
- Refuse to let other students be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in games and activities, especially those who are often left out.
- Try to see the other person's point of view.
- Report bullying to an adult.

The consequences for bullying will result in disciplinary action, which may include parent(s)/guardian conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school.

Consequences

A. If a student is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion. Such action is meant not only to discipline the offending student, but also to protect the targeted student(s) from future aggression or retaliation. Consequences may be implemented after reporting, investigation, and determination that a prohibited act has been committed.

B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions for students may include, but is not limited to one or more of the following:

1. Parental notification
2. Loss of privilege(s), including participating in school activities
3. Parent conference
4. Reassignment of seats
5. Reassignment of classes
6. Reassignment to another mode of transportation
7. Escort of the perpetrator
8. Completion of apology letter and acknowledgement of behavior
9. Referral to, or appointments with school counselor or other professionals
10. Payment for damaged property
11. Detention
12. Suspension (in-school or out-of-school)
13. Referral to law enforcement
14. Expulsion Any student disciplined will be afforded due process in accordance with district policies.

C. Depending on the severity of the offense, administration will have the discretion to assign consequences.

K) SEXUAL HARASSMENT

Any sexual comments, gestures, name calling, touching or actions are not acceptable in a learning environment or society in general. If your actions are offensive to any person, staff or student, it can be considered sexual harassment. This is based on the victim's perception not the offender's. This includes indirect sexual harassment to a third party that may observe your behavior. In addition to school consequences there may also be legal ramifications for this type of behavior.

Students who participate in this type of inappropriate behavior will suffer the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	After School Detention	After School Detention
Second Incident	2 Lunch Detentions	1 Day OSS	1 Day OSS
Third Incident	After School Detention	3 Days OSS	3 Days OSS

L) OBSCENE AND LIBELOUS MATERIALS

Distribution of material that is obscene or libelous is prohibited in school, on, or adjacent to school property; or at school-related activities. Obscene material is that which an average person, viewing the material as a whole and applying community standards for children of a relevant age, would find, depicts or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political or scientific value. Libelous material is that which tends to falsely injure the reputation of another. Students who distribute such materials or who write or publish such material for distribution engage in gross misconduct. Students participating in this type of behavior will receive the following consequences:

First Incident: Five days Out of School Suspension

Second Incident: Referral to the Superintendent.

M) STUDENT DRESS AND APPEARANCE

We recognize that school is a learning environment. Further, we recognize that part of one's education is learning when, where and how to dress properly. Therefore, a basic guideline for student relies on what is appropriate for public school learning environment. **Parents will be called to bring appropriate clothes if needed.**

- 1) Students are not to wear clothing that may create any disruption of the learning process. No representation or encouragement of alcoholic beverages or tobacco products, sexual connotations; spikes or chains; offensive or suggestive language or graphics; or any offensively revealing or distasteful material will be allowed. We also work regularly with local law enforcement to stay up to date on any clothing styles that are deemed to be "gang related". These clothes will not be allowed at Elder Grove.
- 2) Undergarments and shoes or sandals are required. However; undergarments are to be fully covered including bra straps, waistbands, and tops of "boxers." At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shorts, etc.
- 3) Bare midriff, see through and backless garments are not appropriate, nor any tops tied together by strings across the back or around the neck such as "bandana" or "halter" tops. Spaghetti straps, tube tops, and any tops with straps that do not cover the bra strap are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Half shirts and belly shirts cannot be worn. Strapless, low-cut, deep scoop neck, and see-through mesh clothing will not be allowed.
- 4) Dresses, shorts, skirts and skorts must be no shorter than mid-thigh in length (including slits).
- 5) A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the course work/activities required in class (i.e. sciences, vocational classes, PE, or any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.
- 6) Hoods, hats and sunglasses are not to be worn indoors during school hours.
- 7) The appropriateness of dress may be determined by the building administrator. Students wearing inappropriate apparel will be asked to change.

The dress code will be enforced on all school property during school hours and when participating and traveling to school-sponsored activities, i.e. promotion, field trips etc... Inappropriately dressed students may be asked to leave these events.

