

Miles City Public Elementary School District
Parent and Student Handbook

August 31, 2016
To
May 31, 2017

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After reading through the handbook, please sign & return the forms on the last page to your child's teacher by September 9, 2016.

| | | | |
|----------------|----------------|----------------|----------------|
| Garfield Elem | Jefferson Elem | Highland Park | Lincoln Elem |
| 1015 Milwaukee | 106 N Strevell | 716 S Cale | 210 S Lake |
| 234-4310 (ph) | 234-2888 (ph) | 234-3890 (ph) | 234-1697 (ph) |
| 234-4311 (fax) | 234-2889 (fax) | 234-3892 (fax) | 234-2081 (fax) |

Dear Students and Parents:

Welcome! We are looking forward to another exciting and educational year and we hope that you are, too! We hope that you had a safe and fun summer and are ready to start back into the school year!

We would like to extend a special welcome to all new students and their parents. If you have questions about anything, be sure and ask a teacher, student, aide, the secretary, or principal. Someone will help you with whatever you might need!

This handbook will help you become familiar with the school, the staff, and our rules and procedures. Please take time to read through this handbook and let the principal know if you have any questions. The daily schedule is printed in the supplement and the school calendar is printed near the end. As before, all students in grades K-12 will be released at 2:00 on **every Wednesday**.

We hope that you have a successful, productive, and positive school year. If we all work for this, it will happen!

Sincerely,

Joshua Patterson
Garfield Principal

John Gorton
Lincoln Principal

Sara Lucero
Jefferson/Highland Park Principal

Dear Parents,

Guidance and Counseling services are provided in each elementary school in the Miles City Elementary School District. This year, Mrs. Alyssa Shawver will provide services to students in grades K – 3 at Garfield and grades K-2 at Highland Park and Jefferson. Mrs. Vanessa Gruba will provide services to students in grades 4 – 6 at Garfield and grades 3-6 at Lincoln.

We very much enjoy meeting with parents. Should you have any questions or concerns, please do not hesitate to contact us. Mrs. Shawver is at Garfield (234-4310) on Tuesday and Wednesday, at Highland Park (234-3890) on Thursday (after 10:00) and Friday, and at Jefferson (234-2888) on Monday and Thursday (until 10:00). Mrs. Gruba is at Lincoln (234-1697) on Monday, Tuesday, Wednesday, and Thursday morning and at Garfield on Thursday afternoon and Friday. Please feel free to contact us at any of the schools listed above.

Sincerely,

Mrs. Alyssa Shawver
Mrs. Vanessa Gruba

FERPA (Pay special attention to last paragraph)

The Family Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These are:

- 1) The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2) The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will inform you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in your child'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 interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary School District, 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 20202-5920

We do have the right to disclose directory information from education records without your consent to other educators and government agencies. We also have the right to provide directory information to others who may need it. Directory information includes information such as your child's name, dates of attendance, grade level, honors and awards, participation in school activities, and pictures. (For example, this allows us to send The Star the Honor Roll, put your child's picture in the yearbook, give class lists to students for valentines, etc.) **As a guardian, you may request that none of your child's directory information is ever released (this excludes educators and government agencies) by completing the form in the back of supplement.**

VISITORS

We welcome and encourage you to visit our school. To assure an efficient and safe school, whenever you enter the building, for any reason, you must report to the office and sign in.

ATTENDANCE/TRUANCY

It is vitally important that you get your child to school every day on time. There is little doubt that poor school attendance hampers a student's natural academic progress. In fact, **more than ten absences in any year of school may jeopardize your child's promotion to the next grade.** Per school procedure, you may receive a letter any time your child reaches more than four absences. The Dept. of Family Services, County Attorney, and/or School Resource Officer may be notified for truancy, habitual truancy, or questionable absences regarding your student (see definitions on next page). Any time your child is absent for more than one day, you are responsible for requesting and picking up homework.

