

2018 ~ 2019

Shelby Elementary School

Student Handbook



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Shelby, MT 59474

Shelby Public School District #14
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Prompt and prepared
Acept responsibility
Work hard
Show respect

Vision Statement

To educate, serve and nurture the emergent learners of Shelby, Montana

Mission Statement

To provide the students with a balanced educational and social foundation to build upon as they grow and mature.

We Believe In...

- Schools that are safe and caring.
- Students striving to be successful learners.
- Respect towards others, self and property.
- Teachers providing an environment conducive to learning.
- Shared responsibility and cooperation between school, community and home.
- Learning as a life-time process.

ADMISSION TO SCHOOL

Children may be enrolled in school whose 5th birthday occurs on or before September 10th of this school year. A birth certificate and complete health forms are required for admission to school. The State of Montana requires proof of immunization. A personal exemption is no longer allowed for Montana schools. A religious exemption is allowed but must be reasserted annually by affidavit.

WITHDRAWAL FROM SCHOOL

When a student is planning to leave the Shelby Elementary School District, the parent should notify the school in advance if a student is transferring to another district. This will allow us time to complete the necessary paperwork. When registering your child at the new school, the parent will need to sign a transfer request which will give us permission to send the records to the new school.

TIME SCHEDULE

AM

7:30-8:15	Breakfast program in cafeteria
8:00	Playground supervision begins
8:15	Kindergarten – 6th Gr. students pass to their classrooms
	Classes begin upon students entering the classrooms
10:00 – 10:15	Morning recess – 1st – 4th Gr.
10:50	Lunch Times begin
11:40-1:00	Classes resume

PM

1:45-2:00/2:00-2:15	Afternoon recess – 1st – 4th Gr.
3:08	K-3 Grade Dismissal
3:38	4-6 Grade Dismissal

*** Note: School will be dismissed every Friday, at 2:44 PM for all grades K-6. Please see the school calendar for days scheduled for NO SCHOOL.**

DISMISSAL FROM SCHOOL DURING THE DAY

Students walking or biking to and from school should be properly instructed as to the safest route and behavior when proceeding along any roadway. We encourage parents to spend extra time with their children on this topic as we all are concerned with child safety. Students wishing to leave school during school hours or at lunch time must have parent permission, and they must leave school only to go home for lunch or with their parents. The Shelby Elementary School has a Closed Campus Policy which means students, once they arrive at school, cannot leave the school grounds unless it is with a parent or a designated adult. If parents are to pick up their children at school, please pre-arrange your meeting place and time so that everyone can be easily located, outside of the main entryway if at all possible so the hallways can remain clear and uncongested. The drop-off and pick-up area for parents to use is located on Westwood Ave. The Valley St. entrance is designated for buses and wheelchair access. Please leave the front spaces for handicapped parking.

Please note that if a student leaves school before 10:00 AM and 2:00 PM, they will be marked down for missing that half of the school day. This is based upon them being present at school for at least half of the morning or afternoon sessions.

RELEASE OF STUDENTS FROM SCHOOL (including release for Lunch at home)

A student who will need to leave school during the day must bring a note from his or her parent/guardian that morning, or call the office with sufficient advance notice. A student who becomes ill during the school day should, with the teacher's permission, report to the office. There, it will be decided whether or not the student should be sent home and the office will notify the student's parent(s). (Policy 3431 & 3440)

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. (Policy 3122 & 3122P)

State law requires that public schools seek information on a daily basis about all enrolled students who are absent. If you do not call in to inform us of your child's absence, we MUST call you. Therefore, we ask that you please inform us whenever your children cannot attend school. Students who are absent from school must present a written note signed by the parent/guardian or have a parent/guardian phone the office before school on the day the student returns. The note/phone call must state the reason and date(s) of the absence and be presented to the office at the beginning of the school day. (Policy 3122P)

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. (Policy 3300)

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Shelby Schools recognizes the following types of absences:

- Excused Absences- caused by illness, family emergency, medical, and/or weather. All other absences will be considered unexcused. Students have two days per day missed to make-up assignments to a maximum of five (5) days.
- Unexcused Parent Permission Absences- requested by parents, that are not considered excused absences will be considered in this category. Student's whose absence falls into this category shall only be permitted to complete make-up work prior to the absence.
- Unexcused Absences- caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Unexcused absences will result in disciplinary consequences (See Behavior Matrix). Students shall NOT be permitted to complete make-up work for this type of absence.
- School Related Absences- an absence involving participation in school sponsored activities. Students under school sponsorship are automatically excused and have full make-up privileges. Students away from school in this category are considered present.

However, individual teachers, with prior notice may require students to complete work before they are permitted to participate in the activity.

EXCESSIVE ABSENCES

Parents are required to notify the school of absences or the school contacts the parents. We strongly encourage our students to follow these lifelong expectations of attendance so that they continue to have these important skillsets in their future for their secondary education and career readiness. Any student in grades K-6th who accumulates more than ten (10) absences, either excused or unexcused, per trimester may not be able to participate in extra-curricular activities, classroom field trips, or assemblies as determined by the building principal. We recognize fully that some absences are unavoidable and commend students who work hard to catch up the work they have missed because of difficult circumstances.

When a student's performance is affected by excessive absences (10 days in one trimester is considered excessive), either excused or unexcused, parents/guardians will be contacted, and a parent conference may be held to discuss how to best resolve attendance problems, to review the class expectations, and to determine the conditions that need to be met for the student to be successful. Parents must play a major role in influencing their son or daughter to be in regular attendance. (Policy 3122P)

TARDY POLICY

School begins promptly at 8:15 AM and teachers begin instruction immediately upon entrance into the classroom. Students who are chronically late for school are missing valuable instruction time. Please call the school office at 424-8910 if your child is going to be arriving late. The principal/office personnel will determine if the tardy is considered excused or unexcused. For every three (3) unexcused tardies in one (1) week, a recess detention may be assigned. The detention will be served in the office.

