

Glacier Gateway Student and Parent Handbook

2013 -2014



Columbia Falls
School District #6

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COLUMBIA FALLS SCHOOL DISTRICT SIX
MISSION STATEMENT

Working together for our students, we will provide the best environment that maximizes abilities and potential as life-long learners.

COLUMBIA FALLS SCHOOL DISTRICT SIX
VISION STATEMENT

In a spirit of cooperation and trust, individuals achieve common goals that benefit all students enrolled in School District Six. We nurture partnerships among students, teachers, parents, and community in an atmosphere of excellence where people are valued, learning is essential, and differences are respected. Committed to consistency in planning and action, we offer an educational environment that challenges and educates students to their fullest potential and helps them become productive citizens.

COLUMBIA FALLS ELEMENTARY STUDENTS ARE EXPECTED TO:

***UNDERSTAND** and follow school rules*

***ATTEND** school regularly and on time*

***RESPECT** the rights, property, and safety of others*

***TAKE PRIDE** in the care and appearance of yourself, your school, and its property*

***DEVELOP** a personal code of honesty and trust*

***COOPERATE** and be willing to listen to others*

***WORK** to achieve the highest of your ability in each of your classes*

***CONDUCT** yourself in a reasonable manner*

***RECOGNIZE** and praise fellow students who have done well*

***BE WILLING** to help others who are in need*

***TAKE ADVANTAGE** of activities at school, be actively involved, and*

HAVE FUN.

BOARD OF TRUSTEES

Jill Rocksund
Dean Chisholm
Barbara Riley
Gail Pauley

Lyle Mitchell
Larry Wilson
Scott Emmerich
Jim Henjum

Glacier Gateway Elementary School

2013-2014

Vision for Our School

We, the staff of Glacier Gateway, envision a community of respect and cooperation among students, parents, and school that promotes individual learner growth in the academic, social, and emotional realms through:

- *sustaining a safe, welcoming environment, created through the participation of students, parents, staff, and community;*
- *creating a climate in which all school community members are valued for their individual contributions and differences;*
- *instructional practices that challenge and support individual students in achieving to their potential and in developing as responsible, independent learners;*
- *providing opportunities for student growth in the social and emotional realms;*
- *teacher professional learning communities that challenge and support individual teachers in learning best instructional practices for working effectively with students;*
- *parent learning opportunities during and after school to support parents in learning effective strategies for supporting their children's learning;*
- *focusing on school as a place of learning for all, a place that nurtures the minds and spirits of its members in pursuit of a lifelong love of learning.*

Mission for Our School

We, the staff of Glacier Gateway, commit to providing all students with the opportunity to develop the academic and behavioral skills to reach their maximum potential as active lifelong learners by:

- *Using effective instructional practices aligned with meaningful assessment to address student needs;*
- *Targeting essential learning expectations at each grade level;*
- *Fostering positive interaction that accepts diversity among students, staff, parents, and community;*
- *Utilizing multiple support resources for continuing teacher professional development.*

Working together for our students, we will provide the best environment that maximizes abilities and potential as life-long learners.

Dear Parents and Students,

Welcome to the 2013-2014 school year at Glacier Gateway School! Our teachers, support staff, and administration anticipate a great year of fun and exciting opportunities to learn together.

Our goal as educators is to develop positive relationships with all parents. We know how essential your support is in helping us do our jobs and in strengthening the school-parent support system. While academics are extremely important for this age group, we also recognize our responsibility for the education of the whole child. Perhaps the two most important traits a student of this age can learn are responsibility and cooperation. The home and school are important partners in this endeavor, and we thank you for helping us work with your child.

Glacier Gateway, like all Montana schools, works each year to improve student learning in our school. Every student participates in a language arts block with students who have learning skills similar to those he or she needs to learn. Your student may work with a teacher other than the homeroom teacher during reading. Detailed and on-going assessments allow us to continually readjust placement to keep up with the progress of each learner. Additional reading intervention programs are offered to the students with the highest needs.

During 2013-2014, School District #6 will use the Montana State Communication Arts Standards and Benchmarks for all grade levels. Communication Arts includes Reading, Literature, Writing, Speaking and Listening, and applications of technology. Montana has recently adopted the Common Core Curricula, which set national standards. We will align curriculum learning targets, assessments, and report card benchmarks for each grade level. Teachers from all district schools will work together to enhance clarity and continuity in our instructional and assessment practices.

During 2013-2014, we will continue to improve math instruction. A computer-based program will provide additional learning support in math. SuccessMaker determines the specific learning needs of each individual, then teaches the concepts, assesses, and reteaches if necessary. This individualization targets instruction to the student's level.

Glacier Gateway students in third through fifth grades are grouped for math according to learning needs. A math intervention teacher provides an intensive section for students requiring additional support. Students switch classes during math block and are regularly

assessed to ensure appropriate grouping. The intervention teacher offers extended learning opportunities outside of the math blocks to highly skilled students in grades K-5.