N) ALCOHOL OR DRUGS

Using, purchasing, possessing, selling, distributing, or suspicion of **being under the influence** (including "coming down" or being "hung over") of alcohol, illegal drugs (including resonated paraphernalia and look-alike drugs), any controlled substance, or any prescription medication that has not been prescribed for you, on campus or at a school-sponsored activity will not be tolerated. Students who violate this policy are subject to arrest. Examples of paraphernalia include rolling papers, pipes, clips, hypodermic needles, etc.

In order to keep our campus safe for all students we will on occasion utilize police canines to make sure that there is no contraband on site. We will also periodically search student lockers. Use, possession, purchase, under the influence of illegal drugs, alcohol, or controlled substances will result in the following:

First Incident: Parents and police will be contacted, Three to Five day suspension. Possible recommendation for expulsion is possible depending on the severity of the incident.

Second Incident: Parent and police will be notified, automatic ten-day suspension and recommendation for expulsion.

We here at Elder Grove Schools view chemical addiction as a medical issue that has far reaching effects into one's everyday life. In order to best serve all students we strongly believe that chemically dependent students should seek medical help. We will take every possible step we can as a school to help these students, but they must be willing to take responsibility and help themselves.

Sale and/or distribution of illegal substances or controlled substances will result in the following:

First Incident: Parent and police notification, five-day suspension, and possible recommendation for expulsion.

NOTE: PENALTIES FOR THE POSSESSION/USE OF ALCOHOL, ILLEGAL DRUGS, OR CONTROLLED SUBSTANCES ARE CUMULATIVE OVER THE FULL PERIOD THAT YOU ARE ENROLLED AT ELDER GROVE.

O) TOBACCO

Possession of tobacco in any form by a student on school property is prohibited. Tobacco includes cigarette, vape pen, cigar or tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The following consequences apply:

First Incident: Two Detentions, parent notification.

Second Incident: Two days OSS and Parent conference.

Third Incident: Five days OSS.

P) LIGHTERS AND MATCHES

Possession of these items is not acceptable at Elder Grove Schools.

Each Incident: These items will be confiscated and the student will be issued detention.

Q) VANDALISM AND THEFT

Vandalism, theft, destruction of school property, and possession of stolen materials are inconsistent with a key concept in the Elder Grove Code of Conduct - consideration for others. The consequence for those acts will depend upon the extent of the vandalism or theft. Losses of less than \$300 are considered misdemeanors. Losses of more than \$300 are considered felonies. Incidents of vandalism and theft may be referred to the police.

Misdemeanor Vandalism/Theft will receive the following consequences:

	K-2	3-5	6-8
First Incident	Lunch Detention	2 After School Detentions	2 After School Detentions
Second Incident	2 Lunch Detentions	1 Day OSS	1 Day OSS
Third Incident	After School Detention	3 Days OSS	3 Days OSS

Felony Vandalism/Theft will receive the following consequences:

First Incident: Five-day suspension and restitution.

Second Incident: Recommendation for expulsion.

Lockers

Although you are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. It is important that you keep all valuable possessions at home. If you write on, kick, or abuse this school property, it will be considered vandalism and dealt with under section "Q".

NOTE: The school is not responsible for personal property stolen from lockers. Do not share lockers with others. You will be held responsible for ALL items in your locker. We reserve the right to search lockers at any time. Report all locker malfunctions to the Office.

R) POSSESSION OF PORTABLE ELECTRONIC EQUIPMENT

Use of Cellular Phones, iPods, Portable Radios, CD players, Television, etc. is prohibited during school hours. Violations will result in the following:

First Incident: Temporary confiscation of item.

Second Incident: Confiscation of item pending parent meeting.

Third Incident: Confiscation of item for remainder of semester.

S) PUBLIC DISPLAYS OF AFFECTION

School is not the place for displays of affection. Violations will result in the following:

First Incident: Parent contact and detention.

Second Incident: Parent contact and two detentions.

Third Incident: Parent conference and one day ISS.

Also please see section “J” on Sexual Harassment (Third Party).

T) BUS BEHAVIOR

Riding the bus is a privilege which may be revoked at anytime should a student misbehave. Students are expected to exhibit appropriate behavior on the school bus as follows:

- 1) Bus drivers should be addressed courteously and respectfully.
- 2) The Principal or the driver has the right to assign seats.
- 3) Stay seated at all times.
- 4) Do not place anything out the window.
- 5) No food, refreshments, or loud playing of music is allowed.
- 6) Riders will not be permitted in front of the standee line.
- 7) Keep the aisle clear of all personal items.

