

# **West Valley School**

## **K-4 Student Handbook**

2018-2019



**West Valley School**  
**2290 Farm to Market Road**  
**Kalispell, Montana 59901**

Phone (406) 755-7239

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Dear Students and Parents,

Welcome to this wonderful school and another great year at West Valley School. It's hard to believe this is year seven for me in the position of superintendent at West Valley! I can say with all sincerity, we have a very supportive community of educators in the West Valley School District. To those of you new to our district, the staff and school board wish you a pleasant transition to our school district. The staff at West Valley School is once again looking forward to another great year and is quite proud to be involved in educating your child. Each new year brings about new faces, new ideas, and excitement. We have several new staff members this year and we are excited for you to get to meet them.

The Student and Parent Handbook is an important informational tool that can be useful throughout the school year. The policies within are not all inclusive. Those contained within are general overviews of more detailed policies found in the West Valley School Board Policy Manual. If you need further details or information regarding these policies, stop by the school office.

Education is a most valuable possession and at West Valley School we hold this as a top priority. Parents, let your child know that school is and can be a fun experience. Encourage them to ask questions of their teachers and to seek out their assistance when they don't understand their work. Be a role model for your child and make it a point to discuss their school day. Take the time to go over their homework. This commitment will pay great dividends in the end. As always we will expect your child to be prompt and prepared for the school day.

Education is waiting for you to grab hold and embrace. I look forward to another great year and being a part of another step in your child's education. Enjoy the growth education provides and enjoy your year at West Valley School.

Sincerely,  
Cal Ketchum  
Superintendent

<b>West Valley School Board Members</b>	
Stephanie Nadasi	Chairperson
Wendy Field	Vice Chairperson
Jane Wheeler	Board Member
Cory Hill	Board Member
Tadius Lisowski	Board Member

Meetings are held on the second Monday of every month at 5:00 PM. We encourage parents and patrons to attend the open School Board meetings.

## **West Valley School Staff**

<b>Administration</b>	
Cal Ketchum	Superintendent
Richard Gross	K-4 Principal
Tina Blair	5-8 Principal

<b>Classroom Teachers</b>	
Kathleen Johnson	Kindergarten
Jo Kowalka	Kindergarten
Jake Loveless	Kindergarten
Christian Wallace	Kindergarten
Carly Banek	1st Grade
DeAnn Klein	1st Grade
Melanie Ruonavaara	1st Grade
Kate Wilson	1st Grade
Emma Andrews	2nd Grade

Mandy Briney	2nd Grade
Sarah Matdies	2nd Grade
Haylee Sauer	2nd Grade
Chelsea Belanger	3rd Grade
Alesia Hamill	3rd Grade
Alicia Piquett	3rd Grade
Tania Kalenga	4th Grade
Bethany Knudsen	4th Grade
Rich Nickerson	4th Grade

<b>Special Services Teachers</b>	
Becky Davis	K-5 Music
Tara Measure	Physical Education/Health
Leslie Windauer	Counselor
Nikki Williams	Librarian
Renell Wilson	Librarian
Shawn Erickson	Special Education
Molly Roe	Life Skills
Mark Wilson	Technology Coordinator
Tonya Jewett	Instructional Coach
Melissa Smith	Title I

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## Compliance With Federal Mandates

To ensure that all eligible students and patrons of West Valley School District #1 receive equal opportunity in a nondiscriminatory manner, West Valley School recognizes and shall abide by all current federal mandates.

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination of students on the basis of race, color, or natural origin:
2. Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex:
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap:
4. American With Disabilities Act of 1970.

## School Hours

<b>Regular Schedule</b>	
Kindergarten - 3rd Grade	8:15 - 3:10
4th Grade	8:15 - 3:15

<b>Late Start Schedule</b>	
Kindergarten - 3rd Grade	8:50 - 3:10
4th Grade	8:50 - 3:15

<b>Early Release Schedule</b>	
Kindergarten - 4th Grade	8:20 - 1:00

<b>Lunch Schedules</b>	
Kindergarten and 2nd Grade	11:15 - 12:00

1st Grade and 3rd Grade	11:35 - 12:20
4th and 5th Grade	11:00 - 11:30

<b>Morning Recess Schedules</b>	
Kindergarten and 2nd Grade	9:45 - 10:00
1st Grade and 3rd Grade	10:05 - 10:20

<b>Afternoon Recess Schedules</b>	
Kindergarten and 4th Grade	1:50 - 2:05
2nd Grade and 5th Grade	2:05 - 2:20
1st Grade and 3rd Grade	2:20 - 2:35

NOTE: Direct school ground supervision begins at 8:00 AM and ends at 3:30

## **Assessments, State and Benchmark**

Per the Administrative Rules of Montana *all* students shall participate in the state-level assessments. Montana does not have an “opt out” provision.

<b>Test</b>	<b>Window</b>	
STAR (Math and Reading) CORE Assessment (Early Literacy)	Trimester	*monitors growth and guides current instruction
SBAC (Math and Reading) Grades 3-8	Spring Semester	*State-level, grade-level assessment. Provides information on student and schoolwide success and areas needing improvement.
CRT (Science) 4th Grade	Spring Semester	*Statewide grade-level assessment

## **The West Valley School Program**

West Valley School District operates a school system consisting of grades K through 8. The following attempts to describe this system in a manner that will help the student and parent be aware of its structure, procedures, various programs, discipline policies, academic guidelines, facility use, etc.