CHANGE of ADDRESS, EMERGENCY TELEPHONE NUMBERS & MESSAGES

The school should be notified when a change is made in the address or telephone number of the place of residence of a child. The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should also be given to the school. Parents have the responsibility to keep the emergency number current. Contact your school's office when address and phone numbers change.

PHONE CALLS AND MESSAGES TO SCHOOL:

Shelby Elementary Staff will make every effort to relay phone messages to students. All students should know their daily routines and after-school procedures before they come to school. Please try to limit your calls to the office with messages for students to emergencies and unexpected changes only. Each teacher has a phone extension and voicemail for messages. Teachers generally do NOT answer their phones during instruction time and will be sending home letters with best times to contact them individually.

VISITORS

Visits to individual classrooms during instructional time are permitted with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

OUT-OF-DISTRICT STUDENT VISITATIONS

To help avoid disruptions and inconveniences, we would like to limit any visitations by out-of-district students to short, drop-in-type visits (for show-and-tell, for example). This would eliminate the all-day visits by cousins and friends who are in town for vacation or for a family visit.

FOOD SERVICE PROGRAM (BREAKFAST & HOT LUNCH)

The Shelby School system offers breakfast for the students and staff. Breakfast will be served from 7:30 to 8:15 AM, every school day, in the Elementary School cafeteria. Please do NOT drop off any students at school until 7:30 AM. No staff is available for supervision until that time and doors are locked. The cost will be \$1.25 per meal, regular price, for students and adults. A twenty (20) day Breakfast ticket can be purchased for \$25.00, which includes one milk serving. As with lunch, extra milk may be purchased for \$.25 per carton.

Hot lunch is provided daily and the price list is as follows:

<u>Grade</u>	<u>Lunch Cost</u>	<u>20-day Lunch Ticket</u>
K - 6th Gr.:	\$2.50/meal	\$50.00
7th - 12th Gr.:	\$3.00/meal	\$60.00
Adults:	\$3.50/meal	

Milk is included at this price, and as with breakfast, extra milk may be purchased for \$.25 per carton.

The Shelby Public Schools participate in the National Food Service Program and offer the students of our schools the opportunity to receive meals at a reduced or free rate, according to the gross family/household income. Applications are distributed with the handbooks and should be returned back to each school's respective office.

For those families who do participate in the Food Service Program, please remember to re-submit an application as your income status changes, throughout the year.

It is strongly recommended by the state and federal agencies that monitor our lunch programs that we accept NO CHARGING of lunches, so we advise that charging be held to a minimum and only when extenuating circumstances occur. When lunch money is due, a notice will be sent home with student or to parent or guardian's email or text via infinite campus. If three charges accumulate, students may call home to inform/remind their parent(s) of the charges.

An accurate meal count helps to insure the proper amount of food will be prepared. This lunch count is given by 9:00 AM each day. If a student is absent at the beginning of the school day but still plans to arrive at school by lunch time and expects to eat hot lunch, please notify the school by 9:00 AM. Please call the office at 424-8910 ext. 2 by 9:00 AM if you would like to join your child for lunch.

Good manners as well as health habits are stressed. Students who play with their food or who make mealtime miserable for those around them will be warned once. If inappropriate behavior

continues, students may be asked to eat at home or not be allowed to eat breakfast or hot lunch with the other students.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

The 5th and 6th Grade students are able to participate in extra-curricular sports during the school year. Each student is required to have a current physical examination performed by a medical physician before they are able to practice for or participate in the sporting activities. Each student will be given a copy of the Student Activities Handbook which explains the expectations of student athletes.

Systematic health screenings will be conducted during the school year in the areas of eyesight, oral hygiene, hearing, and speech. Sufficient notice of such events will be well publicized as they occur. The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to: (Policy 3410)

- the development of procedures at each building for the isolation and temporary care of students who become ill during the school day,
- consulting services of a qualified specialist for staff, students and parents/legal guardians,
- vision and hearing screening,
- scoliosis screening, and
- immunizations as provided by the Department of Health and Human Services.

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

Amebiasis	Hepatitis	Rubella (German measles)
Campylobacteriosis	Influenza	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 (Policy 3417)	Ringworm of the scalp	Whooping Cough (Pertusis)

EMERGENCY MEDICAL TREATMENT & INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. 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 or inform us of any changes.

MEDICINE AT SCHOOL/SELF-ADMINISTRATION

No employee, except the designated staff member or health care professional, may administer a drug or prescription drug to a pupil, except in an emergency. A student who must take prescription or over the counter medicine during the school day must bring the completed form (with physician's signature), and the medicine in its original, properly-labeled container, to the elementary school office. No medicine will be administered to students unless the proper form has been completed and is on file in the office. The medicine will be administered through the office and dispensed by a designated school staff member. (Policy 3416). For self-administration, please see form(s) F & F1.

Note: Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel. At Shelby Elementary School, both physician and parent permission is required before any medication will be given, this includes any Tylenol or over the counter pain medication.

1. Students taking medication prescribed by a physician/dentist, or any over-the-counter medication, must present the medication in its original container to the school nurse or delegate, with the required form signed by physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the physician's office or hospital to avoid adverse reactions from occurring at school.
3. Students must take medication in the presence of designated school personnel, and all administrations will be recorded and initialed.
4. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure as outlined above.
5. All medication must be stored in a designated area when not in use.
6. Shelby Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be reauthorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

HEAD LICE

Because head lice are easily spread and are a communicable disease, and because concerns and emotions towards head lice often run high, it is our intent to keep those emotions and concerns to a minimum. To assist us, we have developed policy that will help contain and limit the spreading of head lice at the schools.