Please note the following attendance procedures:

- Attendance is taken in the morning and again in the afternoon. Your child's attendance is recorded on the quarterly report card. If your child is not in school by 10:15 am, he/she is marked absent for the morning. If your child is not in school by 2:15 pm, he/she is marked absent for the afternoon.
- If your child is absent from school for any reason, please call the school **before 9:00 am.** If your child went to a medical appointment, please bring verification of the appointment, or have verification of the appointment faxed, to the office. Please make every attempt to schedule medical appointments, haircuts, etc. after 2:00 on Wednesdays. **Absences verified by medical personnel do not jeopardize your child's promotion to the next grade.** For safety issues, if you do not call the school and cannot be reached to confirm your child's absence, the police department or SRO may be called to do a wellness check at your home.
- Please do not endanger the health of others by sending your child to school when he/she is sick. Generally, if your child is too sick to go outside for recess, then he/she should not be sent to school.
- If your child needs to be dismissed from school early, please send a note or call into the office. To assure your child's safety, we do not release your child to other adults without proper notification from you.
- If your child does not feel well or is running a temperature of at least 100 degrees, you will be called to pick him/her up. If your child is running a temperature of 100 degrees or higher, your child should not be sent back to school until the temperature is below 100 degrees for at least 24 hours while not on medication.

TARDY POLICY

In setting up our policy concerning tardiness, we considered the following items:

- When your child is late coming to class, it causes a disruption of the class.
- When your child is late coming to class, it takes additional instructional time to get your child caught up with the rest of the class.
- It is your responsibility and your child's responsibility to ensure that your child is at school at the scheduled time.
- It is not necessary to determine whose fault it is for being late. The fact that your child is late and has missed classroom time is enough to justify that lost time may need to be made up.
- More than nine tardies in any year is considered excessive. The School Resource Officer, Department of Family Services, and/or the County Attorney may be notified of any student who has excessive tardies. **Students with excessive tardies may be required to serve time after school to make up for the instructional time they have missed.**

Truancy is defined as the persistent unexcused absence for all day or the persistence absence for at least one hour of any school day. Habitual truancy is defined as 9 or more unexcused absences in one school year.

Excused absences are defined as absences due to illness or a health condition, bereavement, and school-approved activities. All other absences shall be unexcused. Students will be allowed to make up work, in a timely manner, for both excused and unexcused absences.

ACTIVITIES

If your child would like to participate in afterschool activities or summer activities, but you cannot afford the cost, please contact the principal for information about available scholarships.

TOBACCO-FREE CAMPUS

All elementary schools and their campuses are tobacco-free for both students and staff.

SUPERVISION OF STUDENTS

Please do not send your child to school any earlier than 15 minutes before school starts. Our outside school ground supervision doesn't start until then. **We cannot be responsible for your child if he/she arrives earlier than 15 minutes before school starts.** At noon, if your child walks home, he/she should not come back any earlier than 15 minutes before the afternoon session starts. Every effort is made to supervise your child in a way that promotes his/her safety and well-being. We hope that you, as parents, will help us by sending your child at the appropriate times.

ADDRESS & EMERGENCY NUMBERS

The school should be notified if your child's address or phone number changes. The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should be given to the school also. All information should be kept current.

CHILD CUSTODY

In most cases, when parents are divorced, legally separated, or have never married, one parent is designated by the court as the custodial parent. If you are the custodial parent, the noncustodial parent has the right to access the child's records, receive any pertinent school information regarding the child, and have contact with the child on school property unless there is a court order limiting these rights. In this case, you need to give a copy of the court order to the principal to keep filed in the office.

TELEPHONE

Please limit your phone calls to the school. We do not interrupt class to deliver your messages, but wait to deliver them until right before release times at noon and after school. The secretary cannot handle a large number of last minute calls for students in the building.

BIRTHDAY PARTY INVITATIONS

We strongly discourage having your child hand out party invitations at school. There is no good way to explain to a youngster why he/she didn't receive an invitation and so feelings get hurt very easily and needlessly. If invitations are distributed after school or in the evenings, it is less obvious to those not receiving one.

PARKING, BUS ZONES, HANDICAP ZONES,

Please remember to be courteous when driving, parking, and waiting for your child after school. We know that you want to pick up your child and be gone as soon as possible, but please remember to be safe and watch out for other children at all times. **Please do not stop in the middle of the street to drop off your child or you may be ticketed.** Pull over to a curb and direct your child to the nearest crosswalk.