## **Entrance Age and Requirements**

To be eligible to enter school, students must reach their 5th birthday for kindergarten or their 6th birthday for the first grade by the 10th of September. A registration and screening for prospective kindergarten and first grade students occurs in the spring of each year.

## **Registration of Students**

1. All kindergarten students (and first grade students who have not attended school before) must provide a certified birth certificate.
2. Each new student must provide a copy of immunization records before entering school. Immunizations must be updated regularly to comply with state law.
3. By the time students enter 6th grade they are required to have a 2nd booster of the Measles-Mumps-Rubella immunization. Students entering 7th Grade must have proof of a TD within the past 5 years.
4. Obtain from the school secretary, a New Student Registration Packet.
5. Enrollment will take place the following school day or when appropriate.

## **Transfer Students**

Placements of students who come into West Valley School from another district or have been Home Schooled the previous year. Procedure is as follows:

1. Pre-admission conference with principal, counselor, and/or teacher before entering the classroom. The student shall begin classes the day after enrollment or when appropriate.
2. Temporary placement based upon (a) most recent report card and test scores, (b) special services records, and (c) information from sending school.
3. Final placement within one (1) month of first day entered. Testing may occur during this period to facilitate proper placement.

## **Transfer or Withdrawal from West Valley**

When a student transfers or withdraws from West Valley School, the parent/guardian should:

1. Notify the school in advance of the student's withdrawal (this ideally should be 5 school days in advance).
2. Provide information for completion of a transfer sheet.



3. Return all school materials.

## **Student Records**

A confidential cumulative record of your child's progress is maintained. The records are open only to professional staff involved with the education of your child. They are also open to the parent. We want the parents to be aware that you have the right to request to amend the education records of your child. Student records will be released to another organization or agency or to an individual only upon signed, written, dated request of the parent, except as otherwise provided by law or regulation. IDEA records, SST records, and Counseling records will be maintained separately. Directory information (name, address, telephone number, date of birth, dates of attendance) may be made public at the discretion of the school.

## **Teacher Requests**

We believe all teachers are qualified and caring teachers. We spend time at the end of every school year to place students in their next class. We discuss many details about each student, so we can place them in the classroom that will best fit their academic, social and emotional needs. We will no longer be taking parental requests for student placement. If you would like to discuss your child's classroom placement please contact the office and they will make sure one of our principals discusses the placement with you.

## **Student Support Programs**

### **Student Support Team/Intervention Assistance Team (SST/IAT)**

West Valley strives to offer a quality academic setting for grades K-8. The following programs are reviewed at regular intervals, in order to maximize student success.

#### **SST/IAT**

A team consisting of an appointed school board member, administration, and teachers that meets to serve the following purposes: It should be noted that parental involvement is an integral part of this program.

1. Provide structural support and assistance to teachers in identifying and meeting student needs.
2. Provide a framework for considering a full range of alternatives for addressing student needs.
3. Monitor the implementation of modified educational plans.
4. Assist in implementing the discipline policy of West Valley School.
5. Review academics and attendance to determine if further testing is necessary for special services.

## **Title I**

This program is designed to assist students who are having difficulty in language and/or math. Children receive assistance on a one-to-one or small group basis. This program supplements their regular classroom instruction.

## **IDEA (Public Law 94-142)**

This directs all public schools to provide an appropriate education for students who are handicapped or are otherwise learning disabled. Questions relative to West Valley's modified educational plans for handicapped and/or learning disabled students may be directed to the superintendent, the elementary principal, or the middle school principal. Specialized services are contracted through the Flathead IDEA Cooperative. Many students are screened to detect problems. Staff includes a school psychologist, an early childhood teacher, and a speech therapist.

## **Volunteers**

West Valley welcomes volunteers in the educational setting. Parents, community members and other volunteer entities provide supports that are important for the educational process. If interested in volunteering in a classroom or other area of the school please contact the teacher or stop by the front office. Volunteers should understand that confidentiality for all students is key to the success of our volunteer program. Every effort should be made to keep all school related progress, outcomes and teacher interactions confidential. No volunteer should discuss individual children with people other than the teacher. The administration and teacher will decide where volunteer services are best suited or if needed at all.

## **Library**

The library is available to all classes for study and research. Library hours are 8:30 - 3:30. The procedure for checking out books is as follows:

1. Books may be borrowed for two weeks and then renewed.
2. Students may have only three books checked out at a time.
3. Students are responsible for all books checked out and will pay for any books that are lost or damaged.
4. A fine of 5¢ per day is charged for overdue books.
5. Books/fines that are not returned/paid within seven days will be referred to the office to be administered through the West Valley Student Discipline Plan.

## **Student Activities**

Extracurricular activities are an important part of a child's education. The Board supports student activities to the extent that they have the resources and encourage the students to participate in these activities. The school could require proof of insurance and the signing of a parental or guardian consent form.

## Participation/Eligibility

Participation in extracurricular activities may be denied at the request of the teacher, coaches, sponsors, and administration if it is perceived to interfere with academic progress or as a consequence of behavioral problems. It is important to understand that extracurricular activities is a privilege, not a right.