School District #6 elementary schools use a trimester grading period. Student progress is reported in terms of student proficiency in critical skill areas determined by the state standards. Instead of traditional letter grades, students are rated as novice, nearing proficient, proficient, or advanced in each grade level skill area. These ratings convey which specific skills your student knows and can do relative to end of year expectations, rather than the percent of work completed. Report cards are sent home three times per year, with midterm reports arriving mid-trimester. Parents are strongly encouraged to contact the teacher for additional information about their student's progress throughout the year. Teachers can also work with you individually to determine how you can best support your child in learning critical skills and procedures.

This handbook communicates School District #6 policies and information specific to Glacier Gateway School. We hope to promote positive relations by making school expectations and services clear and accessible. Please take time to review and discuss this handbook with your child. Students experience greater success when they understand how school works and what is expected of them. If you have questions, concerns, or suggestions regarding the handbook, please feel free to call and discuss your ideas. The handbook is also available throughout the year on the Glacier Gateway pages of the School District #6 website.

Thank you, parents, for the consistent support you offer our students and our school. Together we can move continually toward improving student experiences at school, promoting student learning, and making school a joyous place for all of us.

Sincerely yours,

Peter H. Loyda

Peter H. Loyda, Principal

poyda@sd6.k12.mt.us

406-892-6940

Columbia Falls Elementary Student Responsibilities

- To attend school daily
- To be on time for school
- To be prepared for the school day
- To follow directions
- To respect the rights and property of others
- To believe in yourself
- To be ready to learn

Columbia Falls Elementary Parent Responsibilities

- To send your child to school each day on time, with all the necessary materials, well rested and properly dressed;
- To check your child's backpack for school communication notes on a regular basis;
- To provide your child with a suitable place at home to work on school materials;
- To communicate with your child's teachers when you are concerned about his or her health or school success;
- To listen to your child read or read to your child daily;
- To provide the school with accurate and current contact information, including phone numbers, mailing addresses, and emergency contact numbers if you are unavailable. When changes occur in your contact information, please notify the school immediately.

Columbia Falls Elementary Staff Responsibilities

- To provide students with quality and timely educational programs in an integrated setting;
- To provide an orderly classroom and a safe environment in which to learn;
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student;
- To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the student body.
- To respond effectively to parent requests and concerns.
- To communicate regularly with parents about student progress and well-being.

COLUMBIA FALLS SCHOOL DISTRICT SIX TIP LINE

School District Six has initiated a Safe School Tip Line to provide students, parents, and community members with a means to anonymously report school safety concerns, in response to the need to generate any and all information about dangerous or illegal activities that may negatively impact our schools. The Safe School Tip Line number is 881-4700. Calling the Tip Line permits an individual to leave an anonymous voice-mail message. Messages will be monitored daily. If an individual wishes to report information of an immediate threat to school safety, it is requested the call be made directly to the Columbia Falls School District Six District Office at 892-6550.

DIRECTORY INFORMATION

From time-to-time, School District Six will disclose “directory information” from a student’s education record. Directory information is information in a student’s educational record that is general in nature, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. According to the U. S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address, telephone number, date and place of birth, official activities, dates of attendance, height, weight, honors and photograph.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal.

STUDENT RECORDS

Parents and *eligible students are permitted to inspect and review the education records of the student in accordance with the Family Rights and Privacy Act of 1974.

*Eligible student means a student who has attained 18 years of age.

PUBLIC NOTICE OF NON-DISCRIMINATION

School District Six complies with the Americans with Disabilities Act of 1990, Public Law 101-36 (ADA), and Section 504 of the Rehabilitation Act of 1973. As such, the district does not discriminate on the basis of disability, race, color, national origin, sex or age with regard to admission, access to services, treatment or employment in its programs or activities.

Any person having inquiries concerning the district compliance with the regulations is directed to contact Terri Burghardt, Director of Special Services, at 406-892-6562.

Daily Schedule: Kindergarten – 5th Grade

School Hours: 8:15 AM – 3:05 PM
8:15 AM – 2:05 PM (Wednesday - Early Release Day)

Parents who choose to have their student attend half day morning kindergarten, rather than full day, should discuss their child's schedule with the school principal. No half day afternoon session will be offered in 2011-2012, unless specific individual needs exist.

Breakfast: 7:45 AM – 8:10 AM (Students who plan to eat breakfast should arrive at school early enough to finish eating by 8:15. Bus students do arrive early enough to eat.)

AM Adult Supervision: **Students may be dropped off at school beginning at 7:45 am. At that time, adult supervision of the building and grounds is provided. Please do not bring students earlier than 7:45.** Students must report directly to breakfast or to the playground, because those are the supervised areas.

PM Adult Supervision: Immediately upon dismissal, students should board the bus, be picked up by a parent, or walk home. Grounds and crosswalks are supervised until 3:30. All students should have left the school grounds by 3:30.