Do not park in the school bus or handicapped zones. These are marked by signs and painted blue or yellow curbs and are **ONLY** for bus parking, loading and unloading buses, hot lunch loading and unloading, or handicapped parking.

Remember the speed limit in all school zones is 15 M.P.H.

LEAVING SCHOOL GROUNDS

Montana state law indicates clearly that your child is subject to the control and authority of the teachers, principal, and district superintendent while he/she is in school or on school premises. Therefore, we do not allow your child to leave school during school hours without your permission and do not accept the responsibility for students who leave school grounds without your permission.

LOST AND FOUND ITEMS

Lost and found items are placed in a designated area for a reasonable time so that they can be reclaimed. PLEASE help out by checking the entryway periodically for lost items and by clearly marking your child's property and possessions.

FRIENDLY ADVICE

Encourage your child to come home immediately after school is dismissed. Loitering children are likely to get into unsafe situations. Students are required to leave the playground within 15 minutes after they are released for the day. Remind your child to:

- Never ask for or accept rides from strangers.
- Report to the principal, teacher, parents, or police any dangerous situations or strangers seen on the way to or from school. Students should try to remember what the strangers looked like and how they were dressed.
- Return immediately to or call the school to get assistance if a problem arises on the way home.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital and treated by a physician on call. **Expense for transportation and physician is the responsibility of the parent or guardian.** Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

Therefore, parents are asked each year to complete the emergency care information requested on the student information card. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

COMMUNICABLE DISEASES / CONDITIONS

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

These diseases include, but are not limited to:

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

(Further information may be found at policy 3417 in the District's Policy Manual.)

HEAD LICE POLICY

We enforce a "No Nit Policy." This means that if a child has head lice, all lice and nits must be removed from the child's hair before he/she is admitted back to school. Once the County Health Department certifies that the lice and nits are removed, the child is allowed to return to school.

MEDICATION AUTHORIZATION

It is recommended that all doses of medications be given at home by you. If your child must be given medication at school, please contact the principal or school secretary. Arrangements may be made for either you or the office staff to dispense the medication. If you dispense the medication, you are required to report to the office, and then the office will call your child to come to the office. If office staff agrees to dispense the medication, you are required to send a daily dose of medication to the office each day. You may send the daily dose with your child to give to the office or you may bring it to the office yourself. In addition, you are required to furnish the school an authorization form, available upon request from the office, which has been signed by you and your child's doctor. The form is kept on file for the school year and must be renewed each year. (Further information may be found at policy 3416 in the District's Policy Manual)

MEDICAL PROBLEMS

If your child suffers from acute asthma, allergies, diabetes, or some other ailment that might affect his/her performance in school, please note this on your child's student information card and notify the secretary and teacher so that proper steps can be taken to insure your child's well-being in school.

IMMUNIZATIONS

The 1989 Legislature passed the immunization laws for Montana schools. This law requires that all school children attending public or private schools be immunized against preventable childhood diseases, including measles, rubella (German measles), polio, diphtheria, pertussis (whooping cough), and tetanus. Exemptions are allowed for medical reasons. Religious exemptions are allowed only after the form from the state is completed, signed, and notarized. This form must be filled out on a yearly basis. Your child is not allowed to register or attend school until the requirements are met. When your child turns 13 years of age, he/she must have two doses of MMR.

The Board of School Trustees' policy requires that your child be immunized. Free or minimal cost immunization shots are given at any time by the County Health Department.

CONFERENCES

Parent-teacher conferences are held after the first and third quarters of school. These **conferences are scheduled by letter and we strongly urge you to attend.** Please don't think that just because we have scheduled conferences twice a year, we don't want to see you at other times. We encourage you to visit the school any time and are happy to schedule conferences for you.

FINES

Students are responsible for the proper care of textbooks, library books, and other school materials. Students must pay for lost or damaged materials. The amount of the fine is determined by the cost and/or damage of the materials affected. In cases where the damage is so extensive that the material can no longer be used, the full price will be fined since the materials have to be replaced. All materials given to your child must be returned at the end of the year or when your child leaves the school. Failure to return materials or pay for damages by the last day of school results in your child's report card being held.