At any time during the season of a particular sport or activity if a player is deemed to be failing in any of his/her classes, the student shall be suspended from participating in games or activities for a minimum of five full school days. After the five days have elapsed, if the player has brought his/her grade up to passing, the player shall be reinstated as long as he/she is continuing to pass all classes. If the player slips backward and is failing again in any class, the five day minimum suspension shall repeat itself until he/she is passing the particular class. Students may be removed from practice or the activity if they habitually exhibit poor citizenship, responsibility or engage in acts of unsportsmanlike conduct.

Student eligibility for games, meets or activities will be determined by a weekly survey of academic progress/behavioral problems. Ineligibility involves games or meets only; participants may still practice but are ineligible until academic/behavioral deficiencies are removed. Removal from extracurricular activities may also occur due to poor behavior or attendance in school that results in the issuance of a disciplinary referral, or behavioral referral, or any other major infraction. Complete removal from the team for the season or other consequences may be applied by the administration.

Students that are absent for the school day will not be eligible to participate in school sponsored activities that day.

## Athletics

<b>Sport</b>	<b>Grades</b>	<b>Cost</b>
Cross Country/Track	K-8	\$25 Per Student

## Programs

The following programs may be presented at West Valley each school year:

1. School Programs
  - a. Holiday Performances
  - b. Seasonal Performances

2. Play Day - the last day of the school year.
3. Other Activities - Assemblies, Author visits, and grade level field trips.
4. Missoula Children's Theatre

## Academic Progress

West Valley School believes that every student can be successful in school. We also believe that his/her success should be demonstrated in a manner, which shows readiness to accept the increased demands and responsibilities of higher grade levels. This progress shall be determined on the basis of the relationship between a student's individual progress and his/her curriculum at West Valley School.

## Promotion Guidelines

The primary basis for promoting a student will be:

1. Demonstrated maturity in his/her behavior that is appropriate for the age and grade level;(and/or)
2. Demonstrated satisfactory academic progress.

Decisions regarding retention shall not be made without a conference between parent(s), teacher(s), and administration.

## Student Grade Reports

Grade reports are issued four times per year. Letter grades are based on the following percentages:

Grade Ranges for Kindergarten - 5th Grade	
90 percent and above	Excellent
75 - 89 percent	Satisfactory
60 - 74 percent	Needs Improvement
0 - 59 percent	Unsatisfactory
IE	Insufficient Evidence

## Homework

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing test, etc. Teachers may offer specific suggestions for evening activities.

Whenever students are absent for more than one day, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day as time may not allow for materials to be organized to send home. Homework will not be gathered for one day absences.

## **Attendance Policy**

Regular and punctual attendance is essential for the optimum growth and development of students. The Montana Compulsory Attendance Law supports this claim. A direct relationship between good attendance and success in school has been clearly established. Therefore, we believe that it is the responsibility of the parent(s) or guardian(s) to make sure their student is in school on a regular basis. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence by 9:00 A.M. If a student is not present and the parent has not notified the school of the absence; the school has a state mandated responsibility to make phone contact with the home to determine the student's status.

\*Please note it is important that phone contact and/or a written note by a parent/guardian must be received no later than the day of their return. If after three days, the secretary has received no note or phone call, the absence becomes unexcused. This will be a determining factor regarding eligibility for make up work and with accumulated unexcused absences remove students from field trips and other activities that would require work completion or warrant the student not earning the right to attend.

## **Excused Absences**

Absences whereby a student returns to school after being absent and the student is accompanied by a written excuse, signed and dated by a parent/guardian, or a phone call within two days upon return to school. The written excuse or phone call must contain the days absent and the reason(s) for being absent. The school secretary will then issue an admittance slip for the time missed. Disciplinary Action may ensue for continuous excused absences or tardiness.

Excused absences are categorized as follows:

1. illness
2. participation in school activities
3. bereavement

4. verifiable family emergencies
5. necessary absences approved by the parent
6. medical appointments which absolutely cannot be scheduled outside of the school day.

### **Make-Up Work**

An excused absence is the only valid reason for not turning in assignments when due, therefore:

1. Students have one day for each day absent to turn in assignments. (Not to exceed five school days)
2. It is the responsibility of the student to obtain the assignments they missed.

### **Unexcused Absences**

Absences whereby a student does not have a note from the parent/guardian and/or a legitimate reason for being absent. In the event the administration determines an absence unnecessary, the absence will be considered unexcused. Unexcused absences will be a significant factor in decisions of retention and Warrior Pass privileges. An unexcused absence is considered skipping school and may be dealt with through the West Valley Discipline System. Disciplinary Action may ensue for continuous unexcused absences or tardiness.

### **Excessive/Chronic Absences**

Recurring absences will be investigated by the administration and may result in loss of credit, referral to the SST (Student Support Team), or referred out to the Truancy Officer. (Truancy, MCA 20-5-1060). Excessive tardies and absences will also result in lost field trips, extra-curricular opportunities, eighth grade history trip and other important functions that require a responsible and present student. Continuous excused absents for lateness may turn into disciplinary action.