HEAD LICE & NIT FREE POLICY: When a student is found to have head lice, the student's parents will be notified and the student is sent home. The student will not be allowed back to school until a Health Official (County Health Nurse /Staff or Doctor) signs the form that the student's hair was treated, the lice are dead and that the student's hair is nit free. If the nits are not present, we know that proper follow-through treatment was given.

PERIODIC CHECKS: The school may perform periodic checks for head lice. Also, when a student is found to have head lice, we will make a check of all the other students in that student's classroom. The checks may be given by the Toole County Health Nurse/staff, the school secretaries, school personnel and/or the Principal. If head lice are found on a student, the Head Lice Policy (above) will be enacted.

In the event that head lice are found, the student's classroom and work area will be cleaned. Other methods of prevention may be used (i.e. bagging students' coats and hats) in the chronic cases.

IMMUNIZATION

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Public Health and Human Services. Haemophilus influenza Type "b" immunization is required for students under age five.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of the students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in §20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles, mumps, rubella, diphtheria, pertussis, and tetanus vaccine except that Haemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

ILLEGAL SUBSTANCES

The Shelby Elementary School is a designated DRUG-FREE SCHOOL.

We are proud to be DRUG-FREE!

The possession, use or distribution of alcohol, tobacco and illicit drugs on the school premises or at school events is not good for the children of our schools is illegal, wrong, harmful, and strictly prohibited.

The use, possession, or sale of illegal substances (alcohol, marijuana, narcotics, steroids, nitrate odorants, tobacco) or the use, possession of drug-related paraphernalia is prohibited. These regulations apply to all school activities on and off campus. All violations are subject to out-of-school suspension for the first offense.

TOBACCO-FREE ENVIRONMENT / VAPING-FREE ENVIRONMENT

In order to provide a healthy working environment and protect the health of students, staff, and the general public, the Shelby Public School District maintains tobacco-free/vaping-free buildings, grounds, and property. No person on school property shall possess, distribute, purchase, sell, smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor products.

Tobacco includes but does not limit to, cigarettes cigars, snuff, smoking tobacco, e-cigarettes, smokeless tobacco, or any other tobacco or nicotine innovation. Smoking/Vaping includes but is not limited to any smoking/vaping equipment or material.

Use of tobacco/vaping products in a public school building or on public school property is prohibited, unless used in a classroom or on other property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

“Public school building, grounds and property” means:

Public land, fixtures, building, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and

Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities gymnasiums, locker rooms and school vehicles. (Policy 4332, 3310, 8225)

INSURANCE

The Shelby Public Schools District cannot pay for medical expenses associated with a student’s injury. School District #14 does provide the opportunity for parents to purchase accident health insurance. This policy is designed to help cover “out of pocket” expenses for those who have their own health insurance. For those households who do not have insurance, this policy has limits as to what it will pay, with the balance of the payments being the responsibility of the parent or guardian. Please read the Policy Form carefully for further details. Please note that the Shelby Public Schools does not carry a School-wide accident insurance policy.

COUNSELING

The Shelby Elementary School provides personal and group-based counseling services for its students. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The

counselor may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure, policy 1700, in the District's policy manual. In general, the parent of a student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. (Policy 1700)

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

BOOKS

LIBRARY BOOKS are purchased for student use. Pupils are encouraged to take books home and read them as well as use them in school. They should handle them with special care by keeping them away from curious younger children or playful pets. These books should be returned promptly so others can use them. Please be aware that fines will be imposed for books that are lost or damaged.

TEXTBOOKS are checked out to the students and we expect students to take good care of them so that they will last until replaced. Any student failing to return a book or damaging a book issued by the school may be charged to replace the book.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instruction purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (located at end of handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.
(Policy 3612)

Students and parents should be aware that electronic communications – e-mail – using District computers are not private and may be monitored by District staff.

SCHOOL WEBSITE/ONLINE GRADE BOOK

Shelby Public School District provides a website with updated information about school operations. You are encouraged to visit regularly at <http://www.shelbypublicschools.org>. Some teachers also maintain classroom sites with additional information. The main District site

includes general information, such as lunch menus, calendar, and upcoming events. As part of this site, Shelby Public Schools has a password-protected, online tool called Infinite Campus that allows parents and/or guardians to access their child's information regarding grades, attendance and lunch account information. To secure a password and directions on how to access this site, please contact the elementary school office.

DISTRIBUTION OF MATERIALS

SCHOOL MATERIALS: All school publications and materials are under the supervision of a teacher, sponsor or principal.

NON-SCHOOL MATERIALS: Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to the student. A student, however, is expected to provide his or her own basic school supplies and may be required to pay certain other fees or deposits, including, but not limited to, the following:

- Costs of materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel (gym shoes).
- Voluntarily-purchased pictures, publications, etc.
- Voluntarily-purchased student insurance.
- Musical instrument rental and instrument maintenance, when instruments are provided by the District.
- Fees for lost, damaged or overdue library books.
- Costs of lost or damaged textbooks or school-owned supplies and materials.
- Costs for damaged school property.

FUNDRAISING

Student clubs or classes, outside organizations and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal's office at least 10 school days before the event. (Policy 3530 & 3535)

Except as approved by the Principal, fund-raising by non-school groups is not permitted on school property.

BUSES

Bus transportation is provided for our rural students as well as cross-town transfers during the day. This service allows youngsters the opportunity to get to and from school with a higher degree of safety. The drop-off and pick-up area for parents to use is located on Westwood Avenue. The Valley Street entrance is designated for buses and wheelchair access. Please leave the front spaces for handicapped parking.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established by the District.

