



# **Student Handbook**

## **2018 – 2019**



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## *Table of Contents*

<b>PRINCIPAL'S WELCOME LETTER:</b>	<b>7</b>
<b>18-19 JES CALENDAR</b>	<b>8</b>
<b>GPS MISSION, VISION AND GOALS:</b>	<b>9</b>
<b>SCHOOL HOURS</b>	<b>10</b>
<b>2018-2019 JES PERSONNEL DIRECTORY</b>	<b>11</b>
<b>ACCIDENT/INCIDENT REPORTS</b>	<b>12</b>
<b>ANIMALS IN THE CLASSROOM</b>	<b>12</b>
<b>ANNOUNCEMENTS</b>	<b>12</b>
<b>ASBESTOS</b>	<b>12</b>
<b>ATTENDANCE</b>	<b>13</b>
Attendance Policy	13
Clarification of Absences:	13
Tardies	13
<b>BUS TRANSPORTATION</b>	<b>14</b>
Rules	14
Revoking of Bus Riding Privileges	14
No Tolerance Offenses	14
Change in routine, address and/or telephone number	14
Inclement Weather	14
<b>DISCIPLINE</b>	<b>15</b>
Behavior Referrals	15
Bullying, Harassment, Intimidation, Hazing (B.P. 3226)	15
Reporting	16
Responsibilities	16
Consequences	16
Retaliation and Reprisal	16
Corporal Punishment and Restraint	16
Due Process Procedure	16
No Tolerance	17
Searches and Seizure	17
School Property	17
The Person	17
Sexual Harassment/Intimidation of Students {B.P.3225}	17
Suspensions	18
In School Suspension (ISS) – Time in Office	18

Out of School Suspension (OSS)	18
Reversed Suspensions	18
Suspension And Expulsion (B.P. 3300P)	18
Suspension	18
Expulsion	19
Procedures for Suspension and Expulsion of Students With Disabilities	19
Title IX Discrimination	19
Tobacco, Alcohol, or Drugs	19
<b>DRESS ATTIRE</b>	<b>20</b>
Dress Code	20
Appropriate Outdoor Clothing	20
Lost and Found	20
<b>EDUCATIONAL PROGRAMS</b>	<b>20</b>
Computers	20
Elementary Counseling	20
Library Program	20
Music	20
Physical Education	20
Special Education Services	20
Title 1	21
<b>EMERGENCY SITUATIONS</b>	<b>21</b>
Lockdown	21
Fire Drills	21
Emergency Closure	21
Emergency Phone Number	21
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b>	<b>21</b>
<b>GRADING</b>	<b>22</b>
Homework Assignments	22
<b>GUN FREE SCHOOLS</b>	<b>22</b>
<b>HEALTH AND WELFARE</b>	<b>23</b>
Medication	23
Illness/Communicable Disease	23
Emergencies at school	23
Head Lice	23
Immunization Policy	24
<b>PARENT AND LEGAL GUARDIAN RIGHTS</b>	<b>24</b>
<b>PARENT TEACHER ASSOCIATION (PTA)</b>	<b>24</b>
<b>PERSONAL ITEMS</b>	<b>24</b>

Bikes	24
Lockers and Coat Racks	24
Personal Technology	24
Toys/Personal Items	24
<b>RECESS</b>	<b>24</b>
<b>SAFETY</b>	<b>24</b>
<b>SCHOOL BREAKFAST AND LUNCH PROGRAM</b>	<b>25</b>
Breakfast	25
Hot Lunch	25
Cold Lunch	25
Milk Tickets	25
Parents	25
School Meals Collection Procedure	25
<b>STUDENT CHECK-OUT PROCEDURE</b>	<b>25</b>
<b>STUDENT DROP-OFF AND PICK-UP PROCEDURES</b>	<b>25</b>
<b>TEXTBOOKS</b>	<b>26</b>
<b>UNIVERSAL EXPECTATIONS (BE DINOMITE)</b>	<b>26</b>
Be Dinomite	26
Refocus	26
<b>VIDEO SURVEILLANCE</b>	<b>26</b>
<b>VISITORS</b>	<b>26</b>
<b>VOLUNTEERS</b>	<b>26</b>
<b>WEAPONS</b>	<b>26</b>
<b>CONCLUSION</b>	<b>27</b>
<b>SIGNATURE PAGE(S)</b>	<b>29</b>
Parent/Guardian Signature Page	29
FERPA	29
Internet Use Policy	30



**JEFFERSON ELEMENTARY SCHOOL**

**2018 - 19 STUDENT HANDBOOK**

**PRINCIPAL'S WELCOME LETTER:**

Dear students and parents,

On behalf of the staff, administration and the Board of Trustees, I would like to welcome you to the 2018 – 2019 school year at Jefferson Elementary School. We are extremely excited that you are a part of our school family. Our highly qualified staff will be working daily to meet your child's educational needs.

We hope this handbook will be useful to you in learning information about our school and our expectations. As you read through the pages, please know that Jefferson welcomes and encourages your questions and feedback. If at any time you need to talk to someone about something, please don't hesitate to contact your child's teacher, counselor or me at the email or number below.

I am looking forward to serving the students, staff, parents, and community of Jefferson Elementary School. Please do not hesitate to contact me at [ViegutJ@glendiveschools.org](mailto:ViegutJ@glendiveschools.org) or 377-1237 with any questions or concerns. Schools work best when there is a healthy collaboration between families, teachers, and students.

When you have read the handbook, please sign the attached signature page and send it back to school with your child.



Yours in education,

A handwritten signature in blue ink, appearing to read 'Jordan Viegut', with a stylized flourish at the end.