- If a student participates in an after school program, such as Boys and Girls Club, homework club, Glacier Gateway after school offerings, scouting, or sports, the student should go directly to that program.
- Students who miss the bus, are not picked up on time, or otherwise are unable to leave in a safe manner are brought to the office. The office secretary finds a safe option for transporting the student home or to an alternative spot listed by the parents on the registration card.
- Please make clear arrangements each morning with your student regarding after school plans. Parents are responsible for making sure their children understand the after school plans.
- Students who live nearby and walk home who choose to remain on school grounds after dismissal will be asked by duty people to go home immediately.
- Please do not plan to have your student wait on school property after 3:30. Any students remaining here will be brought to the office until a safe option is implemented.

Parking and Loading Zones

Parking

Parking for parents and visitors is available on 4th Ave. West, in front of the school complex. If you plan to stop and wait while dropping off or picking up your child, please use the designated parking spots, marked by yellow lines and set up for pulling in perpendicularly to the curb. You may also park across the street and on the side streets if necessary.

Because student safety is the main consideration in the current parking layout, we ask that you follow the parking guidelines. Individuals violating these guidelines may receive citations from the police. Chronic violations will be referred to the police for further action.

NO PARKING IN THE CROSSWALKS
 IN THE LOADING ZONES
 IN THE STAFF PARKING LOT

Loading Zones

Loading zones are designated with a yellow boundary, yellow arrows, and the words “loading zone” on the pavement. These areas are intended for QUICK drop-offs and pick-ups of students. Please use these zones safely and courteously:

- Pull in behind, rather than next to, cars already there;
- Move in the direction indicated by the arrows;
- Watch for students unloading from or going to other cars;
- NEVER park in these zones to wait for students;
- Watch for students walking and on bicycles as you pull in and out of the loading zone;
- Watch for staff members trying to enter or leave the staff parking lot.

Loading zones are available in three locations: in front of the staff parking lot on the north end of the complex, in front of the multipurpose room in the middle of the complex, and in front of the fourth and fifth grade area at the south end of the complex.

Crosswalks

Please obey the instructions of the crossing guards as they ensure student safety at the crosswalks.

- Stop for the crossing guard;
- Park and load/unload away from the crosswalks, using only designated parking and loading spots;
- Comply immediately with other parking requests from the crossing guards – their goal is to ensure student safety.
- Failure to yield to the crossing guard or to comply with his/her directions may result in police citations. Crossing guards have been instructed to

carry cell phones and to immediately report dangerous driving to the police.

Attendance & Checking In/Out

Consistent attendance promotes student success in school, both academically and socially. Students who miss school regularly tend to fall behind in their work, finding it difficult to catch up with past assignments while completing current assignments. In addition, students who are often gone have more difficulty initiating and sustaining friendships in the classroom and on the playground. Student attendance and the verification of student attendance are mandated through Montana law by the Montana legislature.

Absences **Glacier Gateway Elementary** **892-6540**

Illness or Emergency:

- If your student is sick, you must *call the school by 9:00 A.M the morning* (s) of the child's absence. You may also leave a message at any time to inform us.
- If you do not call, the school secretary will call you to confirm that you know your child is absent that day.
- If you don't have a phone, please find a way to inform us of the absence.
- If the school determines that a student has excessive excused absences, a medical note may be requested.
- You will receive notices after 4 and 6 days of absence. After 6 days absence in a trimester, students may be assigned to lunch recess work sessions in the computer lab to make up missed work and/or receive tutoring. For students who are falling significantly behind, these sessions are assigned by the teachers as needed, and are not optional.
- The school resource officer may be called to check on students who are habitually absent. The law requires student attendance at school.
- Habitual and excessive absences may be referred to the courts in compliance with Montana law. Civil penalties may be placed on parents whose children miss excessive amounts of school.

Planned Absences:

If you have advance notice that your child will miss school, please notify the office ahead of time with the dates. Plan with the teacher how your student may best make up material that will be missed. Sometimes students can work ahead before the absence, which reduces their stress when they return.

Tardies

Late arrival causes a student to miss the daily planning in the classroom and other important activities, such as calendar math time, checking for completed homework, and the beginning of lessons. Students often feel embarrassed at having to enter the classroom after class has begun. Because most tardies at the elementary level are a result of adults transporting the students to school late, the principal will address the issue with parents if lateness becomes habitual.

Closed Campus & Checking In/Out

- ⇒ Students arriving late to school for any reason during the school day should report to the office before going to class.
- ⇒ Parents who pick students up early must check in at the office, fill out a pink student check-out card, and give the teacher the card when they take the student from class.
- ⇒ Parents must provide either written permission or verbal notification to the office if a student is to go home with friends or adults different from the usual family or bus arrangements.
- ⇒ An adult with whom a student is going out to lunch must pick up the student in the office when that child's lunch begins and return the child to the office before the child's afternoon session begins.
- ⇒ A note or telephone call from a parent or guardian requesting that a student be permitted to leave the campus during the school day without an adult escort will not be honored.
- ⇒ Students are required to remain in school or on school grounds once they arrive until they are dismissed. Any student leaving school grounds without authorization from the office will be disciplined.