### **Notes on Attendance**

Participation in school activities, conferences with the counselor, or meetings with administration which take a student from class is not considered an absence. The school work must be made up, however. Students who are absent due to illness during the day may not be eligible to participate in or attend any after school/extracurricular activity that day. If a student is sick enough to miss school, he/she should not be involved in activities after school. Students excused from P.E. for medical reasons may not participate in any after school or school sponsored weekend activity. The value of participation in field trips

and/or extended day trips will be weighed against the value of making up missed work that is affecting the student's classroom success.

## **Leaving School During School Hours**

If your child leaves the school during the school day, the parent must come to the office to pick up the student and sign him/her out of the building. We cannot release a child to a person other than the legal guardian without prior communication from the parent. Teachers will not release a student from class to anyone but a staff member.

## **Tardies**

The office will handle tardiness to school in the morning. All tardy students must report to the office to receive a pass to their classroom. Communication from the parent (that morning) to the office will be required for your tardiness to be excused. Tardies are noted in the school data system by the teacher. The continually tardy student will be referred to the administration for resolution and may necessitate a meeting of the parent(s) with the administration and/or Student Support Team. Disciplinary action may occur and may result in lost field trips, extra-curricular opportunities, eighth grade history trip and other important functions that require a responsible and present student.

## **Student Behavior (Citizenship)**

Student behavior should reflect the high standards of citizenship that is an expectation of a healthy democratic society. West Valley students will be expected to respect constituted authority, state laws, school policies and regulations, maintain high standards of courtesy, refrain from profanity, vulgarity, defacing and/or destruction of private/public property, harassment, intimidation, bullying, taunting, and conduct of the nature that disturbs the intended peaceful learning environment for others.

## **Sexual Harassment/Intimidation of Students**

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, or engages in other verbal, nonverbal 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 has the purpose or effect of:
2. Substantially interfering with the student's educational environment
3. Creating an intimidating, hostile, or offensive educational environment

4. Depriving a student of educational aid, benefits, services, opportunities or treatment; or
5. 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 remedy 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 District 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 District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an 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 District's compliance efforts.

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

Legal References: Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq. 34 CFR Part 106 - Montana Constitution, Article X, § I - Montana Human Rights Act, § 49-3-10 1, et seq., MCA



## **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects.

### **School Property and Equipment as well as Personal Effects On School Grounds**

School property shall remain under the control of school officials and shall be subject to search. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left on school grounds, without notice or consent of the student. This applies to student vehicles parked on school property. Building Principals may require each student, in return for the privilege of parking on school property, to consent in writing to school searches of his/her vehicle, and personal effects therein, when reasonable suspicion of wrongdoing exists.

School lockers and desks are and shall remain the property of the School District. School authorities can inspect student lockers and desks when they have reason to believe this property is being used to store contraband. Contraband is any substance or objects which is illegal to possess or consume, or any material, which poses a hazard to the safety and order of the schools. Periodic, random, general inspections of school property, announced or unannounced, falls within the discretion of school authorities.

School authorities may request the assistance of law enforcement officials and/or utilize qualified contraband detection agencies to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

### **Students**

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law, or the District's policies and guidelines. The search will be conducted in a manner that is reasonably related to the objectives at hand. It will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies, rules or guidelines, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **Search and Seizure Guidelines**

The following rules shall apply to searches and the seizure of property by school personnel:

- 1.) The Superintendent, Principal or their designees shall be authorized to conduct any searches or to seize property relative to District policy, and as further provided in this procedure.
- 2.) If authorized officials have reasonable suspicion to believe that any locker, car, or container of any kind on school premises contains any item or substances, which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the official is authorized to conduct a search of any car or container and to seize any such item or substance. The authorized officials may perform random searches on any locker, car or container of any kind on school premises without notice or consent.
- 3.) If the authorized official has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a reasonable search of any student and/or his/her personal possessions and to seize any such item or substance.
- 4.) No student shall hinder, obstruct or prevent any search authorized by this procedure.
- 5.) Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and the administrator shall make a written record of the time, date and results, and a copy shall be forwarded to the Superintendent as soon as possible.
- 6.) In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
- 7.) In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

### **Canine Searches**

- 1.) Areas to be searched include lockers, hallways, bathrooms, gymnasiums, locker rooms, libraries, classrooms, and possibly other areas including parking lots.
- 2.) Students may be asked to be present during the search of a locker that has been alerted on if they are in attendance.
- 3.) The canine handler will be responsible for conducting a reasonable inspection of the locker or area once an alert has been confirmed. The student will be summoned to the area of the alert with a school official present. The canine handler utilizes their interview technique attempting to determine the potential possession of contraband items. The inspection is conducted in the presence of both the student and school

official.

- 4.) If no contraband is found in the alerted-upon area, the canine handler and school official will proceed with inspection of student's personal effects (Ex: book bag), and possible search of the student if reasonable suspicion exists. If no contraband is found, the student will be excused. The school official will inform the parents that nothing had been found though the dog had alerted on the student locker (area).
- 5.) If contraband is found, any items found are sealed in an evidence bag and reviewed with both the student and school official. Chain of custody for all suspected contraband substances would be maintained at all times. The canine inspection agency may provide field presumptive testing of the suspected substance at the request of the District.
- 6.) The use of canine search procedures on campus will be preceded by education programs for students, faculty, and administrators. In addition, a parent/community education program will be provided. The purpose is to establish a solid foundation for implementation of the program, reduce concerns, and provide an initial deterrent impact.