Jordan Viegut, Principal

# 18-19 JES CALENDAR

## GLENDIVE PUBLIC SCHOOLS 2018 - 2019 SCHOOL YEAR

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
AUGUST							JANUARY													
			1	2	3	4			1	2	3	4	5							
5	6	7	8	9	10	11	6	7	8	9	10	11	12							
12	13	14	15	16	17	18	13	14	15	16	17	18	19							
19	20	21	22	23	24	25	20	21	22	23	24	25	26							
26	27	28	29	30	31		27	28	29	30	31									
SEPTEMBER							FEBRUARY													
						1						1	2							
2	3	4	5	6	7	8	3	4	5	6	7	8	9							
9	10	11	12	13	14	15	10	11	12	13	14	15	16							
16	17	18	19	20	21	22	17	18	19	20	21	22	23							
23	24	25	26	27	28	29	24	25	26	27	28									
30																				
OCTOBER							MARCH													
	1	2	3	4	5	6						1	2							
7	8	9	10	11	12	13	3	4	5	6	7	8	9							
14	15	16	17	18	19	20	10	11	12	13	14	15	16							
21	22	23	24	25	26	27	17	18	19	20	21	22	23							
28	29	30	31				24	25	26	27	28	29	30							
NOVEMBER							APRIL													
			1	2	3			1	2	3	4	5	6							
4	5	6	7	8	9	10	7	8	9	10	11	12	13							
11	12	13	14	15	16	17	14	15	16	17	18	19	20							
18	19	20	21	22	23	24	21	22	23	24	25	26	27							
25	26	27	28	29	30		28	29	30											
DECEMBER							MAY													
						1					1	2	3	4						
2	3	4	5	6	7	8	5	6	7	8	9	10	11							
9	10	11	12	13	14	15	12	13	14	15	16	17	18							
16	17	18	19	20	21	22	19	20	21	22	23	24	25							
23	24	25	26	27	28	29	26	27	28	29	30	31								
30	31																			
<b>EARLY OUT DAYS - (All Schools)</b>							<b>1st DAY OF SCHOOL</b>							<b>END OF QUARTER</b>						
(NOT including staff development)							22 All Kinder, 3rd, 6th, and 9th Graders							Oct 26th First Quarter						
8/31, 10/17, 11/21, 12/21							23 All 1-2, 4-5, 7-8, 10-12							Jan 11th Second Quarter						
<b>NO SCHOOL (Students)</b>							<b>PIR DAYS (All Schools)</b>							Mar 15th Third Quarter						
9/3, 10/18, 10/19, 11/2, 11/22-23,							8/20(6), 8/21(6), 10/18(6), 10/19(6)							May 24th Fourth Quarter						
12/24-1/2, 2/21-22, 4/12, 4/18-22							11/1(6), 1/2(6), 2/18(6)													
 <b>Early Out Days</b>							<b>EARLY OUT DAYS (All Schools)</b>							Board Approved 5/14/18						
 <b>No School (Students)</b>							(NOT including staff development)													
							8/31, 10/17, 11/21, 12/21, 5/24													

## **GPS MISSION, VISION AND GOALS:**

### **BOARD OF TRUSTEES STATEMENT OF INTENT**

This entire Handbook has been developed so that students, parents, teachers, and administrators will understand that firm, fair and consistent discipline policies are maintained. This handbook delineates the rights, responsibilities, and conduct expected of all Jefferson Elementary School students, and a scope of discipline which may be imposed as appropriate to students, their particular age level and/or particular school. The Board of Trustees has approved these Rights, Responsibilities and Conduct with the intent to:

- Ensure a stable learning environment that encourages academic excellence.
- Ensure that rules are equitable and just while complying with state and federal law.
- Ensure that as students progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
- Encourage students, parents, teachers, administrators, and community members to work together in an atmosphere of respect, cooperation and courtesy, and ensure an effective educational program.

### **DISTRICT MISSION STATEMENT**

Glendive Public Schools are committed to providing academic and activity programs in a safe environment where our students can acquire knowledge, skills, and values that will prepare them to be contributing, constructive members of our society. We are dedicated to implementing effective school practices and to forming partnerships with parents and community in support of quality education.

### **VISION STATEMENT**

Glendive Public Schools strive for excellence in Education.

### **GLENDIVE PUBLIC SCHOOLS DISTRICT GOALS**

Glendive Schools will provide a safe environment for learning.

Students will acquire the essential knowledge skills, and values to prepare them for a productive life.

Teachers will implement effective school practices to improve learning for all students.

The school will form partnerships with parents and the community to ensure quality education for all students.

### **CORE VALUES**

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

### **JES MISSION STATEMENT**

Jefferson Elementary School is dedicated to developing responsible, confident, productive citizens through a school/home/community partnership by instilling a philosophy of respect and high expectation of expectation of excellence for all students, teachers and staff.

**Glendive Public Schools strive for excellence in Education.**



## **SCHOOL HOURS**

### **Regular Schedule**

7:45 – 8:15	Teacher on Duty/Breakfast
8:15	1 <sup>st</sup> Bell Rings (Start of day)
8:25	Tardy Bell Rings
10:00 – 10:15	AM Recess
11:25 – 12:15	1 <sup>st</sup> /2 <sup>nd</sup> Grade Lunch
11:45 – 12:30	Kindergarten Lunch
1:45 – 2:00	PM Recess
2:50	End of School Day

### **Early Out Schedule**

7:45 – 8:15	Teacher on Duty/Breakfast
8:15	1 <sup>st</sup> Bell Rings (Start of day)
8:25	Tardy Bell Rings
10:00 – 10:15	AM Recess
11:25 – 12:15	1 <sup>st</sup> /2 <sup>nd</sup> Grade Lunch
11:45 – 12:30	Kindergarten Lunch
12:50	End of School Day

Playground supervisors are on playground duty at 7:45 a.m. and during recesses, noon hour, and until the last bus leaves the building. Students should not be in the building unless they are eating breakfast. Students are to eat breakfast before going outside to play on the playground. If students need to enter the building for any other reason, students must obtain a hallway pass from the teacher on duty. Students who are not bussed to school should plan to arrive on the playground no earlier than 7:45 a.m. They should leave the school ground immediately after dismissal unless special permission is granted by the teacher or principal.

Students should be dressed appropriately for weather conditions. During the winter students should wear gloves, boots, hat, and a coat. Children will be expected to play outside with the exception of severe weather. When the weather is deemed severe by the principal, a polar bear (too cold) or Umbrella (too wet) will appear in the front foyer window of the school and in the front hallway. At this time, students will be allowed to enter the building and report to their designated hallway.