RESPONSIBILITIES - STUDENTS:

Students must realize that safety is based on group conduct. All students using District transportation will use the following procedures:

1. The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
2. At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
3. Students will observe classroom conduct while on the bus.
4. Students will not move about within the bus while it is in motion.
5. Arms or head will not be extended out of bus windows at any time.
6. Students will not throw waste paper or other debris on the floor of the bus.
7. Any damage to the bus will be reported to the driver at once. The Shelby School District expects to be compensated for any malicious damage to a school bus by a student.
8. Students may not reserve seats.
9. Students will adjust windows only when instructed to do so by the bus driver.
10. Students must be absolutely quiet while the bus is stopped at a railroad crossing.
11. Students may not board or depart the bus at a stop other than their own, without prior notice being given to the bus driver.
12. Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
13. Students will not exit from the emergency door unless an emergency exists.
14. Students will use respectful language on the bus. Profanity will not be tolerated.

AT THE BUS STOP:

1. Be on time and wait for the bus at the approved bus stop.
2. Stay out of the road while waiting for the bus.
3. Do not participate in horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.

AFTER LEAVING THE SCHOOL BUS:

1. Do not rush or push while unloading from the bus.
2. When crossing in front of the bus always watch for the driver to give the "all clear" signal before crossing.
3. Students will be discharged at their approved school bus stop only.
4. Students should go directly from their bus stop to their home.

Bus drivers are required to report misbehavior on the school bus to building Principals and the transportation supervisor. Such reports may result in the following consequences:

1. A warning will be issued to student and parent.

2. Riding privileges will be revoked for two weeks.
3. Riding privileges will be revoked for the rest of the current school year.

Please note: depending upon the seriousness of the incident(s), riding privileges for any individual student may be permanently revoked. Other consequences, such as being assigned a specific seat, may be earned, as well.

Parents will be notified of continued misconduct on the buses.

RESPONSIBILITIES – PARENTS:

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only a few of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.
4. In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the operation of buses will be broadcast over KSEN/KZIN Radio Station, 1150 AM or 96 FM, at 7:00 a.m. If buses are dispatched prior to the end of the school day due to adverse weather conditions, radio announcements will be broadcast immediately, and school personnel will attempt to contact parents by phone.

BUS IN-TOWN SCHEDULE

7:50/8:00 AM - Middle School, Civic Center & Lincoln Park bus stops –transfer to Elementary School

3:20 & 3:50 PM - Elementary School to Civic Center, Middle School & Lincoln Park bus stops.

SURVEILLANCE

The District uses 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. Cameras may be used in locations as deemed appropriate by the Administration. 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. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

SAFETY

Student safety on campus and at school-related events is a high priority for the Shelby Public Schools. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers or bus drivers.

- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

School Resource Officer

In order to make Shelby School District a safer, more secure learning environment, the district may employ or secure the service of local law enforcement officers to serve as school resource officers (SROs).

It is understood and agreed that the Shelby Board of Trustees and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program within the district:

1. To provide a safe and secure learning environment and help reduce school violence.
2. To improve school/law enforcement collaboration.
3. To improve perceptions and relations among students, staff and law enforcement officials.

SRO duties include (when present), but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff and persons and property on or about district property or while attending district-sponsored activities;
6. Assistance in identifying, intervening and communicating with at-risk-students;
7. Promotion of a positive student attitude towards Law enforcement;
8. Operating as a liaison between the community and the District.

The superintendent will develop administrative regulations as necessary to implement this policy. (Policy 3650)

Pedestrian Safety:

Teachers have emphasized safety rules for walking or riding bikes to school, but throughout the year safety must be continually stressed by teachers and parents. Some important factors of pedestrian safety are:

- Student must remember to NEVER run across the street in the middle of the block and to NEVER cross a crosswalk without first stopping on the sidewalk and scanning the area for traffic. These two mistakes are the leading cause to traffic accidents for children
- At any intersection, listen and look left, right, behind and then left again.
- Remember, cars cannot stop instantly. The faster the car is traveling, the longer it takes to stop.

- The single most important reason to use a crosswalk is because it is often difficult to judge how fast a car is traveling. It is easier to judge a stopped car when you are at the crosswalk.
- We must ask that parents who drive their children to school to drop their children off on the SCHOOL SIDE of the street or in the drop-off areas. This eliminates forcing any child to cross the street or parking lot when traffic is unusually heavy.

Every parent should know which route the child is taking to school and know the approximate time it takes to get home after school. Students should go directly home from school. Waiting for others is discouraged.

IAT – INTERVENTION ASSISTANCE PROGRAM

IAT is a model of instruction that enables schools to provide support for all students in general education, and the Shelby Elementary School is actively engaged in this educational process. IAT is intended to unify all instructional entities (general, gifted and special education) to the benefit of all students.

IAT uses a team approach to make data-based decisions to increase student achievement. The program provides instruction and intervention that is research-based and is of high quality, high interest and uses evidence-based strategies. These teaching practices and methods are employed to maximize the learning opportunities and are matched to the students' specific learning needs.

With IAT, your child may receive very explicit instruction from several different providers (instructors). He or she may visit other classrooms or study areas to complete work on their specific interventions, as well as they may be participating in more than one intervention at any given time, and may participate with other students with similar areas of need.

For further detail, see the Behavior Matrix.

REPORT CARDS, PROGRESS REPORTS

Written reports of absences and student grades or performance in each class are issued to parents at least once every 4½ - 6 weeks, at "midterm" time. (Policy 2420)

Shelby Elementary School follows a Trimester Reporting system. A trimester system has several advantages. Teachers have more time to assess students and implement intervention plans before they report on the progress. This system also aligns the elementary conferences to the same dates as the Junior High and High School. Teachers will hold Spring and Fall Parent Teacher Conferences.

Please feel welcome to call the school to talk to teachers or the principal about your child's progress. You may also arrange a conference when you feel it is needed.

At the end of each trimester, report cards will be sent home with students. In grades Kindergarten through 2nd Grade, achievement shall be reported to parents as numbered indicators (see the key on the progress report). In grades 3-6, letter grades will be assigned to indicate the student's progress.