Any disciplinary or other action taken as a result of the items found will be the responsibility of the School District. School policy for drug-alcohol possession and use, as well as student handbook procedures, will be followed.

- a.) Parents will be contacted.
- b.) If illegal drugs or alcohol is found, law enforcement will be notified. Law enforcement will conduct their investigation. School disciplinary procedures will be followed.
- c.) If prescription medication is found, it will be determined if the substance is legal for the student to possess. If yes, current school procedures will be checked. If no, the substance will be treated as contraband.
- d.) If other substances or items are found during the physical search, they will be dealt with by normal school procedures.

## **Video Surveillance**

The West Valley School Board adopted policy 3235, which addresses video surveillance at the school. There will be signs posted at the main entrances to the school, indicating the use of video surveillance, with audio. The purpose of the cameras is to ensure the health, welfare and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds and equipment. The superintendent will approve appropriate locations for video cameras. The District has the right to use video recordings as a part of a student's educational record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

# West Valley Rules and Disciplinary Program

West Valley recognizes different levels of disciplinary actions that exhibit fairness and consistency. Every effort will be made to work cooperatively with students, parents, teachers, and administration to deal with disciplinary situations without interrupting the educational process of the student, however, there may be times when this is impossible or impractical.

## Rules and Regulations

Rules are established and posted for each area of the school where they are applicable and are enforced by all staff members. General rules of conduct are as follows but not limited to:

- Willful disobedience or open defiance of the authority of any teacher or staff member will not be tolerated.
- Harassment of any nature whether it is verbal, physical, or sexual is strictly prohibited and will be dealt with as a severe offense. It is a violation of school policy and civil law and may be reported to the appropriate civil authorities.
- Theft of school or private property may result in disciplinary action and legal proceedings against the offender(s).
- Any violation of civil law occurring on or near West Valley School may be reported to the appropriate authorities.
- All students shall be subject to the school dress code.
- Students are expected to maintain responsible behavior going to and from school, while on school grounds, while representing West Valley, or while attending school-sponsored activities.
- All students will be accountable to the rules of Hallway Conduct, Drug Possession, and Weapons Possession as outlined in this handbook.
  
- Students are to keep their hands and body parts to themselves and not violate the body space of others, willingly or unwillingly. This includes kissing, sitting on each other's laps, PDA, etc.
- Students will remain in designated areas at all times.
- Students are not to leave the school grounds during lunch or recess
- Students are to leave all bags, backpacks, and coats in their assigned lockers or storage areas upon arrival to school and until dismissed from school (unless approved by their teacher). Bags need to be of an appropriate size to comply with this requirement.
- Electronic cameras or devices will not be used unless their use is authorized by a teacher.
- FIELD TRIPS – Any trip that is arranged by the school that takes students outside of the school property. Students that have disciplinary referrals or behavioral referrals may be removed from field trip activities as deemed by

administration.

## Accumulative Disciplinary Referrals

**First Disciplinary Referral** - Student receives consequences and/or may be suspended/expelled (depending upon the offense).

**Second Disciplinary Referral** - Same as first, may include meeting with school officials and parents/guardians; Student Support Team may become involved as well.

**Third Disciplinary Referral** - Same as the first except the student may face suspension and other disciplinary action and the Student Support Team may become involved.

**Fourth Disciplinary Referral** - Deferred Expulsion Contract is constructed or Expulsion Hearing is scheduled with school board.

In all Disciplinary Referral situations, the administration will conduct an investigation and review individual situations. In any case, the above steps could be forgone due to the severity or act by an individual.

## Illegal Drugs, Alcohol, Tobacco, and Weapons

The use or possession illicit drugs, alcohol, tobacco, and weapons during school functions and/or on school grounds will result in:

- 1.) Referral to the appropriate law enforcement official.
- 2.) School disciplinary action that could include immediate suspension and/or expulsion.
- 3.) Mandatory participation in a chemical awareness program (See School Policy (Section VIII, Appendix B. and Section X Parts II&V.)

## Articles Prohibited In School

Many articles, which are deemed safe outside the school setting become dangerous or unduly distracting in a school setting. Items such as knives, guns, chains, matches, slingshots, fireworks, pea shooters, skateboards, roller skates/blades, bats, baseballs, squirt guns, etc. will not be permitted in or on school grounds. Any such items will be impounded and released only to a parent. Any items that may be used to endanger and/or intimidate other students and/or staff fall under this policy. The staff and/or administration will define the nature of the item. Appropriate disciplinary action will follow. If you are questioning any particular item please call the school administration.

Other items such as stereos, electronic items or other fragile or expensive items should not be brought to school unless the teacher requests such an item for educational purposes.