**Please note:** Students should come in and eat breakfast before they go outside and play before the school day ends.

## **2018-2019 JES PERSONNEL DIRECTORY**

<i>District Office</i>	Superintendent	Stephen Schreibeis	schreibeiss@glendiveschools.org	377-5339
	Secretary to the Superintendent	Kathy Nicholson	nicholsonk@glendiveschools.org	377-5385
	District Clerk/Business Manager	Anne Sadorf	sadorfa@glendiveschools.org	377-5394
	Special Education Director	Robin Gray	grayr@glendiveschools.org	377-5363
	Transportation Director	Charles Phipps	phippsc@glendiveschools.org	377-4055
	Payroll Clerk	Arleen Ulrich	ulricha@glendiveschools.org	377-5408
<i>JES Office</i>	Principal	Jordan Viegut	viegutj@glendiveschools.org	377-1237
	Secretary	Susan Miller	millers@glendiveschools.org	377-4155
	Counselor	Mark Gilliland	gillilandm@glendiveschools.org	377-1252
<i>Teachers</i>	Kindergarten	Breon Berg	bregb@glendiveschools.org	377-1204
	Kindergarten	Lisa Bunn	bunnl@glendiveschools.org	377-1206
	Kindergarten	Shain Hansen	copps@glendiveschools.org	377-1224
	Kindergarten	Amy Hopfauf	hopfaufa@glendiveschools.org	377-1221
	Kindergarten	Jennifer Mayer	mayerj@glendiveschools.org	377-1227
	Kindergarten	Marisa Wahl	wahlm@glendiveschools.org	377-1251
	1 <sup>st</sup> Grade	Kara Barthel	barthelk@glendiveschools.org	377-1203
	1 <sup>st</sup> Grade	Megan Greenwalt	greenwaltm@glendiveschools.org	377-1220
	1 <sup>st</sup> Grade	Cynthia Mahan	mahanc@glendiveschools.org	377-1226
	1 <sup>st</sup> Grade	Amy Ree	reea@glendiveschools.org	377-1236
	1 <sup>st</sup> Grade	Anna Smith	smitha@glendiveschools.org	377-1248
	2 <sup>nd</sup> Grade	Jill Carbajal	carbajalj@glendiveschools.org	377-1207
	2 <sup>nd</sup> Grade	Jaime Goyette	goyettej@glendiveschools.org	377-1249
	2 <sup>nd</sup> Grade	Sara Kinney	kinneys@glendiveschools.org	377-1230
2 <sup>nd</sup> Grade	Melissa Skillestad	skillestadm@glendiveschools.org	377-1242	
2 <sup>nd</sup> Grade	Cindi Togni	tognic@glendiveschools.org	377-1211	
<i>Specialties</i>	Special Education	Marcy Adams	adamsm@glendiveschools.org	377-1202
	Special Education	Brenna Smedsrud	smedsrudb@glendiveschools.org	377-1247
	Title I	Julie Johnson	johnsonj@glendiveschools.org	377-1208
	Physical Education	Lindsay Adams	adamsl@glendiveschools.org	377-1201
	Music	Kathleen Linder	LinderK@glendiveschools.org	377-1205
	Library	Kolette Geiger	geigerk@glendiveschools.org	377-1213
	Speech	Lisa Christensen	christensenl@glendiveschools.org	377-1208

## **ACCIDENT/INCIDENT REPORTS**

All accidents and/or incidents causing bodily injury or property damage, which occur on the grounds or in the school building, are to be reported to the duty teacher, classroom teacher, nurse, or to the principal's office.

## **ANIMALS IN THE CLASSROOM**

The presence of animals at school can provide a valuable learning experience for students. They provide opportunities for addressing academic standards as well as supporting the social/emotional growth of students. However, animals cannot be allowed to endanger other's safety, health, or to disrupt learning. Therefore, **prior permission** must be obtained from the classroom teacher and the principal. An assumption of liability must be signed by the parent before a pet may be brought to school for Show & Tell. If permitted to come to school, the animal must be in a secure cage or on a leash, must have proper vaccinations, and must not be likely to act in a negative manner when around children. The student's parent or guardian must accompany the animal to school and take the animal home with them when they leave for the day. Animals are not permitted on buses.

## **ANNOUNCEMENTS**

School announcements are read each day at the beginning of the school day. Announcements will include but are not limited to: Pledge of Allegiance, universal of the day, weather for the day, lunch menu, and any other pertinent information.

## **ASBESTOS**

### **ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE GLENDIVE ELEMENTARY AND DAWSON HIGH SCHOOL**

Asbestos is a naturally occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or if disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program that enforces the *AHERA* mandate. These regulations are incorporated within the *AHERA Rule* (40 C.F.R Part 763, Subpart E).

In compliance with the *AHERA Rule*, the Glendive School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are listed in the school management plan.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the Glendive School District by an asbestos management planner, accredited by the State of Montana. The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include monitoring and encapsulating any ACBM remaining. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness-training program for maintenance and custodial personnel is documented.

A copy/copies of the Asbestos Management Plans is/are available for your review in the Glendive School District administration office during regular office hours. Mr. Ross Farber is the designated Asbestos Program Coordinator for the Glendive School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at 377-5293.

## **ATTENDANCE**

To maximize education, regular school attendance and punctuality are important practices for all students. Children with excessive Unexcused Absences may be investigated for Truancy and appropriate legal action may result. In general, our students enjoy school and have very good attendance. Class begins at 8:15 a.m. and ends at 2:50 p.m.

If your child is going to miss school, please call the school office (377-4155) each day your child is absent. If we have not been called by 9:00 a.m., you will receive an automatically generated call from the school letting you know your child is not in school. Students that arrive late must check into the office upon arrival at school. Children returning to school from being absent are asked to present a note to their teacher signed by the parent. Please make every attempt to have children in school on time. Attendance is extremely important to a child's progress in school. All tardies are reported to the office.

The Missing Children Information Program requires us to attempt to notify the parents of their child's absence. The police department or social services will be contacted if a child is chronically absent without a satisfactory reason.

### **Attendance Policy**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-lead activities, to build each day's learning on that of the previous day, and to grow as an individual. The school will do everything it can to provide a learning environment which will encourage students to attend. The school will also inform the parents of their child's attendance records and work closely with the home. Irregular attendance is usually reflected in the grades a student receives.

The State of Montana has made education compulsory for all children from the ages of 7 to 16. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law (Please refer to code MCA 44-2-507 and MCA 20-5-106).

### **Absence Notice and Procedures**

- a. Upon five (5) and eight (8) absences, the parent/guardian will receive a letter informing them of the absences.
- b. Upon the eleven (11th) absence, the parent/guardian will be notified that their student has passed the allowed ten days per semester and to set up a meeting with the administrator to talk about the absences and help set the student up for success.
- c. Upon the twentieth (20th) absence, the parent/guardian will receive another letter stating that the County Attorney, police, or social services may be called because of the absences.

### **Clarification of Absences:**

- A. **Medical Absence** - An absence will be recorded as medical when the attendance office has received written documentation from the attending doctor's office for each absence **within 7 calendar days of the recorded absence(s)**.
- B. **Excused Absence** - Any absence which the parent/guardian authorizes before, the day of, or the day following the absence. Excused absences need to be verified at the time of return to school. Parental/Guardian notification of absence is accomplished by calling the school office (377-4155), sending a written note prior to the absence, or sending a written note upon the student's return to school.
- C. **Unexcused /Truant Absence** - All absences not school authorized and without parental or guardian knowledge and /or permission, or those not communicated to the school within 48 hours are unexcused. [It should be noted that the **SCHOOL** determines truancy and NOT the parent or student.]
- D. **SUSPENSION:** The student is either suspended in school or out of school. This is determined by the school principal.

### **Tardies**

It is the desire of the District to promote punctuality, accountability, and other time management skills for all students. Students are required to be on time to class and other activities.

General guidelines:

1. A student who fails to be on time is considered tardy.
2. If a student is **tardy to school**, he/she must first report to the Principal's Office.
3. The Tardy bell rings at 8:25 a.m. every morning.
4. If a student is not in class before the tardy bell rings, the student is tardy.
5. If a student comes to school after 9:30, the student will be marked absent for the morning.

Standard Tardy Penalties:

- On 4 tardies, the principal will talk with the student about why they have been tardy.
- On 6 tardies, a letter will be sent home to inform the parent/guardian of the amount of tardies and set up a meeting or telephone call with the principal.
- On 10 tardies, the parent/guardian will receive another letter stating that a meeting needs to be set up with the parent/guardian, teacher, and principal to come up with a plan to stop the tardies.