Saturday School (SS)

Administration may assign Saturday School (SS) to fourth and fifth grade students who miss more than 6 days in one trimester (ten percent rule), in order to complete work missed. One Saturday School day may be assigned for each absence beyond the sixth day. If a student has demonstrated excellent attendance and academic performance and the absences are due to verified medical conditions or other extraordinary situations, the administration may consider the student's positive performance in determining the appropriateness of SS.

Inclement Weather

Blizzards and exceptionally bad weather can cancel school and disrupt bus routes. School district officials advise parents that the following procedures will be implemented immediately.

- All families will be directly notified by the **Blackboard Connect** phone system, at the numbers the family has provided to the school, in the event of school or bus route cancellation for the day.
- Four radio stations will broadcast bus route and class time changes for School District # 6: KJJR (880 AM), B98 (98.5 FM), KOFI (1180 AM), and KALS (97.1FM). Using contact information provided by parents and guardians, the district will also use the parent notification system, Blackboard Connect, to inform parents and guardians of school closures.
- Information will be presented to the radio stations prior to 7:00 A.M. so bus riders and parents know of the delays or cancellations of bus routes.
- The options for bus travel include eliminating all runs or only driving routes along the major highways. Individual bus problems or route closures will be dealt with separately and the proper notification will be given to the radio stations.

- It behooves parents to adopt a plan for students to have a place of refuge or be able to re-enter the home in cases of emergency.
- If a child is unable to attend school that day, parents should call the building secretary after 7:00 A.M.
- *Once students are transported to school by bus, they will remain at school until the end of the school day.* The school district does not want to release children early without parent knowledge. Parents may retrieve their children from school at any time.
- If there is a countywide “emergency travel only” declaration, all schools will be closed. This applies to all staff except for a skeleton crew present to be sure the buildings are open. If the decision is made that no buses are running, then school will also be closed. If some buses are running school will be open. The district can close schools without countywide emergency travel advisory.

Health and Hygiene Guidelines

Health Services

Children will not be allowed to attend school unless ALL immunizations are up-to-date as detailed by Montana State Law. Proof of current immunizations is required at the time of registration.

The following services are provided by the District’s Nurses:

- Vision screening in grades kindergarten, one, three, and five
- Fluoride mouth rinse in grades kindergarten through six
- Scoliosis screening in grade six.

When a child is suspected of having a contagious disease, she/he will be removed from the classroom. The parent will be notified and may be requested to seek diagnosis and treatment from a physician before the child may return to school.

Students with lice must leave school immediately and may return only when the student is free from lice and nits. The school nurse will check the child regularly to ensure continuing freedom from infestation.

Medication

In special circumstances, it may be necessary for your child to take medication during school hours. Montana State Law sets specific rules for schools to follow in these circumstances. Please be advised that no medication (prescription or over the counter) will be given in School District Six without all of the following:

- A written order for the medication by a doctor.
- A school medication policy signed by the parent (available in the main office or nurse’s office of each school).

- The medication must come to school in the original pharmacy labeled container.
- Students who use asthma inhalers, diabetics, and those with anaphylactic shock kits may make arrangements to have their necessary medications available. Please contact the school nurse to set up safe and legal procedures for your child.

For the safety of all students, all medications (including physician-ordered Tylenol, cough drops, etc.) must be delivered to school by an adult. Left over medicine will not be sent home with a child; parents are welcome to come to school and pick it up. If you have any questions please feel free to contact the school nurse. Renae Ren is available at Glacier Gateway from 11:40-1:00 each day. We appreciate your understanding and cooperation in keeping our students safe.

Important Information for Parents Concerning Student Injuries

Even with adequate precautions and supervision, accidents can and do happen at school. Columbia Falls School District Six does not provide medical insurance to automatically pay for medical expenses if a student is injured at school or on a school activity. The District only carries legal liability insurance.

The District makes medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to children at the beginning of the year and are available in all of the school offices throughout the year. If your child did not bring a brochure home, please contact the office at your child's school.

Information is also available in the office regarding application for Montana's Children's Health Insurance Program and Medicaid. The Healthy Kids Montana program accepts one application from families to determine which program a family may be eligible to receive.

Hygiene Issues

Students should be clean and neat when they arrive at school. If issues such as excessive odor, wetting or soiling clothing, or other hygiene concerns arise, we will work with parents and students to resolve the situation. Sustained and serious hygiene and wetting concerns will be referred to Family Services so that families can receive support in keeping their children clean and healthy.

District staff may intervene directly when hygiene is causing difficulties for students at school. Intervention may include having a child change clothing, washing a child's clothing, combing hair, having a child brush his/her teeth, or other actions as needed to ensure the safety and well-being of the individual student and those who come in contact with the student. Parents may be called to pick up their student in extreme or persistent situations.