GRADING SCALE

The Shelby Elementary School uses a universal grading scale with a basic format based upon the following criteria:

Grade	Minimum Percent
A+ =	97 – 100
A =	93 – 97
A- =	90 – 92
B+ =	88 – 89
B =	83 – 87
B- =	80 – 82
C+ =	78 – 79
C =	73 – 77
C- =	70 – 72
D+ =	68 – 69
D =	63 – 67
D- =	60 – 62
F =	59 and below

HONOR ROLL: 3-6 grade students who earn a Grade Point Average (G.P.A.) of 3.33 average (on a 4.0 scale) will be placed on the Honor Roll for that trimester.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction; therefore, homework is routinely assigned to all 3rd - 6th Grade Students in Shelby Elementary School. Two to three nights a week a parent can expect their child to have 15 to 60 minutes of homework per night. The actual time will depend on the type of assignment, how much time the child had or used in the classroom and your child's teacher. A good "rule of thumb" is to expect 10 minutes of homework per night per grade level (ex. 3rd Gr. = 30 min., 4th Gr. = 40 min., etc.). If students use their time wisely during the school day, homework should be minimal. Teachers will try to avoid assigning homework on Wednesday nights, as this has been designated as FAMILY NIGHT by the school district.

CONDUCT

Our goal at Shelby Elementary is to promote effective practices to create a positive learning environment for each student. In working toward this goal, students will be taught positive, proactive guidelines necessary for success. Teaching, modeling and reinforcing positive social behavior is an important step in a student's educational experience. By teaching and modeling positive behavior guidelines, we are able to establish a climate where appropriate behavior is the norm and students can be successful.

These guidelines are:

- P** – Prompt and Prepared
- A** – Accept Responsibility
- W** – Work Hard
- S** – Show Respect

We want a safe, positive, orderly school in which children can receive the best education we can possibly deliver. To ensure this environment, students are required to follow PAWS guidelines, which cover all common areas and the classroom. Students are expected to be prompt and prepared, work hard, be respectful and accept responsibility for their actions. 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.

In support of our positive behavior program, Shelby Elementary School is committed to teaching conflict resolution skills, which guide students in resolving daily conflicts and help prevent bullying behavior. Bullying is defined as “repeated aggression, harassment or threats of intimidation when one person has greater status or power than another.”

DISCIPLINE

Webster defines discipline as a process “to develop self-control by instruction and practice”. The goal of discipline policies and practices at our school will be designed and implemented to uphold this idea of teaching the students to accept responsibility for their own actions. Parents or legal guardians are ultimately responsible for students who do not exercise self-control. But, with a cooperative effort between home and school we believe that all students can benefit from our efforts.

Parents/guardians must give appropriate guidance and set meaningful expectations for their children. The students themselves must understand that they are responsible for their behavior and that they do not have the right to disrupt the effective operation of the schools, in or out of the classroom. Teachers must take those measures necessary to provide a positive atmosphere of learning and to give feedback to parents in regard to their child’s progress. Finally, the principal must be available to parents, students, and teachers to provide any necessary assistance and ensure that efforts made toward effective discipline are meaningful.

Shelby Elementary utilizes the following Progressive Discipline Policy to provide students with reasonable consequences for inappropriate behavior. **Nothing in this progressive discipline procedure inhibits the District from removing students or increasing consequences for extreme behaviors as determined by the Principal.**

General Misbehavior	Verbal Bully Behavior	Non-verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
Level I				
<ul style="list-style-type: none"> *Unprepared for and Unwilling to Work. *Disruptive Behavior *Disrespectful Behavior *Profanity *Cheating/Lying *Dress Code Concern *Abuse of Computer, Hardware and/or Software *Use of Cell Phone or electronic device during school hours *Unexcused Absences 	<ul style="list-style-type: none"> *Harassing Behavior (i.e., name calling, put-downs, cyber bullying, threats, etc.) 	<ul style="list-style-type: none"> *Non-Verbal Threatening Behavior(i.e., making threatening or insulting gestures, drawing inappropriate pictures, ignoring and exclusion, hiding other's items, etc.) 	<ul style="list-style-type: none"> *Low Level Physical Abuse (i.e., pushing, shoving, etc.) 	<ul style="list-style-type: none"> *Redirection/Reminder/Warning *Removed from Activity *Refocus Form or Time-out *Teacher's Choice: <ul style="list-style-type: none"> *Re-Teach Time *Restitution *Recess, Lunch or after school Detention *Receive a Zero on Assignment *Loss of privilege *Phone Call Home *Phone or Device confiscated and may be retrieved by parent/guardian *Teacher Determines choices from Level 2 Options
Level II				
<ul style="list-style-type: none"> *Insubordination *Spitting *Aggressive behavior *Destruction or Defacing of School Property *Theft *Repeated use of cellphone or personal electronic device *Inappropriate Computer Usage (i.e., accessing inappropriate websites, Snapchat, Facebook Live, etc.) *Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> *On-going Harassing Behavior (i.e., any form of communication , insulting or intimidating behavior, etc.) *Chronic Level I Behaviors 	<ul style="list-style-type: none"> *On-going Non-Verbal Threatening Behavior (i.e., any form of threatening, insulting or obscene gesture or action, continued exclusion of another person, etc.) *Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> *Aggressive Physical Contact With Intent To Harm *Chronic Level I Behaviors 	<ul style="list-style-type: none"> *Re-Teach Time *Loss of Privilege *Recess, Lunch or After School Detention *Service Projects on School Campus *Phone Call Home *Office Referral *Counseling Referral (when appropriate) *Restitution *Individual Behavior Plan *Phone or Device confiscated and may be retrieved by parent/guardian, Plus Detention *IAT Behavior Intervention *Principal determines choices from Level III Options
Level III				
<ul style="list-style-type: none"> *Fighting (Mutual) *Possession of Harmful Substances Possession of a Weapon *Continued Insubordination *Truancy *Theft/Burglary *Intentional Damage to School Property *False Reporting *Chronic Inappropriate Computer Usage (i.e., accessing inappropriate websites, Snapchat, Facebook Live, etc.) *Multiple Office Referrals *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *Prolonged Harassment *Sexual Harassment *Making Repeated or Graphic Threats *Chronic level II Behaviors 	<ul style="list-style-type: none"> *Prolonged non-verbal threatening behavior *Making Repeated or Graphic Threats *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *Practicing Extortion *Physical Cruelty *Repeated Acts of violence *Assault with a Weapon *Major Physical Assault *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *Office Referral *Loss of Privilege *Recess, Lunch or After School Detention *Service Projects on School Campus *In-School Suspension *Out-of-School Suspension *Restitution *IAT Behavior Intervention *Individualized Behavior Plan *Phone Call Home *Parent Meeting *Law Enforcement Contacted *Expulsion