## **BUS TRANSPORTATION**

District school bus transportation is a convenience and a privilege that may be withdrawn for inappropriate behavior. Although there is no charge to receive bus service, registration is required at least two school days before a student can ride. Registration can be made by calling the Transportation Director at 377-4055. A permanent bus plan including one morning pickup and one afternoon drop-off location will be established at that time. Permanent bus changes due to a family move or other situation will be made through the Transportation Director. A student who regularly rides the bus will be placed on his/her respective bus after school unless a note or phone call from the parent is received on that particular day stating the student will be picked up at school by a specified person.

A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home and locations requested in writing by parents. Students riding the bus must comply with the requests of the driver and posted rules.

### **Rules**

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given by a school principal and/or drivers.
3. Outside of ordinary conversation, classroom conduct must be displayed while on the bus as well.
4. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing any object out the window.
5. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
6. No pupils shall at any time extend his/her head, hands or arms out of the windows, whether the bus is in motion or standing still.
7. Pupils must see that they have nothing in their possession that may cause injury to another such as sticks, any type of firearms, straps or pins extending from their clothing.
8. Each pupil must see that his/her books and personal belongings are kept out of the aisle.
9. No pupil shall sit in the driver's seat, nor shall any pupil sit to the left nor to the right of the driver, interfering with him/her in any manner.
10. No pupil will be allowed to talk to the driver more than is necessary.
11. Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
12. Pupils must leave the bus in an orderly manner and must obey the bus driver and teacher on duty. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, pupils should be in full view of the driver at all times.
13. Pupils must cross the highway ONLY in front of the school bus.
14. Pupils must NOT stand or play in the roadway while waiting for the bus.
15. Pupils who have to walk some distance along the highway to the bus loading zone must walk on the left hand side facing oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
16. Dress appropriately for weather conditions.
17. Pupils must be on time and wait for the bus to come to a complete stop before loading.

### **Revoking of Bus Riding Privileges**

1. Students who abuse the privilege of bus transportation by breaking any of the rules that are posted in the school buses, may lose their privilege for a period of time. Suspensions are normally a couple days to a week for the first offense, and for a couple of weeks up to the remainder of the school year for additional offenses, or for more serious offenses such as possession of alcohol and/or the use of drugs or tobacco products on the bus.
2. A letter will be sent to the parents detailing the situation and disposition of the case.

### **No Tolerance Offenses**

Fighting, rude, disrespect to driver (insubordination); possession of controlled substance (alcohol, tobacco, narcotics); damage to school property; violation of bus safety.

### **Change in routine, address and/or telephone number**

Please notify the school when your child changes his or her routine. For example, children will not be allowed to ride a different bus, go to a friend's house, go to scouts, etc., unless the teacher receives a permission slip signed by a parent/guardian. In general, telephone calls will not be accepted given the difficulties in identifying the caller. We also request that you notify the school any time you have a change of address or telephone number, due to any emergency situation. In addition, please leave the name and phone number of a relative, neighbor, or friend in the event that we are unable to reach you. If permission or notification is not provided, your child will be sent home as per original transportation plan.

### **Incllement Weather**

During the winter, it may be necessary to not run buses outside the "city" limits. In that event, all buses will transport students who live in Glendive, West Glendive, Highland Park or Forest Park. Bus routes will need to adjust the departure

times to insure that “city” students are transported. The superintendent will contact parents and the radio station to tell parents that buses will not pick up rural students who attend Glendive Schools due to inclement weather.

## **DISCIPLINE**

The primary concern of the discipline plan is that each child attends school and learns in an environment that is safe and productive. Students will be respectful to and cooperative with staff members, substitute teachers, volunteers and other students. Any act that disrupts learning is disrespectful, or causes danger to people or destruction of property is not permissible.

Each teacher is responsible for developing guidelines and rules for the classroom based off of JES’s [Universal Expectations](#). These will be communicated to parents, discussed with students, and clearly posted in each classroom. These plans teach Jefferson students to be responsible for their actions. Teachers will notify parents if a child’s behavior becomes disruptive. If you receive a referral sheet from your student, please discuss the incident with your child.

### **Behavior Referrals**

If a student is referred to the principal for inappropriate behavior, it will be for one or more of the following reasons: Overt Defiance/Disrespect/Non-compliance, Major or continuous Disruption, Technology Violation, Property Damage/Vandalism, Major Throwing, Inappropriate/Abusive Language, Theft, Lying/Cheating, Physical Aggression, Excessive Tardies, Fighting, Harassment/Bullying, Weapons/Dangerous Items, Habitual (4<sup>th</sup> Offense), or Other.

The principal has the authority to assign any consequence based on the severity of the infraction. A child who receives one or more Behavior Referrals will receive a consequence. The parents will be contacted and a copy of the Behavior Referral will be mailed home. The consequence may include but not be limited to the following:

1. Conference with student
2. Loss of Privilege
3. Time out/Detention
4. Time in Office
5. Community Service
6. Bus Suspension
7. Out-of-School Suspension
8. Behavior Plan

### **Bullying, Harassment, Intimidation, Hazing (B.P. 3226)**

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

#### **Definitions**

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

- c. Creating a hostile educational environment.
- 5. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

### *Reporting*

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

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

### *Responsibilities*

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

### *Consequences*

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

### *Retaliation and Reprisal*

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

### *Corporal Punishment and Restraint*

Corporal Punishment and Restraint of Students Montana School Law states the following: #20-4-302(3) A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil. (4) A person who is employed or engaged by a school district may use physical restraint, defined by placing of hands on a pupil in a manner that is reasonable and necessary to: (i) quell a disturbance; (ii) provide self-protection; (iii) protect the pupil or others from physical injury; (iv) obtain possession of a weapon or other dangerous objects on the person of the pupil or within control of the pupil.; (v) maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on campus facility, or (vi) protect property from serious harm.

### *Due Process Procedure*

Parents and students may have concerns, questions or even complaints that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops. Please do not wait until the concern becomes a problem. The first person to contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the office. The teacher will return your call and arrange an appointment to visit with you.

Under no circumstances will a teacher be called to either talk or see anyone while class is in session.

The principal should be contacted only **after** areas of concern have been discussed with the teacher. The principal, teacher and parent(s) will then meet to discuss the concern if necessary.

Any student or parent that believes they have been discriminated against for any reason can institute the following grievance policy:

**Step 1:** Informal discussion with the school employee directly involved.

**Step 2:** Formal grievance in writing to the Principal within 60 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

**Step 3:** Formal grievance in writing to the Superintendent within 15 days of the Principal's decision if Steps 1 and 2 are not satisfactory.

A copy of the Board Policy 3215 regarding this issue will be provided upon request.