If a child has specific toileting needs, the parent is responsible for planning with the classroom teacher how to best meet the child's needs. If pull-ups, diapers, or changes of clothes are required, parents should supply those to the school as needed. Parents are expected to be proactive in addressing their child's on-going needs with school

Asbestos Inspection Report

This notice is to all parents of School District Six. The purpose is to inform each of you that the Columbia Falls Elementary Schools are in compliance with all regulations mandated by the Federal Government's Asbestos Hazard Emergency Responses Act (AHERA). The notice is part of AHERA regulations.

School District Six contracted with Y Environmental to perform periodic re-inspection of district buildings and to compile an AHERA re-inspection report. Their resulting report states that they found no friable asbestos that would allow exposure to the students or public.

All School District Six maintenance and custodial staff have met the asbestos training program requirements. The reports and findings of Y Environmental Inspection and the management plan are on file and may be viewed at each of the school buildings by contacting Doug Karper, Head of Maintenance.

GENERAL INFORMATION AND STUDENT SERVICES

Progress Reports

Progress reports tell how well children are learning and succeeding between one report card and the next report card. The progress reports are sent home halfway between report cards. The mid-term report tells children and parents what level of proficiency a student is achieving in each subject and skill area. Parents may contact teachers at any time for additional information about how to support their child.

Report Cards

Report cards tell how well children are learning and succeeding in academic areas throughout a 12-week period. There are three report card periods a school year. In grades K-5, teachers at Glacier Gateway use proficiency ratings to show how well students are progressing toward year-end learning targets for each grade level. “Novice” describes a student just beginning to perform or understand a particular skill. “Nearing Proficient” describes a student who understands aspects of the skill and/or applies it inconsistently. “Proficient” describes a student who consistently demonstrates understanding of a skill to grade level expectations. “Advanced” describes a student who exceeds grade level competence with a skill. By the end of the year, students are expected to perform at the proficient level with grade level skills. Copies of report cards will be sent to parents and kept in each student’s cumulative record folder.

Homework and Daily Assignments

Children are responsible for the work their teachers give them to complete in school. Daily practice work allows children the chance to learn and practice skills. It gives teachers needed information so instruction can target individual student learning needs. Teachers allow assignment completion time during the school day for most assignments. Students are expected to use this time productively, so the teacher can observe their level of understanding. Teachers may ask children to take work home when the work is not completed during the school day. Students may also miss recess time to finish assignments, as determined by their teachers or by the student’s own choice. Assignment notebooks and homework folders are important tools to help students and parents keep track of work that needs to be done and what has been finished successfully.

District Policy states that students will have 2 days to make up work for each day missed due to excused absences.

Fifth Grade Homework Policy

If students are absent more than three days, parents need to conference with the teacher about how to effectively help the student cover missed material. This amount of work may take more than a week to makeup. Students often have difficulty accomplishing extensive makeup work successfully.

Extended Studies Program

School District #6 will be expanding opportunities for highly capable learners. State law requires districts and schools to offer research-based programs that differentiate instruction for advanced learners. The extended studies program includes enrichment classes, compacting in core curricular areas when appropriate, extending and deepening studies when appropriate, and alternate curriculum materials when appropriate. Ruder, Glacier Gateway and Columbia Falls Junior High School all have an extended studies coordinator who will plan and implement the program. The coordinator will work directly with students for enrichment and will work with teachers to adapt core curriculum as needed to promote high levels of student growth. Students will be included in the extended studies program when they are identified as requiring advanced instruction to meet their learning needs. Identification is based on a combination of evidence, including teacher recommendations, standardized test scores, parent nominations, classroom work, and individual testing to assess areas of particular strength. If you wish to inquire about your school's Extended Studies Program, please contact either the program coordinator or the building principal:

Extended Studies Program Coordinators

Ruder Elementary	Janae Christensen
Glacier Gateway Elementary	Donna Bryan
Columbia Falls Junior High	Paula Koch

Parent-Teacher Conferences

Teachers schedule Parent-Teacher Conferences in the fall of each school year. Parents or legal guardians may schedule additional conferences with their child's teacher throughout the school year. Your child's teacher will provide you with specific information regarding the format of the conferences.

Complaint Procedures

A student or parent with a complaint regarding a classroom procedure or other matter should first bring the complaint to the appropriate teacher. If the outcome is not satisfactory, a conference with the building administrator may be requested. If the concern still exists, the parent or student may file a written complaint according to School District Six policy. The building administrator can explain that policy when needed.

Visitors

Parents are always encouraged and welcome to visit our schools. Parents requesting to visit a classroom need to contact the classroom teacher at least 24 hours prior to the date of the visitation. To keep classroom interruptions to a minimum, it is recommended that the visits not exceed one hour in length and that younger siblings be left at home with a sitter. All

visitors must report to the office to obtain a visitor's pass before proceeding to a classroom. Guests of our children may come for show and tell but may not attend the regular instructional day without a prior arrangement with the teacher. Please call your child's teacher a minimum of one school day in advance of sending a guest.