DETENTION PROGRAM

Detention will be held after school, and will be under the supervision of classroom teachers. .

Detention will be served from:

3:10 to 3:40 PM, for K-3 students.

3:40 to 4:10 PM, for 4-6 students.

Detention may be served during lunch time with the Principal's permission. Students will need to make arrangements for transportation home when they earn detention.

Students who live out of town, or who have distinctive transportation needs, will have the opportunity to serve their detention on the next day after the offense, upon communication with the home.

APPLICABILITY OF SCHOOL RULES & DISCIPLINE:

To achieve the best possible learning environment for all our students, Shelby Elementary School's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

BULLYING

As defined by the Shelby Elementary School Bully Prevention Committee, bullying is a form of emotional or physical abuse that has three defining characteristics:

1. It is deliberate – the intention is to hurt someone.
2. It is typically repeated – the bully often targets the same victim again and again.
3. There is an imbalance of power – the bully chooses victims he or she perceives as vulnerable

TYPES OF BULLYING INCLUDE, but are not limited to:

1. Physical Bullying – poking, pushing, spitting, hitting, kicking, choking, beating up
2. Verbal Bullying – yelling, teasing, name-calling, insulting, threatening to harm
3. Indirect Bullying – ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone, cyber-bullying

Bullying damages the physical, social and emotional well-being of its victims. It also hurts the children who bully, as well as those who watch it happen. Bullying creates a climate of fear, callousness and disrespect for everyone involved. Bullying is never justified, and is not excusable as “kids being kids,” “just teasing/kidding,” or any other attempt at rationalizing the action.

At Shelby Elementary School, all students and staff members are expected to treat others with respect and courtesy. All students and staff have the right to live, work and learn in a safe and supportive environment, and it is our intent to create and maintain such an environment in our school.

Our four ANTI-BULLYING RULES are:

1. We will not bully others.
2. We will help students who are being bullied.
3. We will include students who are left out.
4. If we know of a student who is being bullied, we will tell an adult at school and at home.

The following are general areas of behavior that are watched by staff on playground duty and throughout the school:

- Harassment/Bullying - Where one student intentionally harasses another student physically, verbally, or otherwise.
- Equipment Use - Where any student does not use any equipment as it was intended to be used safely.
- Too Physical - Where one student is overly physical with another student while playing together.
- Language - Where one student uses inappropriate language or is verbally disrespectful.
- Leaving the School Grounds - Where any student leaves the school grounds for any reason without permission.
- Snow balls - Where any student throws snowballs at any time.
- Threats - Where a student threatens physical harm to another person.
- Other - Where any student is involved in inappropriate behavior that endangers the safety of themselves or others, unduly causes conflict with any other student, displays disrespect, or displays any inappropriate behavior while attending public school.
- Fighting or Other Severe Behavior - Where any student is involved in any fighting or extreme behavior.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

All cell phones and listening devices must be turned off while at school and must stay in backpacks (or lockers). All electronic devices are the responsibility of the owner. Use of a cell phone or listening device during the pupil instruction day is prohibited. The pupil instruction day starts upon arrival at school and ending after leaving the building at the end of the school day (i.e. prohibited during recesses, Club Success, and other school-related activities).

If a student is caught using a cell phone or personal electronic device (non-school issue), during the times described above, it will be taken away and placed in the office. A parent or guardian must pick up the device from the office unless arrangements are made with the principal. Repeated offenses may result in more stringent consequences (see Behavior Matrix).

At no time will any student operate devices with either visual or audio recording capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another student or during extra-curricular practices or events in which the student is participating

in. If this does happen, the student may be suspended up to ten (10) days and may be recommended for expulsion.

PLAYGROUND RULES

The general rules for the playground – before, during and after school – include:

- Use the playground equipment properly – as it is intended to be used.
- Do not chase equipment outside of the fence – ask an adult for permission.
- Share.
- No rough play allowed such as wrestling or tackle football.
- The slides are one way only – top down and feet first.
- Sit on the swings – one person only – no jumping out.
- No gymnastics or cheerleading stunts.
- Do not enter the school building unless an adult is notified.
- Playground equipment is provided. Students are not allowed to play with personal items brought from home.
- All nature stays on the ground.

After school dismissal, all students are encouraged to get to their after-school destinations as soon as possible. Students waiting for the bus or for older brothers or sisters are to wait in the designated areas of the playground/school grounds. Only enrolled students are allowed on the playground when school is in session until 4:00 PM.

LAW ENFORCEMENT

INVESTIGATIONS AND ARRESTS BY POLICE: (Policy 4410 & 4411)

Police may be called to the schools at the request of the school administration. If the police wish to come to a school for official business, they first must contact the school administration. Contact between the school and the police department on matters involving students shall be made through the office of the principal or Superintendent and the officer of the police department.