### No Tolerance

Use or possession of a weapon, explosive, or any other object intended to inflict harm, use or possession of tobacco, drugs, alcohol, or any controlled substance, destroying or defacing school property, physical assault, and theft are considered to be no tolerance behaviors. These behaviors would result in out-of-school suspension, contact with and intervention through the appropriate law enforcement agencies, and possible expulsion.

### Searches and Seizure

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

#### *School Property*

Student lockers, desks, and other such property are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

#### *The Person*

According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school controlled property.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

If school officials conclude that a more intrusive search (i.e., a strip search) is needed, they shall call the parents of the student involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

### Sexual Harassment/Intimidation of Students {B.P. 3225}

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with the student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits services, opportunities or treatment; or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the Districts who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.



The Districts will make every effort to insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the Districts' compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

### Suspensions

#### *In School Suspension (ISS) – Time in Office*

ISS will serve as an alternative for students who in the past would have been suspended out of school. ISS has been established to provide a structured, supervised program for suspended students in lieu of unsupervised, unstructured out-of-school suspension. Since the program requires regular attendance at school, it is felt that this will have a more positive effect on students' general school attitude and behavior as well as providing positive assistance in their academic needs. ISS will provide social separation and the academic emphasis needed for a positive disciplinary approach. Students in ISS will continue their academic work and receive credit for successfully completed work while being separated from the mainstream of the school environment. Attempts will be made to effect a favorable change in the behavior and attitude of the students.

#### *Out of School Suspension (OSS)*

OSS is viewed as severe action, which denies the student the privilege of attending school for the number of days specified.

School administrators may suspend a student on a short-term basis (1 to 10 school days). All extracurricular privileges are also suspended. Any student who visits school during the school day or attends extracurricular activities while under suspension will be subject to additional disciplinary action.

Students receiving an out-of-school suspension are encouraged to remain current with class assignments and may make up any work missed.

#### *Reversed Suspensions*

Reversed Suspensions are an alternative to Out of School Suspension or In School Suspension. It allows the parent to come to school and spend the entire day by their child's side.

### Suspension And Expulsion (B.P. 3300P)

At the discretion of the administration, suspension may take any form. First a student may be suspended one to ten days and not be allowed to attend school. In serious cases, a student may be suspended until the next scheduled school board meeting.

In suspension, the student will not be allowed to participate in any school related activity for the duration of suspension.

Suspension and expulsion are both highly serious measures and should not be taken lightly by any student or teacher.

### *Suspension*

The procedure set forth below will be followed when a proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct and a student will be given opportunity to respond to the charges.

When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process a pre-suspension conference will not be required and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

A building administrator will report any suspension immediately to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension.

An administrator will send a copy of the report and notice to the Superintendent.

The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review the Superintendent will take such final action as appropriate.

### *Expulsion*

The Board, and only the Board, may expel a student from school and may do so only after following due process procedures set forth below.

The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail at least five (5) school days before the date of the scheduled hearing. The notice will include time and place of hearing, information describing the process to be used to conduct the hearing, and notice that the Board intends to conduct the hearing in closed session unless a parent or legal guardian waives the student's right to privacy.

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

At hearing the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.

### *Procedures for Suspension and Expulsion of Students With Disabilities*

The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. The Board will not expel any special education student when a student's particular act of gross disobedience or misconduct is a manifestation of a student's disability. The Board may expel pursuant to its expulsion procedures any special education student whose gross disobedience or misconduct is not a manifestation of a student's disability. A disabled student will continue to receive education services as provided in the IDEA during a period of expulsion.

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. The District will place such student in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA.

### *Title IX Discrimination*

Glendive Public Schools do not discriminate on the basis of race, religion, color, national origin, sex or disability in offering employment or in providing education services, activities, and programs, including athletic vocational programs, in accordance with the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

### *Tobacco, Alcohol, or Drugs*

The district recognizes that the use of illicit drugs and the unlawful possession and uses of alcohol and tobacco are illegal and harmful. Guidelines of conduct for students of the district clearly prohibit the possession, use, or distribution of illicit drugs, alcohol, and tobacco on school premises or as a part of any school-sponsored activity. The use of mood-altering chemicals and chemical dependency affect the lives of students= families of the district and represent an impairment to the students= normal development, well-being and academic achievement.

Necessary disciplinary actions up to and including expulsion and referral for prosecution will be imposed on students who violate these guidelines of conduct. The district will work with the community to positively address the problem, and will be responsible for the

development of this program within the existing legal, financial and policy restraints.

## **DRESS ATTIRE**

The Jefferson Elementary School believes that dress and appearance are primarily the responsibility of students and their parents. We ask that student appearance and clothing be neat, clean, and in good taste so as to not disrupt the educational process. If dress or appearance is in question, the school will contact parents.

### Dress Code

Students and their parents have the right to determine the student's pattern of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not detract from the educational process. These prohibited items include but are not limited to clothing with inappropriate wording or designs that hint, suggest, or refer to drugs, alcohol, sex, or profanity as determined by the principal or teacher.

Halter tops, backless, or low-back shirts, tops that are revealing, short shorts or skirts that don't reach end of fingertips, muscle shirts, T-shirts without sides, and tops that do not cover the waist are not allowed. Baggy pants, wallet chains, and shoes with wheels can create safety concerns on the playground and are inappropriate.

Hats and other headgear may not be worn in the school building.

### Appropriate Outdoor Clothing

It is critical for all students to wear a warm coat, gloves, hat, and boots when the weather is cold. These clothes also make playing during recess time more enjoyable for children. Because of the laws governing fires and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear overshoes or snow boots, they should bring another pair of shoes to wear inside the building during the day. If it would be more convenient for your child to leave a pair of shoes at school during these months, that can be arranged with your child's teacher. BE SURE TO MARK THESE ITEMS WITH YOUR CHILD'S NAME, inclusive of other items that belong to your child. Any student not wearing appropriate outdoor footwear may be restricted to designated areas of the playground.

### Lost and Found

All clothing and other personal items should have some identification. We are not responsible for private playground equipment that is brought to school. PLEASE CHECK OUR LOST AND FOUND CONTAINER IN THE FOYER HALL AND ALSO THE BUS BARN FOR LOST ARTICLES. Every spring we discard or take to our local "Attic" any unclaimed clothing some of which are expensive, shoes, coats, etc.

## **EDUCATIONAL PROGRAMS**

### Computers

Jefferson School has a computer lab. We also have a variety of software available for student use.

### Elementary Counseling

Guidance services are available for every student in the school. The counseling program includes preventative counseling (usually through classroom instruction), individual counseling, small group counseling, consultation with teachers, and consultation with parents. Student requests to see the counselor on an emergency basis will be honored. Student may request to see the counselor on an individual basis and will be allowed to do so unless a parent/guardian requests otherwise in writing. For further information about our counseling program, do not hesitate to call our counselor.

### Library Program

Jefferson Library is staffed by a full-time librarian. Each class has scheduled times to visit the library for instruction and checking out library items.