The parent is under no obligation to send such items. Personal property is not covered by the school's insurance

## **Appropriate Dress**

Students are expected to be dressed in modest attire that is comfortable and appropriate for the season, recess, and other class activities. The student's personal appearance has been found to be a valuable determinant of his/her self-esteem. It is also a major influence on the impressions left with others. In the interest of an effective educational environment, fulfilling federal and state mandates, and the promotion of healthy attitudes West Valley School has developed the following guidelines:

- 1.) Students will not be allowed to attend school without shoes, shirts, blouses, or appropriate tops of modest style.
- 2.) Modesty implies good taste in wearing apparel imprinted with slogans and symbols. Alcohol/Drug, Tobacco slogans, violent, sexual, and profane symbols/slogans will not be permitted on apparel worn at school or any school sponsored function.
- 3.) Shorts will be permitted during the school year. However, short shorts, halter-tops, cutoffs, shorts and pants with large holes in them, are examples of inappropriate dress. Any individual dress or appearance that interrupts the education of other students is considered in violation of these guidelines.
- 4.) Pajamas (tops or bottoms) are not permissible items of clothing for school.
- 5.) Hats, caps, or other types of head covering inside the school building is prohibited unless special circumstances dictate otherwise.

The administration and staff have the responsibility and right to determine individuals being in violation of the dress guidelines.

Please mark your students clothing (ie, coats, boots) for easy identification

## **Cell Phones and Other Electronic Equipment**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones and other electronic signaling devices on campus after school ends. These devices may only be used outside in the student pickup and drop off areas. At no time may these devices be used in or around the playground areas, in school buildings or other non-designated areas (unless approved by a staff member). These

devices must be out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

## **Valuables**

West Valley discourages the bringing of valuable items to school. If you find it necessary to bring a valuable item it may be best to leave it at the school office until the end of the day. The best policy is to leave valuables at home. Coats and other personal belongings should be marked with suitable identification.

## **Lost and Found**

In order to assist students who have lost articles, we have a lost and found area located near the lunchroom. This is the first place to check for or bring a lost item. Textbooks may be brought to the office and/or the library.

We encourage parents and students to check the lost and found on a regular basis, as we send items not claimed to a charity on the day of our monthly Board meeting. The school cannot assume responsibility for student's losses. Please mark all items such as jackets, coats, lunch boxes, etc.

## **Pets**

Students are not allowed to bring pets of any type to school unless approved in advance by the classroom teacher. The pet must be contained in an appropriate cage or container. Parents should be sure that a family pet does not follow their child to school, as the County animal warden will need to be called to remove the animal from school property.

## **Telephone Use**

The school phone is for school business. It is necessary that the lines remain open for emergencies and expected calls. The students are not to use the office phones for personal calls. Students may utilize the office if a teacher and/or office staff determine it is necessary. Students will not be called out of class for telephone calls except in the cases of emergency. Routine messages will be taken over the phone and delivered to the students at the earliest convenience.

## **Bicycles**

Students are encouraged to ride bicycles to school on nice days. All safety precautions should be reviewed and followed. Students who ride their bikes to school are encouraged to lock them. The school cannot be responsible for lost or stolen bikes. All bikes are not to be ridden on the school grounds and must be parked in the designated area.

## Student Sales

Students are not to sell items at school for profit unless the principal grants permission. All money-making projects at West Valley School must have this approval and organizations are not permitted to have students sell goods or operate any concessions without this approval. Private enterprises are not to use school grounds to sell their goods without administrative approval.

## Emergency Drills

Emergency drills at regular intervals are required by law and are important for safety reasons. A continuous fire alarm will ring. All students will leave the room in single file following the route described by their teacher. There shall be no running, talking, or scuffling in the lines during any part of the drill, either leaving, outside of, or returning to the building. An orderly return will begin when the all-clear bell is rung.

Lock Down drills are a means of securing a safe environment for students and staff. Students remain in their classroom until an “all clear” signal has been given.

## Assemblies

- 1.) Be prompt; enter quietly and orderly; students will sit with their homeroom.
- 2.) Give courteous attention to the speaker or student leader throughout the entire program.
- 3.) Students failing to be courteous and attentive at an assembly may be assigned to an alternative setting.

# Student Services

## Student Health and Welfare

**School Nurse** - The county public health nurse is the school nurse. Our School Secretary can assist with minor bumps and bruises and assist with directing you to a health care provider.

**Illness and Injuries** - A student who becomes ill or injured during the school day must ask for a pass to report to the office. Procedures followed by the office are:



**Emergency** - There will be an attempt to notify the parents immediately. If the parent(s) cannot be reached, the principal or designated person is authorized to get emergency treatment and/or transport to the nearest medical facility.

**Non-emergency** - A sick student will be removed from the classroom and put to bed in the sick room. Parents will be notified and asked to pick up their child. No sick or injured student will be sent home unattended.

**Communicable Disease** - Upon recommendation from the Public Health Officer and/or the pupil's physician, a student with a communicable disease shall not be permitted in school if the transmission of the disease is determined to be sufficient cause to warrant this exclusion.

## Medications Given At School

**Non-prescription Medication** - Parents are required to sign a "Permission to Dispense Nonprescription Medication" slip that authorizes school personnel to dispense any non-prescription medication. The only medication available at the school is an aspirin-free pain reliever (active ingredient: Acetaminophen).

**Prescription Medication** - The administrative office staff will dispense this medication. Any other authorized dispensing agent must be specified on the consent form. The medication must be in a properly labeled, original pharmaceutical container designating the physician's name and the dosage. Dispensing prescription medication has two procedures:

- 1.) For short term (1 week or less) a "Request To Dispense Prescription Medication" form must be filled out and submitted with parent/guardian signature.
- 2.) Long term dispensing (more than 1 week) requires a school form, a physician's written order, and parental consent. Physician's orders must include the student's name, date, the medication, dosage, and possible side effects. An order for an "as needed" prescription must be accompanied by very specific instructions.