All rules in the Handbook apply while students are riding the bus or waiting at the bus stop. In addition, refusal to respond to a Bus Driver's request, including identifying yourself or lying about your identity will be dealt with as insubordination. Violations will result in the following:

First Incident: Detention and/or removal from bus.

Second Incident: Two detentions and/or removal from bus.

Third Incident: One to Five days OSS and removal from bus

Fourth Incident: Three to Five days Oss and removal from bus for remainder of semester

U) IMPROPER COMPUTER USE

Computers and internet access are provided by the school district to students for academic use only. They are to be used for research, word processing and other academic projects. Students are not to use computers to access chat rooms, internet gaming sites or any other unauthorized areas of the internet. This is for the protection of the students and to help keep computer viruses out of our system.

First Incident: Parent contact and detention.

Second Incident: Parent contact, detention and three weeks loss of computer privileges

Third Incident: Parent conference, two detentions and loss of computer privileges for the remainder of the semester.

Notifications:

Uniform Grievance Procedure

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address certain complaints that arise within the District. The Uniform Complaint Procedure is an avenue for complaints concerning violations of Board policy or District procedures. The District will endeavor to respond to and resolve all complaints without resorting to a formal complaint procedure and, when any complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint will not be impaired by a person's pursuit of other remedies. Use of a District complaint procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

A. Addressing Complaints within the District

1. Building Level Resolution of Complaints. The Board expects that most school-related issues will be addressed routinely at the school building level within the typical school chain-of-command. A person with a school-related complaint is encouraged first to discuss the issue with the appropriate teacher, counselor, or principal, with the objective of resolving the matter promptly and informally. An important exception is that complaints of sexual harassment should be discussed directly with an administrator who is not involved in the alleged harassment and who will initiate District anti-harassment procedures. The Uniform Complaint Procedure is not an appropriate venue for making complaints concerning the job performance of any District employee. If a complaint concerns an employee's job performance and cannot be resolved informally at the administrative level, the complainant may have further review through the Complaint Procedure set forth in Policy [4310].

2. Areas of Concern. This Uniform Complaint Procedure may be used to address concerns (except job performance issues) in those rare circumstances when an issue is not resolved at the building level or the particular concern does not fit within the areas listed below. The Board enacted the following policies to address the following concerns, and persons with concerns or complaints in these areas are directed to follow the following policies and related procedures. If a person has a question about which District policy applies to a particular issue, the person is encouraged to contact the Superintendent's office. Information about contacting either office can be found in the District's website at

Area of Concern	Governing Policy
Special Education	Policy 2161
Section 504 of the Rehabilitation Act	Policy 2162

Challenges to Educational Materials (including library materials)	Policy 2311
Student Rights and Responsibilities	Policy 3200
Student Harassment, Intimidation & Bullying	Policy 3226
Student Discipline	Policy 3310,3312
Student Suspension and Expulsion	Policy 3300
Student Records	Policy 600
District Employment Matters	Policy 5000 Series

3. Board's Authority Limited. Parents, students, and patrons should be aware that the Board's authority and role in the District's complaint procedures are limited in certain circumstances and not all issues arising within a school can or should be directly addressed by the Board. For example, the Board will not consider employee or student discipline issues unless and until the Superintendent brings the issue before the Board pursuant to Montana law.

Also, employment issues arising under a collective bargaining agreement are addressed, when necessary, through the grievance procedure set forth in the collective bargaining agreement and not through Board action.

B. Written Complaint Procedure for Violation of District Policy

1. Standing. If a person with standing believes that a District policy has been violated and the particular policies listed in paragraph A.2 do not address the specific area of concern, then that person may use this Uniform Complaint Procedure to address the concern. A person has standing to bring a complaint under this Uniform Complaint Procedure if the person is (a) (1) a current District student, (2) a parent or guardian of a current District student or (3) a resident of the District and (b) directly affected by and has personal and direct knowledge of the matters asserted.