### Music

A music teacher teaches all Jefferson students their music instruction.

### Physical Education

A physical education teacher provides Jefferson School students in grades K-2 with physical education instruction.

### Special Education Services

Jefferson School has a resource room devised to accommodate the needs of students with disabilities. This program is designed to meet the individual needs of those youngsters experiencing difficulty in the basic academic skill areas. A student involved in this program is instructed through the implementation of an individualized program geared to his/her specific needs.

Prior to the referral to Special Education the BIT (Building Intervention Team) meets to develop interventions. If the problem continues to occur a referral will be made to Special Education and a Plan of Evaluation will be activated. The multi-disciplined evaluation will occur and this will assist in determining the qualification of the student for Special Education.

If the student qualifies, the IEP (Individualized Education Plan) team develops a plan to meet the needs of the student.

The Glendive School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), is required to inform and provide full educational opportunities to all students. Anyone aware of an individual who may benefit from special education and related service is encouraged to call our Director of Special Education at 406-377-5363.

### Title 1

Title 1 is a federally funded program staffed by a certified teacher to provide students with supplemental help in core academic areas, emphasizing reading and math.

## **EMERGENCY SITUATIONS**

### Lockdown

Glendive Public Schools use ALICE for our "Active Shooter" Protocols. The principal has been ALICE trained and is certified to train the staff in the proper procedures. ALICE stands for:

A – Alert  
L – Lockdown  
I – Inform  
C – Counter  
E – Evacuate

This program is a great way to keep our students safe. Practices for these situations will be done at school with the students in mind. Most trainings will be without students. When students are involved, the principal will inform parents in advance that there will be a training that day.

### Fire Drills

Fire drills will be conducted throughout the year as required by state law.

### Emergency Closure

Closure or changes in the school schedule will be given to the following radio stations by 6:30 AM on the day of the change: KXGN AM 1400, KDZN FM 96.5, KGLE AM 590. The determination will be made by the District Superintendent or designee.

### Emergency Phone Number

The emergency phone numbers on the student record card are important, especially when accidents or illnesses occur. Without accurate data, we may find it impossible to notify parents/guardians. It is vital to keep this card up-to-date. Students will be asked to list information on their enrollment cards at the time of registration. Parents are requested to inform the school of any changes in home, work or emergency telephone numbers.

The Glendive School District now has the capability to contact all parents simultaneously due to the School Messenger service. For this system to work correctly, every parent will need to contact the students' schools if there has been a contact number change recently. The system will contact first contact the home telephone, followed by the work telephone and an emergency contact.

In the event that the school would have an emergency, administrators will use the School Messenger service to contact parents to let them know what is happening as quickly as possible. If students must be moved to another location, administrators will contact parents to tell them the location and the protocol for taking the students home safely.

With School Messenger now active, all parents will be kept informed of what is actually happening in school during a lockdown. This should eliminate several of the rumors that accompany any event.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Certain information about District students is considered directory information and will be released upon request in writing, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. There is a sign-off form in the front of this handbook.

## **GRADING**

Jefferson Elementary School uses a standard based reporting system to determine student academic progress. Below is the scale that is used to grade each performance level.

<b>Performance Indicator Scale</b>		
The goal is for all students to reach level 3 by the end of the year.		
<b>4</b>	Exceeds	Progress in performance indicator exceeds current grade level expectations, working on above grade level expectations
<b>3</b>	Proficient	Progress in performance indicator meets current grade level expectations
<b>2</b>	Developing	Progress in performance indicator is approaching current grade level expectations
<b>1</b>	Emerging	Progress in performance indicator is below grade level expectations, working on below grade level expectations
<b>NA</b>	Not assessed this reporting period	The performance indicator was not assessed during this reporting period
<b>NT</b>	Not taught this reporting period	The performance indicator was not taught during this reporting period
<b>NE</b>	Not enough evidence	There was not enough evidence to assess during this reporting period

Report cards will be sent home after each quarter, approximately every 9 weeks. Report cards reflect an overview of your child's performance for each marking period. You are encouraged to communicate with your child's teacher through parent/teacher conferences, 1<sup>st</sup> day of school celebration, open house and informally (i.e., the telephone, letter, email, visits, etc.). Should you wish to arrange a special conference with a teacher, please contact the school and an appointment will be made.

### Homework Assignments

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. In the event of illness, a student has one day per each day of absence to complete and turn in homework assignments.

## **GUN FREE SCHOOLS**

In accordance with the provisions of the Gun Free Schools Act, 20 USC 3351, any student who brings a weapon or firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the building Principal or District Superintendent.

Firearms will not be permitted on school property. Employees and non-student visitors will not be permitted to bring firearms on school property.

The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

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

## **HEALTH AND WELFARE**

### **Medication**

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short term acute health conditions. Primary consideration should be given to scheduling medication doses so that administration is done at home.

When the medication must be given during the school day by the school nurse, stringent guidelines must be followed. The nurse will notify parents if medication is sent to school with their children and these criteria have not been met. Teachers will NOT administer medications even if they are over the counter prescriptions. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at the school to administer the medication, this policy for administration must be followed:

1. Written orders from the student's physician with the following information must be on file at school prior to distribution of medicine. Appropriate forms are available at the office.
  - a. child's name
  - b. name of drug
  - c. dosage
  - d. purpose of the medication
  - e. time of day medication is to be given
  - f. anticipated number of days medication needs to be given in school
  - g. possible side effects
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. A specific locked cabinet will be provided at the school for the storage of medications.
4. The school nurse shall organize a practical plan for the administration of medication. The precise time and medication dose should be clearly stated, so that in the absence of the nurse specific directions are available.
5. An individual record of such prescription medication administered by school personnel shall be kept.

These are protective measures to safeguard your children.

### **Illness/Communicable Disease**

If your child has a fever or does not feel well, he/she should not be in school. Because of the close contact of children in the classrooms, any child with a fever or communicable disease (chicken pox, measles, etc.) must be kept home. We urge you to consider the health of other students as well as that of your own child in these situations. If a child becomes ill or is hurt at school, he/she will be under supervision, and the parents will be contacted and asked to pick up the child. If your child is too ill to be outside for recess, they are too ill to be at school, unless a medical note is provided.

If your child should be exempted from P.E. class for any reason, a written excusal & physician note must be presented to the office and then to the P.E. teacher.

### **Emergencies at school**

Students who become ill or injured during the day should report to the principal's office. A school nurse may be available. First aid materials are on hand. Please make sure the school has your current telephone numbers and a number of the emergency contact in case you cannot be reached.

1. Whenever a student shall become sick or injured at school, the school authorities or attendance office personnel shall attempt to notify the home to tell the parents the nature of the sickness or injury.
2. Students normally will not be sent home when ill unless parental or guardian contact has been made. Students will be sent to the nurse's office or back to class until such contact is made.
3. If the injury is apparently serious in nature, the student shall be referred to the nearest medical personnel for attention and parent notified thereof as soon as possible.