Parent/guardian consent form must be current, signed, and specify parent responsibilities regarding supply. Whenever changes occur - no matter what the duration, a new physician's statement must be filled out and on file before the school will administer new dosages.

## Fluoride Rinse Program

West Valley provides a Fluoride rinse program for the prevention of tooth decay. We encourage the participation of all students. Please mark the "yes" blank on the permission slip that will be coming within the first week of school if you wish your child to receive this service.

## Insurance

Student insurance can be purchased early in the school year. This is done through the school as a service to you. Notices and forms will be sent home regarding dates and prices.

## Pictures

Individual pictures are taken in the fall and class pictures in the Spring of each year. Notices regarding dates and prices will be sent home at the appropriate times.

## Lunchroom

There is a breakfast and hot lunch program at West Valley. Prices are: **Breakfast @** \$1.25 and **Hot Lunch @** \$2.75 (Student) \$3.75 (Adult). You may apply for "Free and Reduced status" by completing an application, which can be obtained at the school office. Students who bring "sack" lunches will be able to purchase milk for \$0.35. A student account will be maintained for the purchase of meals or milk. Reminder: Milk by itself is not part of the free and reduced program.

## Textbooks

Students will be supplied with textbooks. The school does not require a deposit but the students are responsible for keeping the books in a neat and clean order, and seeing to it that they are returned in good condition. The value of each book is determined by its condition when issued. Fines will be assessed according to loss or damage. No report cards will be handed out until book fines and losses are paid.

## Supplies

A list of supplies needed for use by students will be given to your child by his/her teacher and is available at the school office. We ask that you get these items as soon as you can so your child will have what he/she needs in the classroom.

## Newsletter

A newsletter is generally sent home with the students each week and contains general information about school events, activities, issues of interest, and classroom news.

## **Open House**

Early in the year a night is set aside for parents to meet their child's teacher, go over schedules, learn of classroom procedures, and get a brief description of each course.

## **Visitors to the School**

Visitors are always welcome at West Valley School. We do require that all visitors stop at the office and sign in. If you are dropping off an item for your student or need to speak with him/her briefly, please make arrangements with the office staff rather than to interrupt the child's classroom. Please obtain a school visitor pass at the office.

Please note that entrance into the school by parents and visitors is restricted to the front door only. Preschool age siblings, relatives, or friends of the students should not be brought to school as visitors, unless proper arrangements have been made in advance with the classroom teacher.

## **West Valley Parent Organization**

The WVPO is very active and is always looking for your participation, talents, and creativity. The meetings are on a monthly basis and conducted in the school library. Please come and meet your fellow parents, teachers, and administration.

# **School Facilities**

## **Parking**

West Valley School is located on one of the busiest rural highways in the county, which makes the parking, pick-up and delivery of students, and visitor traffic a crucial component of student safety. It is therefore critical that the guidelines are strictly followed and enforced.

The east lot in front of the school is reserved for staff members and visitors.

The use of McMannamy Draw for parking and/or student pick-up and delivery is strictly prohibited. The gates in this area are locked and Students climbing over the fence face possible disciplinary action.

We encourage parents to have their children picked up by no later than 3:45 PM. Supervision of the playground area begins at 8:00 AM and ends at 3:45 PM. Children on the playground before 8:00 A.M. or after 3:45 PM are at risk.

Please see that your children are dressed for the weather condition of the season, unless

extreme conditions warrant an earlier entrance.

Students are to stay in the playground area until the bell rings and then enter by the appropriate outside door.

**If a red flag is out, this indicates severe weather. The school is open earlier for students to enter the school building.**

## **School closure**

School closure due to inclement weather will be announced using local radio stations. Please tune in for important school information. Bus routes may be abbreviated.

## **Community Use of School Facilities**

The use of school facilities by local organizations is permitted if that use does not conflict with school activities, is of a public nature, and if the use is not contrary to the laws of the State of Montana.

Due to the increased replacement cost of school equipment and the decreased resources for that replacement, it is imperative that any request of school facilities be made well in advance so that its **Plan of Usage** can be reviewed. A contract may then be developed to clarify the cost and use of the school facilities.

It is the School Board's view that no unauthorized use of school facilities and/or school grounds be permitted. The school ground and facilities are for school use only and trespassers/violators may be referred for arrest and prosecution. A schedule of fees and costs is provided at the office.

## **Video Surveillance**

We have video and audio surveillance inside and outside the school grounds. There will be notices posted at each entrance to the school indicating the use of video surveillance. The video surveillance is to be used for the health, welfare, and safety of all staff, students and visitors and to safeguard District buildings, grounds and equipment. Video recordings may be used as a part of a staff member's personnel record. Policy # 3235

### **Acceptable Use of Technology Policy**

West Valley School District has voice, data, and video electronic communication systems that will allow enriched educational opportunities for our students to communicate, learn, and publish information. These network resources provide students access to electronic resources and are to be used for educational purposes. Communication over the district network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

## **TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of West Valley School District. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, West Valley School District believes that the benefits to students greatly exceed the disadvantages. It is the policy of the West Valley School District to not allow student use of e-mail unless it is deemed educationally necessary by the student's teacher.