HOT LUNCH/BREAKFAST PAYMENT POLICY

If your child eats hot lunch or breakfast, please make sure that your child's meal account always has money in it. If you need to know the status of your child's account, you may either call the school or check PowerSchool online. If your child's account is either low or overdrawn, please send money (either in the mail or with your child) immediately so that your child can continue eating hot lunch or breakfast. If your child's account becomes empty or overdrawn, the secretary or your child will call you to inform you of this so that it may be taken care of immediately.

Unfortunately, if your child's account is ever overdrawn by \$10 or more, (which means your child has eaten at least \$10.00 worth of meals that have not been paid for), your child may not be allowed to eat any meals, hot or cold, until you send enough money to cover ALL of the overdrawn balance. A situation like this can be very embarrassing for your child so please do whatever you can to prevent this from happening! If there are extenuating circumstances that make it hard for you to pay for your child's meals in a timely manner, please call either the secretary or the principal and we will try to make workable payment arrangements.

Failure to have your child's account paid in full before the last day of school will result in your child's report card being held until payment is made.

| HOT LUNCH | | BREAKFAST | |
|--------------------|--------|--------------------|--------|
| Full price: | \$2.75 | Full price: | \$1.25 |
| Reduced price: | \$0.40 | Reduced Price: | \$0.30 |
| Adult price: | \$3.75 | Adult price: | \$2.00 |
| ½ pint milk price: | \$0.25 | ½ pint milk price: | \$0.25 |

DRESS CODE

Clothes should be clean, in good condition, in good taste, and appropriate for school. Clothing appropriate for some students may be inappropriate for others due to age, physical development, and/or gender.

Students should be dressed according to the weather, NOT the date on the calendar. This means that summer type clothing can be worn whenever the outside temperature is warm (usually above 55 degrees). **Students go outside for recesses if the temperature, with the wind chill factor, is 0 degrees or higher so please make sure your child is dressed appropriately for the weather.** Students in grades K-3 must wear jackets outside if it is colder than 55 degrees outside.

The principal has the responsibility for determining appropriateness of clothing. If your child is not in compliance with these guidelines, you may be called to bring appropriate clothing for your child to change into.

FIELD TRIPS

During the school year, your child may have the opportunity to participate in field trips. Whenever your child's teacher or the school plans a field trip, you will be notified about the field trip—time, date, place, etc. **In order for your child to participate in each and every field trip, you need to sign the Field Trip Permission Slip on the last page of the booklet and return it to your child's teacher by September 4.** Your signature on the Field Trip Permission Slip allows your child to participate in ALL field trips unless you call your child's teacher and tell her that you do NOT want your child to participate in a particular field trip.

COMPLAINT PROCEDURE

If you have concerns about a classroom matter, please visit with the teacher first. If the matter cannot be resolved, then please visit next with the principal. If you have concerns about a school matter, please visit with the principal first. If any matter cannot be resolved after visiting with the principal, you will be asked to follow the complaint procedure outlined in School Board Policy 1700. A copy of School Board Policy 1700 is available from the office.

CELL PHONES, BIKES, TOYS, ETC. AT SCHOOL

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Items such as Pokeman/YuGiOh cards, headphones, digital recorders, MP3/iPod/Zoon players, PS/PSP/Gameboy/DS players, other electronic devices, laser pens, lighters, matches, toy guns, water guns, pocket knives, pets, etc. should not be brought to school and may be confiscated. **Cell phones, cameras, and video recorders may be brought to school, but can NOT be turned on during school hours of 7:40-4:00 without permission from the principal.** If they are not kept turned off, they will be confiscated. If they are used to take or share obscene, pornographic, lewd, or otherwise illegal images, the police may be called to investigate. Confiscated property is given to the principal and may be returned to you, the parent, at the end of the day or the end of the school year. Scooters (nonelectric), bikes, and skateboards are allowed, but must be stored in the designated areas and must not be ridden on school property.