### **Head Lice**

Whenever a case of head lice is reported to the school or discovered by school personnel, the school nurse or other trained personnel will examine the student(s) involved. Findings will be reported to the respective guardian, and the infested student will be sent home immediately for appropriate treatment.

When it is determined that a student has live head lice, the student will be excluded from school, school programs, and activities. The student will be allowed to return to the classroom and school activities after being treated with an effective lice killing treatment. The parent will provide a signed written note verifying that the child has been treated. The school nurse and/or designated individual will check the infested student(s) before re-admittance to the school and/or its activities. The student must be determined to be free of live head lice in order to return to the school environment.

If no live louse is found, students will not be sent home if "nits" are present. The American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), and the Centers for Disease Control and Prevention (CDC) advocate not sending students home with nits.

### Immunization Policy

Montana Law requires that all students entering Montana Public Schools be immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (rubeola). Every student attending Jefferson Elementary must have had the required shots or filed an exemption in order to attend school. (MCA 20-5-403)

## **PARENT AND LEGAL GUARDIAN RIGHTS**

Should you be divorced, legally separated, or the legal guardian of a child other than your own, please inform the school office immediately of any court or administrative proceeding which grants you the custodial rights and/or limits the custodial right of others to your child or children. This information is necessary to protect your rights as parents and guardians and to prevent non-custodial parents from removing a child from school without the proper authorization.

## **PARENT TEACHER ASSOCIATION (PTA)**

You are encouraged to become an active member of the district wide elementary Parent Teacher Association. It allows you the opportunity to meet your neighbors, school personnel and friends. PTA has special goals; i.e., playground equipment, events to get families together, support for special projects, etc. Many positive things have been accomplished through the efforts of those who have joined. If you would like more information, please email the PTA at [glendivePTA@gmail.com](mailto:glendivePTA@gmail.com).

## **PERSONAL ITEMS**

### Bikes

As parents, you need to decide when your child has acquired the necessary maturity, skills, and knowledge of traffic safety to assume the responsibility of riding a bicycle to school. Since most students in kindergarten and grade one do not have sufficient skills or maturity to safely handle riding a bicycle to school, we discourage you from giving them permission to do so. If you decide to permit your child to ride a bicycle to school, please instruct him/her to use utmost caution to avoid accidents. All bikes are required to be locked up at the designated bike racks at the front of the school.

### Lockers and Coat Racks

Since lockers are often shared and not to be locked, valuables or money should not be kept in lockers or in backpacks; the school assumes no responsibility for the loss of valuables or money. Each student is responsible for keeping his/her locker clean, both inside and outside. Locker use is a privilege.

### Personal Technology

iPads, tablets, kindles, and similar devices may be allowed by the classroom teacher for educational applications, but the parent/student accepts the risk of damage or theft.

### Toys/Personal Items

Students are NOT to bring toys or trading cards to school. Expensive toys, (i.e., Game Boys, portable CD players, iPods, handheld electronic games, etc.) are not allowed at school at any time. Cell phone usage will not be allowed during the school day. If your child should bring a cell phone to school, it must remain in his or her backpack during the school day. The School District is not responsible for theft or damage of private property.

## **RECESS**

Children are required to go outside for recess, weather permitting. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess. There should be very few situations when children who are well enough to be in school require inside recess. All children will be kept inside during extreme weather conditions at the principal's or designee's discretion. Please look at the front of the school for a sign that will let students know that they are able to come inside.

## **SAFETY**

See [Emergency Situations](#)

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Jefferson Elementary School provides a nutritious breakfast and hot lunch program. Here are some general information about the school lunch program:

1. The cost of breakfast, lunch and extra milk is taken from the student's account.
2. Students' hands are stamped with a black "LUNCH TICKET" stamp when their account has two or fewer lunches left. We discourage students from charging. If there are extenuating circumstances, please contact the secretary about your child's account.
3. **Free/Reduced lunch applications are sent home with each student the first day of school. You need to reapply EVERY YEAR for your child to qualify for this program.**

### **Breakfast**

Breakfast is offered to students every school day. Breakfast costs \$1.50 for full-price meals; \$.30 for reduced-price meals and free for students who qualify. Breakfast serving time is 7:45 - 8:10 a.m., which allows students time to eat and arrive for class on time. Payments on student accounts can be for any amount the parent wishes.

### **Hot Lunch**

Full-price lunches are \$2.00 per day; reduced-price is \$.40 per day and extra milk is \$.40 per day. Adult lunches are \$3.50 per day and adult breakfast is \$2.00.

### **Cold Lunch**

When your child prefers a lunch prepared at home, we ask that you carefully consider items that provide a well-balanced meal. If your child is responsible for packing their own lunch, please check to see that a good variety of nourishing choices are included. Foods with high sugar content are discouraged. Please do not include soda pop with a cold lunch!

### **Milk Tickets**

Milk tickets are \$8.00 for a 20-punch written ticket. Recess milk is not mandatory but is encouraged. These tickets are kept in the classrooms and the used ticket is sent home with your child.

### **Parents**

Parents may eat hot lunch with their children in the cafeteria. If you plan on eating with your child, please call the office by 8:45 a.m. on the day you are coming so you are included in the lunch count. We ask that you do not bring fast food into the cafeteria for your children.

### **School Meals Collection Procedure**

The Glendive Public Schools recognizes that the school lunch/breakfast program is extremely important to the well being of students. Students are encouraged to participate in the program. The following procedure will be used to deal with student accounts that are delinquent. Those accounts deemed delinquent would be turned over to a collection agency when any of the following occur:

- The school year has ended, 30 days have elapsed since the end of school, 3 notices (at least 10 days apart) have been sent to the parents/guardians, and the account is still showing a balance due.

## **STUDENT CHECK-OUT PROCEDURE**

Should it become necessary for you to remove your child from school during the school day, you will need to stop at the office first and complete the Student Dismissal Log. For your child's safety, only those authorized on the enrollment form will be allowed to check out the student. Your child will then be allowed to leave school. Upon returning to the building, parents must check in their child at the office before he/she goes to class. Please attempt to make doctor appointments, etc., after school if at all possible.

## **STUDENT DROP-OFF AND PICK-UP PROCEDURES**

Safety in getting students to and from school is a priority at Jefferson Elementary School. For the safety of all students, they are to be picked up in the Parent Parking lot across from the Kindergarten playground. Students may be dropped off after 7:45 a.m. as supervision is provided at that time. All students are to be picked up from school by 3:00 p.m. each afternoon.

Pedestrians, students, and adult are to utilize the crosswalks at all times as walking between vehicles is very dangerous. If a parent parks across the street, he/she is to get out of their vehicle, walk across the crosswalk to get his/her child, and walk with the child back to the car, again using the crosswalk. It is very dangerous for a parent to park across the street and wait there for his/her child because when a child sees the parent, he/she is likely to run between vehicles and out into the street into oncoming traffic. Please reinforce with your child the importance of using a crosswalk at all times.