### **Appropriate Use of the Internet**

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom, on the playground, or at home. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers, parents, or grandmother to see. Should students encounter such material, they should turn off their computer monitor and report to their teacher.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to; instant messaging; download or play games; subscribe to or access list-serves; download music files or check, send or receive email unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to yourself or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when used in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Use copy and paste techniques to condense your properly cited research information.
- Do not use the Internet in any way, which disrupts the service or its operation for

others.

### **Consequences for Inappropriate Use of the Internet:**

Since Internet access is currently a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
- In or Out of School Suspension
- Continued Internet usage with at school parental supervision.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.
- Any other school consequence deemed appropriate by the administration

### **TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:**

West Valley School District provides a variety of technology resources that will allow opportunities for students to communicate, learn, and publish information in the electronic age. These resources include computers, calculators, software, scanners, printers, digital cameras, video cameras and more. Students will be required to act appropriately and to use due care when utilizing technology equipment and work areas.

#### **Appropriate Use of Networks and Technology Equipment:**

Students are responsible for appropriate behavior and care when using District technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove / move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free. Ask for help if you're not sure about your files or disks.
- Do not attempt to gain unauthorized or illegal access to District technology resources or any other technology resources.
- Do not attempt to gain access to the District or any other computer system or go

beyond your authorized access by entering another person's password or accessing another person's files.

- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the same procedures outlined in this policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize District technology equipment or software in any way.
- Do not use District resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or a network manager.

#### **Consequences for Inappropriate Use of Networks or Technology Equipment:**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
- Continued technology resource usage with at school parental supervision.
- Loss of access to District technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.

#### **Conclusion**

The West Valley School District staff will exercise reasonable care to ensure that the communication and technology resources and facilities are used in the appropriate manner. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service.

The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

**The West Valley School administration will make the final determination as to what constitutes unacceptable use and their decision is final.**

# Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

## Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

## Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance.

The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.



### **Level 3: Superintendent**

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

### **Level 4: The Board**

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

### **Level 5: County Superintendent**

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

## **School Bus Rules and Outline**

If a RED FLAG is out, this indicates severe weather. The school is open for students to enter the school building.

### **Outline of Bus Expectations:**

#### **Loading our Bus:**

1. Approach bus door in single file line
2. One arm-length space between students
3. Normal speed, one step at a time
4. Hands, feet and objects to self
5. Voice level 0 - 2
6. Polite words
7. Ask for help when needed

### **Riding our Bus:**

1. Sitting up straight
2. Facing forward
3. Bottom on seat and feet on the floor
4. Body and gear completely inside seat area for safety
5. All trash in wastebasket
6. Voice level 0 - 2
7. Polite words
8. Friendly conversation
9. Asking for help when needed

### **Unloading our Bus:**

1. Seated until bus is completely stopped and row in front of you goes
2. One arm-length space between students
3. Hands, feet and objects kept to self
4. Normal speed, one step at a time
5. Voice level 0 -2
6. Polite words
7. Asking for help when needed

## **BUS RULES AND REGULATIONS “Yellow Cadillac”**

Student behavior on a school bus is extremely important for the safety of everyone aboard. If the driver of the bus is distracted because of student misbehavior, then he or she is not able to give full attention to the driving of the bus, thus potentially compromising the safety of all passengers. Therefore, any student who misbehaves on the bus will be dealt with very seriously and be reported to the principal, who may then take the following action:

**1st offense** - verbal warning -The student will be warned and a notice or phone call will be made to the parents. It is hoped that the parents will help to prevent a reoccurrence.

**2nd offense** - 2 - 10 days suspension of bus privileges - The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for a two to ten day period.

**3rd offense** - suspension of bus privileges for the remainder of the school year. The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for the remainder of the year.

All offenses will be reviewed and determination of consequences set by the administration. This could result in a step being by-passed for a more suitable outcome.

**\*Major offenses on the school bus may result in immediate suspension from the bus, regardless of the offense number.**

## Release of Directory Information

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name

Address

Telephone listing

Photograph (including electronic version)

Date and place of birth

Dates of attendance

Grade level

Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Honors and awards received

Most recent educational agency or institution attended

***Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.***

Parents/guardians prohibiting the release of information should understand that their child will be excluded from ALL areas mentioned above. This would include year book pictures, athletics and all other areas throughout the school setting. Choice of which areas you prohibit is not an option. It is an all or nothing exclusion. Board Policy 3600 offers more clarification and detail of all areas.

### Student Directory Information Notification

Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

\_\_\_\_\_ *Date*

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for \_\_\_\_\_  
*Student's Name*

Following is a list of items this District considers student **directory information**.

<ul style="list-style-type: none"> <li>- Student's name</li> <li>- Address</li> <li>- Telephone Listing</li> <li>- Photograph (including electronic version)</li> <li>- Dates of attendance</li> <li>- Grade level</li> </ul>	<ul style="list-style-type: none"> <li>- Enrollment status (e.g. full-time or part-time)</li> <li>- Participation in officially recognized activities and sports</li> <li>- Weight and height of members of athletic teams</li> <li>- Honors and awards received</li> <li>- Most recent educational agency or institution attended</li> </ul>
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NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

\_\_\_\_\_ *Parent/Eligible Student's Signature*

\_\_\_\_\_ *Date*