Classroom Volunteers

Classroom volunteers are encouraged. All volunteers should submit a completed District Volunteer Form to the building principal. Volunteers should check in at the office to pick up a visitor pass each time they enter the building. Each volunteer should have a plan with the classroom teacher for when and how they will help out.

Rights of Non-custodial Parents

Non-custodial parents do not have the right to pick a child up from school without the permission of the custodial parent. Principals and school officials will require that a child remain in school for the duration of the school day and be transported home in the usual manner unless permission to leave with the non-custodial parent is granted directly to the school by the custodial parent. A copy of the official custody agreement should be submitted to the school if concerns exist. In the absence of official documentation, the principal will act to protect the well-being of the child. If a parental dispute occurs at school, the principal will contact both parents and the police to resolve who has legal rights to remove the child from school. The child will not be released to either parent prior to resolution by the police. As a general rule, school should NEVER be a place for parents to test custodial issues or to try to evade the oversight of the other parent. School should be a safe place for your child.

Non-custodial parents do have the right to obtain any and all information concerning the child that is available to the custodial parent. If a counselor is disclosing information to a custodial parent, that information must also be shared with the non-custodial parent upon request. A non-custodial parent has the right to any and all information concerning his/her child irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary. Non-custodial parents have the individual responsibility to provide contact information for themselves. They should also communicate with the office and the teachers regarding their preferences for notification.

Non-Student Trespassing

Trespassers in the school building or on the school grounds may be requested by any staff member to leave the area. If an individual persists in trespassing, the police department will be called and appropriate legal action will be taken. Parents who behave in dangerous and disruptive ways can be banned from campus. In these instances, trespassing guidelines will apply.

Video Surveillance

The Columbia Falls School District Six Board of Trustees has authorized the use of video cameras on District property, including buses, to ensure the health, welfare and safety of all students, staff, and visitors to District property and to safeguard District facilities and equipment. Video surveillance may occur anywhere on District property.

Telephone Messages

Students may use the telephone only with their teacher's permission or with permission from the office. Parents may contact their child's classroom by calling the office. A message will be delivered through the office. Please plan ahead regarding after school plans to minimize classroom disruption and student confusion. Students may not use school phones to make after school plans with other students. Students may not use personal cell phones for any reason while at school or on the buses.

Counseling and Guidance Programs

Children learn social skills through the guidance and counseling school programs. School counselors teach social skills lessons in the classrooms. Classroom teachers help the counselors teach the lessons to their students. School counselors also teach small groups about selected topics, such as friendship. Children may choose to talk to a school counselor about topics that keep the child from concentrating on learning. The school counselor does not provide extended in-depth individual therapy for students. He can help families find resources when additional support is needed. **Please see Appendix C for a fuller description of the program and for local resources available to families.**

Hot Lunch / Breakfast

Morning breakfast and hot lunch are provided daily at all of the elementary schools.

- The cafeteria is a lunchroom and a place to meet friends. Each child is reminded to practice good manners and to clean up his or her area when finished. Good behavior includes using an inside voice.
- Breakfast and lunch payments can be made in the cafeteria before school. It is recommended that parents keep a positive balance in their child's account. No lunches can be charged to accounts running a negative balance.
- The cost for students in 2013-2014 will be \$1.45 for Breakfast and \$2.75 for Lunch.
- Applications for free and/or reduced price lunches and breakfasts are attached to the front of this handbook.
- Students bringing cold lunch will eat in the cafeteria with their class.

Pre-pay Breakfast and Lunch

- Students must pay ahead or on a daily basis for their breakfasts and lunches.
- There is no charging for breakfasts or lunches. If a student does not have money in their account they may be given an emergency breakfast/lunch until money is received.

Healthy Snack Program

Glacier Gateway has qualified for free fruit and vegetable snacks for all students during the 2013-2014 school year. Each child will receive a healthy snack in the middle of the morning three days per week. Parents should talk with the classroom teacher about snack routines on the two days it is not provided by the school.

Other food and drink will be allowed in the classroom at the discretion of each teacher. Teachers will set these guidelines with their students.

Parents wishing to bring treats for special occasions are encouraged to choose healthy foods.

Textbooks / School Equipment

Children who lose or damage school equipment or textbooks will pay the cost for replacement or repair. As stated by board policy, loss and significant damage are assessed at the full cost of replacing the book. Minor damage is assessed at half the cost of replacing the book. The child to whom the book is checked out is responsible for the condition of the book. Please be aware that textbooks cost \$60.00-\$90.00.