## **TEXTBOOKS**

Children are given permission to take textbooks home for completing unfinished work. Textbooks which have been lost or damaged due to negligence must be replaced by the pupil at replacement cost. Books have become increasingly expensive with some costing up to \$60. Please insure your children care for their books in a responsible manner.

## **UNIVERSAL EXPECTATIONS (BE DINOMITE)**

### *Be Dinomite*

Our goal is to create the best learning environment possible for children. To achieve this goal, students can and will be taught the guidelines for success. These guidelines are:

1. Be Safe
2. Be Respectful
3. Be Kind
4. Be Responsible
5. Be a Learner

We want a safe, caring, orderly school in which children can receive the best education we can possibly deliver. To assure each student a safe, secure, and predictable school environment, students are required to follow the "Be Dinomite" guidelines which cover all common areas and the classroom.

Students who behave appropriately will be positively rewarded with praise and a variety of incentives. School wide behavior incentive programs may be implemented at various times during the school year.

### *Refocus*

Failure to follow the Universal Expectations will result in the student filling out a refocus form. On the fourth refocus form in a week, the student will be sent to the office. Severe disruptions will be sent directly to the Principal.

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

## **VISITORS**

We are seeking to ensure that Jefferson Elementary School is a safe and productive place for your children. The students are in our care and we take that responsibility very seriously. It is our policy to know who is entering and visiting our building at all times. For this reason, JES maintains a "closed campus" during instruction time for the safety and security of all students and staff.

To ensure the safety of your children, parents and other visitors MUST check in to the office prior to going elsewhere in the building or playground area. Please enter through the front doors as all the other doors will be locked for safety. Visitors will be issued a pass, which can be worn while in the building. Visitors will not be permitted to loiter on the school campus or in school buildings. Local law enforcement officers may be summoned to cite habitual offenders with trespassing charges.

We sincerely hope that you will feel welcome at JES and that these procedures will not make you feel otherwise. Our dedication to the safety of your child and our staff is one of our top priorities.

Children, cousins, etc., who are visiting from out of town will not be allowed to attend school for the day. If special circumstances exist, a classroom visit must be approved in advance by the principal and the classroom teacher.

## **VOLUNTEERS**

Our Volunteer Program at the school is a very strong and successful one. Volunteers work in the classroom, office and sometimes on the playground. If you would like to become involved in this exciting and rewarding experience, please notify the school office or contact your child's teacher. Most volunteers work a couple of hours a week. However, individuals interested in being a long term or special event volunteer, please contact your teacher or the school office, to fill out the appropriate volunteer form. Their contribution to our school day is greatly appreciated.

## **WEAPONS**

Weapons are forbidden on school property. Possession of firearms and other weapons will be dealt with according to district policy, state and federal law. Any student involved with possession or use of weapons will be referred to the School Board for expulsion.

Toy weapons are also not permitted at school. Violators will be dealt with at the principal's discretion.

## **CONCLUSION**

This Handbook has been issued to you to help answer many of the questions which arise in your mind during the school year. Please try to keep this handbook some place where it will be available to you. Copies of this booklet will be available in the Principal's Office for \$5.00. This handbook is also on our website – jeffersonschool.net

**Situations may arise during the year that has not been covered in the handbook and if necessary, they will be dealt with at that time.**

Things not dealt with in this handbook may be governed by school board policies or administrative procedures. If you have any questions or concerns about specific issues not covered in this handbook, contact the Jefferson School Office.

**\*\*ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS THE NEED ARISES\*\***





**SIGNATURE PAGE(S)**

Parent/Guardian Signature Page

**Jefferson Elementary School  
Parent/Guardian Signature Page**

Student name: \_\_\_\_\_

Grade:            Kindergarten                      1st                      2nd                      Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Primary phone: \_\_\_\_\_                      Secondary phone: \_\_\_\_\_

I have read and understand the Jefferson Student Handbook and FERPA statement below, and I understand what is expected of the above named student.

Parent/Guardian(s) printed signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Parent/Guardian(s) printed signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**FERPA**

Family Educational Rights and Privacy Act (FERPA)

Regarding student records, federal law requires that ‘directory information’ on my child be released by the District upon request (in writing), unless I object (in writing) to the release of any or all of this information. The objection must be filed within 10 school days of the time this handbook was given to my child.

Directory information ordinarily includes:

- Student’s name
- Address
- Date and place of birth
- Photos and videos
- Picture/video posted on JES social media
- Awards received in school
- Participation in school sponsored events
- Student’s name on program for school related activity
- Telephone number
- Dates of attendance
- Picture with name in the paper
- Most recent school attendance
- Period of attendance in school

In exercising my right to limit release of this information, I have MARKED THROUGH the items of the directory information listed above that I wish the district to WITHHOLD about my child.

School use only:  
Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

***These forms must be signed and returned to your child’s classroom teacher at Jefferson School within 10 days of receiving the student handbook.***

Internet Use Policy

Students Name (Last, First): \_\_\_\_\_

The Glendive School District recognizes internet access as a vital part in the education of its students. Students are responsible for good behavior on the district computer networks just as they are in a classroom or a school hallway. Communications on the internet are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others as it relates to their education and class work. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. Network storage areas will be treated like school lockers. Network administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly without the consent of the user. Users should not expect that files stored on district servers will always be private. During school, teachers will guide students towards appropriate materials that are relevant to the classroom and the instruction that is taking place. Outside of school, families bear the responsibility for such guidance as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media. Activities not permitted on school district networks include, but are also not limited to the following below:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violation of copyright or trademark laws
6. Using passwords other than your own
7. Trespassing on folders and files other than your own
8. Employing the network for commercial purposes
9. Accessing inappropriate sites and downloading inappropriate materials
10. Intentionally wasting limited resources

Failure to use district networks in an appropriate manner will be considered an act of insubordination and will be subject to school disciplinary code. Violations may result in loss of privileges, suspension, or a hearing before the board of trustees. When applicable, appropriate law enforcement agencies will be involved.

**PERMISSION TO PUBLISH**

Your student may have the opportunity to publish documents and projects on the internet. These documents may include a personal home page, as well as any other personal work created by the student. **We will publish these documents only with written permission.** Published documents will not include the following information:

1. Any personal information related to a physical address or location of students, family members or phone numbers.
2. Given time other than attendance at a particular school or participation in school activities.

Documents will conform to Glendive School District policies and established school guidelines. All documents will be edited and approved by a referring teacher and a school principal before publication. **If there is specific information you wish to remain unpublished, please circle below:**

**First Name      Last Name      Photograph      Other** \_\_\_\_\_

The use of school and district networks must be in support of education, research and the educational goals and objectives of the Glendive School District. Students are personally responsible for this provision at all times when using the district network and internet.

**I have read the internet use policy and approve of my child’s use of Glendive School District networks as stated. I also allow the Glendive School District to publish my student’s work as described above.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_