2. Written Complaint. When a complaint has not been resolved informally, a person with standing may file a written complaint under this policy with the District Superintendent. The Superintendent will generate and post a complaint form for this purpose. The written complaint must be signed and dated, stating (a) the nature of the complaint, (b) a description of the event or

incident giving rise to the complaint, including the date of the event or incident and any school personnel involved, (c) the remedy or resolution requested, and (d) a description of the

complainant's effort, if any, to resolve the issue informally, including whom within the District the complainant informally addressed the issue. Individuals filing written complaints must indicate which policies or procedures they think have been violated and must provide evidence of the nature of the violations and when they occurred.

The written complaint must be filed within thirty (30) calendar days from (a) the event or incident or (b) the date the complainant became aware of or could reasonably become aware of the event or incident. If the complainant attempted to resolve the issue informally (see paragraph A.1 above), the informal resolution process will operate to extend the filing deadline, but the written complaint must nevertheless be filed within sixty (60) calendar days from (a) the event or incident or (b) the date the complainant became aware of or could reasonably become aware of the event or incident.

3. Superintendent's Review. The Board authorizes and directs the Superintendent to evaluate and determine within twenty (20) business days of receipt of a written complaint the following issues: (a) the complainant's standing to bring the complaint, (b) the timeliness of the complaint, and (c) the governing policy implicated in the complaint. The Superintendent may consult with District legal counsel on these issues. Upon completion of this review, the Superintendent will (a) address the complaint or refer it to the appropriate administrator pursuant to applicable policy or (b) dismiss the complaint. The Superintendent may investigate the complaint him or herself, and may engage outside assistance from legal counsel and/or an independent investigator.

4. Superintendent's Authority to Dismiss a Complaint. The Superintendent may dismiss any complaint if (a) the complainant lacks standing, (b) the complaint is time-barred, or (c) no District policy is implicated. The Superintendent will notify the complainant in writing of the Superintendent's decision to dismiss the complaint and the specific reason for the dismissal. The complainant may request in writing that the Board's officers consider an appeal of the Superintendent's decision to dismiss the complaint. This request must be submitted in writing to the Superintendent within five (5) business days of the Superintendent's written notice of dismissal. If timely requested, the Board officers will consider the complainant's appeal of the Superintendent's decision to dismiss the complaint. The Board officers will either affirm the Superintendent's decision to dismiss or reverse the Superintendent's decision to dismiss and remand the complaint for further action by the Superintendent. The Board officer's decision concerning the Superintendent's dismissal of the complaint is final and may not be appealed to the Superintendent, the Board, or the County Superintendent of Schools.

5. Typical Route of Complaint. A complaint under this policy will typically be addressed, in turn, by: the building principal and the Superintendent. The Superintendent may direct complaints to other appropriate administrators, in which cases the chain-of-command route may be different.

6. Administrator Review and Response. Upon receipt of a written complaint from the Superintendent, the administrator will investigate and attempt to resolve the complaint. In

responding to the complaint, the administrator may, but is not required to, take any or all of the following steps: (a) meet with the parties involved with the complaint, (b) conduct a separate or supplementary investigation, (c) engage an outside investigator or other District employees to assist with the complaint, or (d) take other steps appropriate or helpful in addressing the complaint. The Superintendent may investigate the complaint him or herself, and may engage outside assistance from legal counsel and/or an independent investigator.

The administrator will respond in writing to the complainant within thirty (30) calendar days of the administrator's receipt of the complaint. The Superintendent may grant the administrator additional time for review and response. If the Superintendent grants the administrator additional time for review and response, the Superintendent will notify the complainant of the grant of additional time and the reason for the grant of additional time. The administrator will provide a copy of the response to the Superintendent.

If the complainant believes the administrator's decision was in error, the complainant may request in writing that the appropriate next-level administrator review the decision. This request must specify the reasons for dissatisfaction and must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision. The Superintendent may dismiss the request if the request is not submitted within fifteen (15) calendar days of the administrator's decision. If the request is timely, the Superintendent will forward the request within ten (10) calendar days to the appropriate next-level administrator. The timelines for each level of review are the same as outlined in this section. If the complaint next goes to the Superintendent, see item 7 below.

7. Superintendent Response. The Superintendent will review the complaint, the administrators' responses, and the process used to address the complaint. In responding to the appeal, the Superintendent may, but is not required to, take any or all of the following steps: (a) meet with the parties involved with the complaint, (b) conduct a separate or supplementary investigation, (c) engage an outside investigator or other District employees to assist with the complaint, or (d) take other steps appropriate or helpful in addressing the complaint. The Superintendent will respond in writing to the appeal within thirty (30) calendar days of the Superintendent's receipt of the written appeal.