QUESTIONING OF STUDENTS:

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

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

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notify the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

CLOTHING

The district's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the set guidelines of the Shelby Elementary School. (Policy 3224)

Clothing will be tasteful/appropriate - not revealing (i.e. no bare midriffs, backs or bellies; no tank tops or spaghetti-strapped shirts or dresses; no half-shirts; no excessively baggy pants or shirts). The Shelby Public Schools is adopting the philosophy of covering the "4-B's": Backs, Breasts, Bellies and Bottoms. Teachers and staff will be given discretion if clothing is appropriate. If deemed inappropriate, the student will be asked to cover up or change. Articles of clothing and hats that advertise tobacco or alcohol products or that have inappropriate words or pictures will not be allowed. No "headwear" (hats, headbands, handkerchiefs, etc.) is allowed in school. Appropriate shorts may be worn only during the fall months of August, September and October and the spring months of April, May and June.

Montana is a land of extreme weather; please dress appropriately for the weather conditions we encounter here.

Students should have all coats, gloves, and other items of clothing that they take off at one time or another clearly labeled so that they can be identified when lost or stolen. A LOST & FOUND box is provided to assist our children in locating lost articles. Please periodically check the Lost and Found box for your lost articles. At the end of each month and the end of the trimester, the school will be going through the Lost & Found box. If your child's name is on an item, it will be returned. All items that are not claimed are taken to Goodwill services.

FIELD TRIPS

Field trips may be taken during the school year. Students must have written permission from parent/guardian before attending any trip out of Shelby. You will receive adequate notice whenever such an event is scheduled. Please note: the ability to attend a scheduled field trip may be contingent upon the completion of regular classroom work or meeting specific behavioral or attendance criteria

PROMOTION and RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement test or other testing. A student shall not be promoted based on age or other social reasons not related to academic performance. Placement of a student is a right of the school district. (Policy #2421)

PARENT REQUESTS FOR CLASSROOM PLACEMENT WILL BE CONSIDERED WITH THE FOLLOWING GUIDELINES:

Parents wishing to make a request for their child for the upcoming school year must make the request **in writing** to the principal by submitting a completed **Classroom Information Sheet**.

Parents are asked to request placement based only on the needs of their child. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher.

Requests for a child not to be placed with another child, for whatever reason, must be noted, in writing, on the Classroom Information Sheet. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.

ONLY WRITTEN REQUESTS WILL BE CONSIDERED.

All parent requests will be strongly considered, however, the final placement decision is based upon a variety of factors including but not limited to; academic and social considerations, total class size, and male/female ratio.

The **final** decision on all student placements rests with the principal after due consideration of staff recommendations and parent requests.

CLUB SUCCESS

Shelby Elementary School is proud to host the Club Success Program, our after school tutorial and homework help program, for the 3-6 grade students of our school. Younger students may be granted permission to attend the program.

CLUB SUCCESS is:

- A supervised time where students can work on their daily homework or read.

- A time to get tutoring/help with school work from an adult and/or High School student volunteer.
- A relaxed time for practicing spelling words, partner reading, orally answering questions to prepare for quizzes and tests, and to use other studying strategies.
- A program that a teacher may recommend that a student attend to get help with their studies.

CLUB SUCCESS is not:

- A daycare or babysitting service.
- A detention program.
- A time for free play.

Club Success will be held on Mondays, Tuesdays and Thursdays, from after school until 4:40 pm. On each day Club Success is held, a bus will be available for those students who need transportation across town, to the Civic Center and Middle School and Lincoln Park bus stops. The bus will pick up Club Success students at approximately 4:45 PM, in front of the elementary school.

HOME N' SCHOOL PROGRAM

You are encouraged to become an active member of your Home N' School organization. It allows you the opportunity to meet your neighbors, school personnel and friends. Each Home N' School organization has its special goals (i.e. playground equipment, events to get families together, support special projects, etc.). Many positive things have been accomplished through the efforts of those who have joined.

PARTIES

We have three parties during the school year: Halloween, Christmas, and Valentine's Day. Teachers will make arrangements for these parties. While we wish to limit parties to these three, parents can arrange with their child's teacher to bring treats for the class to celebrate a birthday. Please keep in mind that at times an excess of 20 birthdays may be celebrated in one room in one year. Please keep your plans for school birthday celebrations brief. Please do not send invitations (for home parties) to school for us to distribute.

PERSONAL PROPERTY

We encourage all children NOT to bring personal items to school unless the item is needed for a project. Experience has shown such property is at great risk of being broken or missing at the end of the day and is often a distraction in the classroom. Students are not allowed to play with their own toys/equipment on the playground. Each classroom is provided with balls, ropes, and other materials to use during recess.

PROPERTY

Damage to school property must be paid for by the person causing the damage or their responsible guardian. We ask that in the event school playground equipment is found at home or in the neighborhood, it be returned the next school day.

WEAPONS

Possession and/or assault with a dangerous weapon (knife, firearm, club, or facsimile, etc.) are strictly forbidden as well as illegal. Discipline may be expulsion for one calendar year. Please note: because of the damage they can do to eyes, laser lights are considered a weapon and are forbidden at school.

PROTECTION OF STUDENT RIGHTS (Policy 2130, 2132 & 3410)

SURVEYS:

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.”

INSTRUCTIONAL MATERIALS:

Parents have the right to inspect instructional materials used as part of their child’s educational curriculum, within a reasonable time. This does not include academic tests or assessments.

COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING:

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure or use of personal information collected for the exclusive purpose of developing, evaluating or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental or psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating and demeaning behavior.
- Criticism of other individuals with whom the student or the student’s family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of students or the student’s parent/guardian.
- Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

SCHOOL SERVICES

In addition to the regular staff, we have a professional staff that serves our school on a regular basis. These services include guidance counseling, special education services, reading and math tutoring, speech services, music, art, physical education, library science, services of the county health nurse, and support of students with learning disabilities. If you would like to have a special conference with any of these people do not hesitate to call the school office. We will assist you in setting up an appointment. Your child will have direct contact each week with a number of these people.