NON-DISCRIMINATION

Lincoln Elementary School is a non-discrimination, equal opportunity facility. The district provides equal educational opportunity and treatment for your child without regard to race, creed, national origin, sex, parents' marital status, previous arrest or incarceration, or non-program related physical, sensory or mental handicaps. Equal opportunity and treatment is afforded to your child if he/she desires to participate in extra-curricular activities.

RETENTION/PROMOTION POLICY

Per policy, school personnel make every effort to place your child in a classroom environment where your child may achieve optimum success as a learner. The principal carefully considers physical maturity, social maturity, chronological age, mental maturity, attendance, and achievement before assigning your child to a specific grade level and teacher. You, your child's teacher, and any other persons involved in your child's education are asked for input, but the final determination for placement is made by the principal.

GRADING SYSTEM

Intermediate (Grades 4-6)

| <u>Percentage</u> | <u>Letter Grade</u> |
|-------------------|---------------------|
| 97 - 100 | A + |
| 93 - 96 | A |
| 90 - 92 | A - |
| 87 - 89 | B + |
| 83 - 86 | B |
| 80 - 82 | B - |
| 77 - 79 | C + |
| 73 - 76 | C |
| 70 - 72 | C - |
| 67 - 69 | D + |
| 63 - 66 | D |
| 60 - 62 | D - |
| 0 - 59 | F |

Grade 1

| <u>Percentage</u> | <u>Letter Grade</u> |
|-------------------|---------------------|
| 100 - 93 | VG |
| 92 - 84 | G |
| 83 - 72 | S |
| 71 - 65 | R |

Grades 2-3

| <u>Percentage</u> | <u>Letter Grade</u> |
|-------------------|---------------------|
| 100 - 93 | VG |
| 92 - 84 | G |
| 83 - 72 | S |
| 71 - 65 | I |
| 64 - 50 | P |

POWERSCHOOL

PowerSchool allows you to use the internet to see your student's current grades, attendance, meal account balance, and other relevant information. (For grades K-3, you may not be able to see subject grades.) In order to do this, you will need access to a computer with a web browser and internet access. To see your student's information, type in the following address:

<https://miles-city.powerschool.com/public/pw.html>

This takes you to the PowerSchool page where you can enter your user ID and password (which is given to you at Open House). Your student may also access this information by typing in his/her user name and password. Please keep your passwords confidential so only you or your student can access the information. If you would like to change your ID or password, please call or email the principal with your requests. The website is very easy to get around—anything that is blue, can be clicked on to access further information. If you have any questions about how to access this information via the internet, please contact your student's teacher or the principal at your school.

Bullying Policy

At our elementary schools, we believe that:

- ◆ We should respect ourselves and the rights of others.
- ◆ We all have a right to feel safe and be treated with respect.
- ◆ We must learn, practice, and understand the procedures for reporting bullying.
- ◆ All children have a right to learn and play in a school that is **free** from bullying.

Bullying is Wrong!

Bullying is defined as:

- 1) Imbalance of Power: this can be an imbalance due to age; gender, ethnic, physical, social, emotional, psychological, or economic factors; or a perceived imbalance; and
- 2) Repeated: the action has continued after the offender has been informed that the action is unwanted and should cease; and
- 3) Both parties (groups) were not enjoying the actions and
- 4) The intent of the action was to humiliate one person/group.

Examples of bullying:

- ◆ teasing or name calling
- ◆ dirty jokes or talk
- ◆ rude signs or hand gestures
- ◆ inappropriate touching
- ◆ offensive pictures, drawings, notes, or messages

Bullying is Serious!

At this school, we will:

- ◆ Listen when your child tells.
- ◆ Punish people who bully.
- ◆ Let your child know that telling is the right thing to do.
- ◆ Protect your child from anyone that bothers or threatens your child for telling.
- ◆ Work out the best way to handle the situation.
- ◆ Keep the matter as confidential as possible.

If Your Child Is Bullied:

Your child should talk to the person who is bullying him/her and:

- ◆ Tell the person that he/she doesn't like his/her actions and that your child wants it to stop.
- ◆ Tell the person he/she is breaking the school rules.
- ◆ Stand up for him/herself.
- ◆ Take a friend with him/her if that makes him/her feel more comfortable.