Library

Children will find many materials in the library (reference books, picture books, magazines, computer resources, fiction and non-fiction books) for their enjoyment. All books may be checked out for a one-week period. Books may be renewed if the book is not on a waiting list. We do not charge fines for overdue books. If a child's book has become overdue for more than one week the student may be asked to not check out another book until that book is returned. If library materials are lost or misplaced they will be charged to the child who signed them out. The books may be replaced by buying the same book at a bookstore or by paying the replacement cost. Lost/damaged books need to be taken care of by the end of each trimester. Once the replacement cost has been met, the child will be allowed to check out books again. Our goal is to provide students with a love for books and a lifetime enjoyment in reading.

Disaster Drills

Drills are conducted several times each year. Classroom teachers will teach children the drills at the beginning of the school year. These include fire drills, earthquake drills, and lockdown drills. Drills will be practiced throughout the year.

Lost and Found

Students who find lost articles are asked to take the items to the office. If you have lost something, please check the lost and found location by the main north entrance. Lost articles not claimed within a reasonable amount of time will be given to local charities.

Vending Machines

Beverage vending machines are open for sales at noon and after school. Students are not allowed to use the machines between and during classes. The office is not responsible for money lost or not refunded by the machines.

Contact: School District Six
 P.O. Box 1259
 Columbia Falls, MT 59912
 892-6550 extension 422

Student Responsibilities and Rights

Harassment / Discrimination

Glacier Gateway School is part of the District Six Title IX policy, a grievance procedure by which students or their parents may present grievances dealing with school discrimination on the basis of gender. Title IX Coordinators are Mr. Thompson and Mrs. Casazza, Glacier Gateway staff members, and Dot Wood, Director of Curriculum. If you feel there is an issue with your child, contact one of the coordinators listed above. For other forms of harassment and bullying, please contact your child's classroom teacher and Peter Loyda, Glacier Gateway Principal.

Personal Appearance / Dress Code

In the interest of appropriateness, health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. The child will not be allowed to attend school until these requirements are met. If a child's appearance, odor, or hygiene disrupts or distracts from the teaching or learning process, that child will be asked to make modifications in order that the disruption or distraction will cease.

The school may supply covering garments, parents may be asked to bring clothing to school, or the child may be sent home, depending on the situation. Parents are asked to ensure their child's clothing meets the following standards:

1. All shorts and skirts must reach below mid thigh. Shorts must be hemmed; no ragged cutoffs. When the student bends over, clothing must provide complete coverage without underwear showing.
2. Low-slung pants in combination with high cut shirts should not be worn, because when the student sits down at a desk, large portions of the student's upper bottom are revealed.
3. Midriff tops, tank tops, backless garments, and muscle shirts are prohibited, unless covered by appropriate outer garments.
4. Cheerleading outfits should not be worn to school.
5. Advertisements for tobacco, alcohol, or drugs are prohibited.
6. Clothing displaying offensive words, gestures, comments, or pictures is prohibited.
7. Spandex/Lycra clothing may only be worn under other clothing.
8. Undergarments should be covered and should not be visible through outer clothing.
9. Clothing should be clean and free from strong odors.

Personal Possessions

- No personal toys are allowed at school. Students may use school equipment at recesses.
- Technology Devices: Walkman players, disc players, game machines, cell phones, and other electronic devices are **not allowed** at school. If a cell phone is sent for safety reasons, it must either remain in the student's locker or be given to the teacher. Cell phones that are used during the school day will be confiscated and the parent contacted.
- Yugio, Pokemon, and other game cards are not allowed at school.
- Skateboards, In-line Skates, and Heelies: Skateboards, in-line skates, and heelies (shoes with built-in skates) are not allowed on school grounds.

- Bicycles: Bicycles must be walked while on the school grounds. Please use the provided bike racks and a bicycle lock for safekeeping. Although bicycle theft will be investigated & the police called, recovering a stolen bike is difficult.

Loss, theft, or trading of any toy or electronic device brought to school remains the student's responsibility. Valuable possessions should stay at home.

Bus Regulations

Children who ride the school bus are subject to the rules and regulations governing school transportation. Children who are disorderly and consistently disruptive may lose bus privileges for a time or be permanently removed from the bus. Bus drivers will report bus misconduct to the appropriate administration for disciplinary action.

Driver Authority

- Children being transported are under authority of the bus driver.
- The bus driver may assign children seats. K-6 students are assigned seats.
- Drivers are responsible for enforcing the transportation rules of conduct for children.

Students' Responsibilities

- Students shall be on time for the bus for both morning and evening departures. Students should be at the bus stop a minimum of five minutes prior to scheduled time. Times will vary due to weather, traffic, road conditions and riders on the bus.
- Bus students must go directly to the bus lines when dismissed from class.
- Students must behave responsibly, respectfully, and safely while at bus stops, in bus lines, and on the bus.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall follow the driver's instructions immediately, without arguing.
- Students shall be courteous to the driver, fellow students, and to passersby.
- Students shall help keep the bus clean and free from damage.
- Students shall remain seated and facing forward while the bus is in motion.
 - Feet must be out of the aisle, hands kept to oneself.
 - Students may not move from seat to seat without the driver's permission.
 - No moving about is allowed while the bus is in motion.
- Students shall converse in normal tones (indoor voices).
- Students shall respect all private property rights while waiting for bus transportation.
- Students shall use the emergency door **ONLY** in the case of an emergency.
- Students' projects, musical instruments, athletic gear, health devices, and other equipment must fit on the student's lap or in appropriate storage. For any other items contact the school principal or have an adult transport them separately.