NOTIFICATION of NON-DISCRIMINATION POLICY

(Policy 3210)

In compliance with federal law the Board of Trustees of School District #14, Shelby, Montana hereby provides notification of their policy of non-discrimination in the educational programs and activities of the District.

SPECIFICALLY THE POLICY STATES:

The Board of Trustees of Shelby School District #14 is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

The Board has designated the High School Guidance Counselor as the District compliance officer. All complaints regarding alleged discriminatory practices by School District #14 should be addressed to High School Guidance Counselor, 1001 Valley St., Shelby, Montana 59474. (424-8910). Complaints will be processed according to the grievance procedures outlined in Board policy.

NOTIFICATION of SEXUAL HARASSMENT/SEXUAL DISCRIMINATION POLICY

The Shelby Public School District #14 encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in public schools.

SPECIFICALLY THE POLICY STATES:

Sexual Harassment of students is prohibited. An employee, District agent, or student who engages in sexual harassment whenever he/she makes unwelcome advances, request sexual favors, and engages in other 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, 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 education environment;
 - b. creating an intimidating, hostile, or offensive educational environment.
 - c. depriving a student of educational aid, benefits, services, or treatment; or

- d. making submission to or rejection of such unwelcome conduct the basis for academic decision 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, 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 filing a complaint. 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.

The Board has designated the Elementary School Counselor the District compliance officer. All complaints regarding alleged discriminatory practices by School District #14 should be addressed to Elementary School Counselor, Shelby Elementary School, 901 Oilfield Ave., Shelby, Montana 59474 (424-8910). Complaints will be processed according to the grievance procedures outlined in Board policy (Policy 3225).

STUDENT RECORDS

Student’s school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent of student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- working with the student;
- considering disciplinary or academic actions, the student's case, and individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- compiling statistical data; or
- investigating or evaluating programs.

The parents or student's right to access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parent or the students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was 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, and dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records by the records will be maintained until the time has expired.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE ATTACHED AGREEMENT.

The Shelby Public Schools (SPS) can offer Internet access to your child at his/her school using their own device or a school provided device. For the purpose of this agreement a device is defined as either a computer or tablet form factor, the district is not responsible for any support or maintenance on a student or staff member's personal devices. This access offers vast, diverse, and unique resources and provides students and school personnel an avenue to promote educational excellence in the Shelby Schools. This document is: 1) designed to inform parents, guardians and students of the availability of the Internet resources, as well as the rules governing its use; and, 2) obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) which enables communication with people all over the world
2. Information and news from scientists and research institutions
3. Public domain software and graphics of all types for school use
4. Discussion groups on a variety of topics across all curricular areas
5. University resources, the Library of Congress, and other large collections of relevant information
6. Graphical access to the World Wide Web

Our school's goal is to promote student responsibility in the use of the Internet, the network, and other electronic resources. Internet and network access is available to students only on computers that are in highly monitored areas of the school building. However, parents and guardians must be aware that, while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with their contract and will be held responsible for their use.

The Shelby Public Schools encourage our parents to actively participate in their children's online experiences, ensuring that their children have a full understanding of their expectations and concerns.

PROPER & ACCEPTABLE USE

The use of the Internet and network in the Shelby Public Schools must be in support of education and consistent with the educational objectives of Shelby School District No. 1.

Activities that are permitted and encouraged:

- investigation of topics being studied in school;

- investigation of opportunities outside of school related to community service, employment or further education.

Activities that are not permitted:

- sharing of the student’s home address, phone number or other personal information;
- searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education. 3612P/F
- copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- subscribing to any services or ordering of any goods or services;
- playing games or using other interactive sites unless specifically assigned by a teacher;
- using the network in such a way that you would disrupt the use of the network by other users;
- participating in any activity that violates a school rule, or a local, state, or federal law.
- any activity that meets the definition of bullying.
- Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

CYBERBULLYING

Shelby Public Schools acknowledges that cyberbullying is a prevailing issue that our students need guidance to learn how to identify and properly manage when they encounter it. Students discovered to be aggressors will be subject to disciplinary action.

PRIVILEGES

The use of District Technology and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators and staff will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Shelby Public Schools may request that system administrators deny, revoke, or suspend specific user accounts.

RELIABILITY

Shelby Public Schools make no warranties, expressed or implied, for the service it provides. SPS will not be responsible for non-deliveries, erroneous deliveries, or service interruptions caused by negligence or errors. Use of any information obtained via the Internet is at the user’s own risk. SPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Each District Computer with Internet Access has a filtering device that attempts to protect students from material that is: (1) obscene; (2) pornographic; (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Possible security problems on the Internet or network must be reported to a teacher or a

system administrator. Do not demonstrate any problems to other users. Do not use another individual's account. Attempts to log on to the Internet or network as a system administrator will result in cancellation of user privileges. Any user may be denied access to the Internet or network at the determination of the Technology Coordinator, their building Principal, or the Superintendent.

EXPECTATION OF PRIVACY

Shelby Public Schools will not provide a right or expectation of privacy in any electronic communications or computer files stored on the district servers or services. 3612P/F

POLICY DEVICE COVERAGE

Shelby Public Schools maintain that this policy will be applied to all district provided electronic devices as well as all personal devices brought onto district property, including computers, tablets, readers, cell phones and other similar devices.

The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in
the 21st Century Act of 2008 (P.L. 110-385)
20 U.S.C. § 6801, et seq. Language instruction for limited English
proficient and immigrant students
47 U.S.C. § 254(h) and (l) Universal service

Parents, please keep this portion of the terms and conditions for your records. The attached agreement must be signed and returned to your child's school to permit his or her in-school use of the Internet and the network. Your signature(s) on the attached agreement indicates the party (parties) who signed, has (have) read the terms and conditions carefully and understand(s) their significance.

Procedure History:

Promulgated on:

Reviewed on: 8/09/2011

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