Your child should talk to any adult that he/she trusts (a teacher, the principal, a counselor, a parent, etc.) and:

- ◆ Tell everything that happened.
- ◆ Ask for help with talking to other school personnel, if necessary.

Remember that a school rule is being broken. The principal or a counselor will:

- ◆ Need to talk to everyone who is involved.
- ◆ Do whatever is needed to stop the bullying.
- ◆ Decide what action to take.

Recommended Consequences for Bullying:

1st Offense – meet with the principal, receive a warning or other appropriate discipline.

2nd Offense – meet with the principal, receive detention or other appropriate discipline. Parents are called.

3rd Offense – meet with the principal, receive in/out-school-suspension or other appropriate discipline. Parents are called.

4th Offense – meet with principal and/or superintendent for recommended extended suspension and/or expulsion from school.

SUSPENSION

This discipline tool will be used only in extreme cases. Your child will have to willfully, blatantly, or continually disregard his/her own safety and/or the safety of others, or willfully, blatantly, or continually disregard Montana, District, or School laws, rules, and regulations. It is the philosophy of the administration to use suspension as a last resort.

If your child has reached the point of in-school suspension (ISS), every effort will be made to notify you before the suspension begins. If the situation requires that in-school suspension is necessary for the safety of your child or other students, your child will be placed in in-school suspension immediately and then every effort will be made to contact you as soon as possible. If your child has reached the point of out-of-school suspension (OSS), you will be notified regarding the date, length, and reason for the suspension and asked to come get your child.

As always, if you have any questions or concerns regarding suspensions, you are encouraged to contact the principal. (Further information may be found at policy 3300 and 3300P in the District's Policy Manual.)

SECTION 504

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. **Parents who feel their child may qualify for an 504 should contact the building principal to initiate an evaluation.** (Further information may be found at policy 2162 and 2162P in the District's Policy Manual.)

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. **Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.** (Further information may be found at policy 2161 and 2161P in the District's Policy Manual.)

SECURITY CAMERAS AND VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

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

WEAPONS AND DANGEROUS INSTRUMENTS

If your child knowingly possesses, transmits, or uses any object that can reasonably be considered a firearm or a dangerous instrument in any school building, or on any school premises, or on any school bus or vehicle, or at any school related activity, event, or function, your child may be suspended from school and may be ordered to appear at a hearing with the Superintendent to determine disciplinary action. Pending the outcome of the hearing, the Superintendent may recommend expulsion of your child to the Board of Trustees. (Further information may be found at policy 3311 in the District's Policy Manual.)

CHILD ABUSE REPORTING

When school staff has reasonable cause for suspicion of neglect or abuse, it is mandatory that the school staff report this suspicion to the Department of Family Services. It is recommended that the school staff inform the principal and/or counselor about the report, but not required. Reporting is done in a confidential manner to respect the privacy of those involved. Parental notification of this reporting does not need to occur. (Further information may be found at Legal Reference 41-3-201, MCA Child Abuse Reporting.)

RECESSES AND WEATHER

Weather conditions, such as subzero temperatures and wet conditions, may place students' health or safety in jeopardy. When weather conditions may jeopardize a student's health or safety, the principal will exercise the right to make changes to recess times and locations.

SCHOOL ZONES

Numerous studies support investing in smaller class sizes to promote optimal learning experiences, especially for primary (K-3) and intermediate (4-6) students. In an attempt to minimize class sizes, whenever possible, students are assigned to schools using the following criteria:

1. Students who live within the school district's boundaries are assigned to the neighborhood school closest to their place of residence (see map on next page).
2. Students who live outside the school district's boundaries are assigned to one of the district schools, depending on the student's home address, needs, siblings, safety, and previous in-district placements.

Due to various reasons (moves, requests, etc.), students do not always stay in their assigned schools. When this happens, the administration may determine that it is in the best interests of the student and school for the student to be assigned to another school. However, every effort will be made to limit the number of times a student is reassigned to no more than two times. If you have any questions about the school your child is assigned to, please contact any your child's principal.