The Superintendent's response to the complaint is final, unless (a) Montana law gives the Board jurisdiction over the substance of the original complaint and (b) the decision is appealed to the Board.

If the Board has jurisdiction over the substance of the original complaint and the complainant believes the Superintendent's decision was in error, the complainant may request in writing that the Board consider an appeal of the Superintendent's decision. This request must specify the reasons for dissatisfaction and must be submitted to the Clerk within fifteen (15) calendar days of the Superintendent's decision. The Clerk may dismiss the request if (a) the request is not submitted within fifteen (15) calendar days of the Superintendent's decision or (b) the Board lacks jurisdiction over the substance of the original complaint. The Clerk will notify the complainant in writing of the Clerk's decision to dismiss the appeal and the specific reason for the dismissal.

The complainant may request in writing that the Board's officers consider an appeal of the Clerk's decision to dismiss the appeal. This request must be submitted in writing to the Clerk within five (5) business days of the Clerk's written notice of dismissal. If timely requested, the Board officers will consider the complainant's appeal of the Clerk's decision to dismiss the appeal. The Board officers will either affirm the Clerk's decision to dismiss or reverse the Clerk's decision to dismiss and direct that the appeal be granted. The Board officers' decision concerning the Clerk's dismissal of the appeal is final and may not be appealed to the Superintendent, the Board, or the County Superintendent of Schools.

8. Board Review

a. Board Jurisdiction. The Board's powers and duties are outlined in Montana law. If the substance of the original complaint falls within the Board's powers or duties, the Board has jurisdiction to consider an appeal of the Superintendent's decision. For example: (1) If the complainant seeks a change in District policy, the Board holds jurisdiction over the substance of the complaint pursuant to MCA § 20-3-323; (2) if the complainant seeks to enroll a nonresident student without payment of tuition, the Board holds jurisdiction pursuant to MCA §§ 20-3-324(3) and 20-5-320; and (3) if the complainant seeks to change the school calendar, the Board holds jurisdiction pursuant to MCA §§ 20-3-324(16) and 20-1-301. Conversely, for example: (1) If the complainant seeks to impose discipline on or dismiss a teacher, the Board lacks jurisdiction to do either absent the recommendation of the Superintendent pursuant to MCA §§ 20-3-324(1) and 20-4-207; and (2) if the complainant seeks to impose tort liability, the Board lacks jurisdiction over tort claims.

b. Board Review. If the Board holds jurisdiction over the substance of the original complaint, the Board will consider upon written appeal the Superintendent's decision. Upon receipt of a written request for appeal, the Chair will either (1) place the appeal on the agenda of a regular or special Board meeting or (2) appoint an appeals panel of not less than three Trustees to hear the appeal and make a recommendation to the Board. If the chair appoints a panel to consider the appeal, the panel shall meet to consider the appeal and then make a written recommendation to the full Board. The Board will report its decision on the appeal in writing to all parties within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless Montana law specifically provides for an appeal and such an appeal is taken within the period provided by law.

c. Complaints against Superintendent or Clerk. If a complaint is submitted alleging a violation of District policy by the Superintendent or the Clerk, the Board holds jurisdiction over the complaint as the supervisor of the Superintendent and the Clerk. The Board will respond to the complaint. In doing so, the Board may refer the matter to a panel of not less than three Trustees to hear the complaint and make a recommendation to the Board. The Board or its panel may (a) meet with the parties involved with the complaint, (b) conduct a separate or supplementary investigation, (c) engage an outside investigator or other District employees to assist with the complaint, or (d) take other steps appropriate or helpful in addressing the complaint. The Board will respond in writing to the complainant within sixty (60) calendar days of the Superintendent's receipt of the complaint. The Board may extend its response deadline if

conditions warrant additional time to respond. The Board's response to a complaint against the Superintendent or the Clerk is final, unless Montana law specifically provides for an appeal and such an appeal is taken within the period provided by law.

9. County Superintendent Appeal. When a matter falls within the jurisdiction of a county superintendent of schools, a decision of the Board may be appealed to the county superintendent pursuant to Montana law. District policy does not create or grant authority to the County Superintendent to hear issues raised by this complaint procedure that does not otherwise exist in Montana law.

Notifications:

AHERA Yearly Notification Form

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Elder Grove School has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection, conducted in May 2011, materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Elder Grove School developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Elder Grove School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Jeff Barnes is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 656-2893

Notifications:

MEDICATION USE IN SCHOOLS

WHEN MEDICATIONS ARE NEEDED IN THE SCHOOL SETTING, HERE ARE THE GUIDELINES PARENTS/STUDENTS NEED TO KNOW.

1. When a child requires medication to be administered in the school setting, the parent/guardian will submit a completed "Medication Consent Form" for all prescription and non-prescription medications. If there is something unique about the medication, the parent/guardian needs to give the school time for the school nurse to prepare and train staff. A health care provider's signature will be required for all prescription medications, and upon request at the discretion of the school nurse for nonprescription medication. The school can fax the form to the health care provider for the signature.
2. This procedure is to cover all students in grades K-8.
3. Parent/guardian or another responsible adult should deliver medication to the school nurse or delegated-trained staff. All prescription medication will be counted by two people upon receipt and recorded on the medication log.
4. All medication must be brought to school in the original bottle labeled with the child's name, and including the name of medication, dosage, time to be taken, and duration of time to be taken.
5. To avoid adverse medication reactions at school, the first dose of medication must be administered at home.
6. All medication stored at school will be double locked (i.e., locked box in a locked office). Access to stored medication will be limited to persons who have been trained in supervision and administration of medication. Each School will maintain training forms of those persons trained by the school nurse to administer medications.
7. The student may carry emergency rescue medications, including an inhaler and Epipen. All other guidelines included in this guideline must be followed. Even though we want the child trained to carry their own medications, it is important for parents to provide a backup set for the school, in case the child forgets their backpack medication at home. The consequence for a student sharing their medication with other students should be discussed with your child.
8. The school nurse reserves the right to review and deny all requests for medication administration during school hours based on completeness of compliance with these guidelines.
9. When field trips are scheduled during usual school hours, plans will be made to provide medications normally administered during school hours.
10. When there are any changes in your child's medication, a new "Medication Consent Form" must be completed.
11. At the end of the school year, the parent/guardian is expected to pick up the remaining medication. If the parent does not pick up medication after school is out, any unused or discontinued medication will be destroyed. Two staff personnel will destroy medication, record amount and both sign medication sheet, according to safe disposal techniques.

Notifications:

Notification of Rights under FERPA for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-8520

Notifications:

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Elder Grove School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Elder Grove School 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 Elder Grove School 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;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 three directory information categories – 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.

If you do not want Elder Grove School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 9, 2012.

Elder Grove School has designated the following information as directory information:

- Student's name**
- Participation in officially recognized activities and sports**
- Address**
- Telephone listing**
- Weight and height of members of athletic teams**
- Electronic mail address**
- Photographs or electronic images**
- Degrees, honors, and awards received**
- Date and place of birth**
- Dates of attendance**
- Grade level**

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

Notifications:

Notice of Rights – Section 504

It is the policy of Elder Grove Schools that no student with a disability, shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is sponsored by or contracted by this School Corporation.

A Section 504 Handbook is available to all parties to review and/or request. The rights in this document may be exercised by any student, or the parent or guardian of any student, who is attempting to become eligible or has been found eligible under Section 504 of the Rehabilitation Act.^{1*} A student or parent who encounters any difficulties in exercising any of these rights should immediately contact:

Mr. Nathan Schmitz
Elder Grove School Superintendent
1532 So. 64th St. West
Billings, MT 59106
schmitz@eldergrove.k12.mt.us
(406) 656-2893

If desired, a written complaint may be filed with the Superintendent and will be investigated and responded to under Elder Grove School’s complaint procedure.

I have read and understand the Elder Grove Public School Handbook (including the Internet Use Policy), and FERPA statement above, and understand what is expected of the above named student(s).

Student Signature: _____

Parent/Guardian Signatures: _____

DATE: _____

This form must be signed and returned to the Elder Grove Schools within 10 days of receipt or no later than September 14, 2018.

^{1*}The rights in this document may be exercised by a student’s parent/guardian or the student if 18 years of age or older. Any reference to “parent” includes the student’s guardian and the student if he/she is 18 years of age or older.