Prohibited Activities

- Cell phone use on the bus is not allowed. Permission to use a cellular phone may be granted by the driver under extenuating circumstances.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Interfering with and/or bullying other students physically and verbally is prohibited.
- Throwing objects at others on the bus or out of the bus is prohibited.
- Loud or vulgar language is prohibited. Vulgar gestures are prohibited.
- Students shall not extend their hands, arms, or heads through open bus windows.
- Students shall not open or close windows without permission from the driver.
- Students shall not bring animals, firearms, weapons (real or toy) or other potentially hazardous material on the bus.
- Students are not permitted to eat or drink on the bus.
- Students who consistently disrupt bus lines at school or cause problems at bus stops may be disciplined at school and/or suspended or removed from the buses.

Parent Permission Required

- Children shall have written parental permission to leave the bus at another designated area, other than at home or school.
- Children shall have written parental permission to ride a bus other than their normally designated bus. However, permanent bus assignments are made only through the district transportation office.
- Children who do not normally ride the bus must have a parent note and approval from the school administrative office to ride for any reason.

Montana Behavior Initiative

Glacier Gateway School is part of the Montana Behavior Initiative, a statewide program based on the premise that responsible student behavior is taught by all adults in every school environment. Continuous support and encouragement of positive student behavior is the foundation of our behavior program. To teach and promote positive student behavior, we have initiated several important priorities:

- We teach students expectations for responsible behavior in every environment. We encourage students to be responsible and to always try to do their best.
- We teach students expectations for safe behavior in every environment. Clear, consistent behavior guidelines are taught and monitored in the classrooms and in the common areas.
- We teach students guidelines for respectful behavior in all environments. This includes treating everyone with dignity and respect, cooperating with others, and observing rules and procedures.
- We provide positive feedback to students when they are meeting expectations.

- When a minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. Students will have the opportunity to practice appropriate behavior.
- We work collaboratively with parents, students, and community resources to resolve behavior problems that are chronic or severe in nature. The Student Support Team will provide resources and support for the student, family, and teachers.

Common Area Expectations

Voice Levels

Within the school the students and staff work to provide a quiet work environment that allows students to make the best of their time in class. The voice level system is taught in all classrooms and provides for a consistent expectation of voice levels in the common areas of the school.

- 0 = Silence**
- 1 = Whisper**
- 2 = Small Group**
- 3 = Speaker**
- 4 = Outside LOUD**

Playground Expectations

Goal: The playground of Glacier Gateway Elementary will be a safe and enjoyable environment where all people interact with courtesy and respect.

1. Students will follow directions first time given.
2. Students will use the playground equipment correctly.
 - A. No playing on top of equipment.
 - B. Football is played on the field.
 - C. Sit in swings
 - D. Tag is played on the ground, not on equipment.
3. Students will play by the rules of the game.
4. Students will keep their hands, feet, and objects to themselves.
5. Rocks, snowballs, and similar objects stay on the ground.
6. Students will have a pass from the outside duty teacher to enter the building. Health emergencies are excepted.
7. During the school day, students are to play in the designated areas:
 - A. Outside the yellow line along the building, inside the fences, and no further south than the south end of the basketball court. The administration building lawn is out of bounds.
 - B. Students will not go beyond the yellow bus line before or after school when buses are using the track.
 - C. The south basketball court is off limits for playing before school.

8. No toys from home are allowed on the playground during recess. Students are responsible for any loss of, or damage to, their personal items. Books and writing materials should not be taken on the playground.
9. Balls will be kept away from fences and buildings.

Hallway Expectations

Goal: The halls of Glacier Gateway Elementary will be a safe and quiet environment where people interact with courtesy and respect.

1. Students and staff will walk on the right side of the hall, keeping their hands, feet and objects to themselves.
2. Supervised classroom groups moving in the halls will walk in single file using a level 0 voice.
3. During class time, students must sign out from class and have a pass to be in the hallways.
4. Students moving through the halls to playground breaks or lunch may use a level 1 voice.
5. Students will line up outside before school and after all breaks. Respectful students will come into the building first.
6. Before school, students will be on the playground unless they are eating in the cafeteria. After eating they will go directly to the playground.
7. Students will remove headwear when entering the building.

Lunchroom Expectations

Goal: The cafeteria of Glacier Gateway will be a pleasant and clean environment where people use appropriate manners and respect others.

1. Students will sit at the table assigned to their class.
2. Cold lunch students are to sit down immediately upon entering the lunchroom.
3. Hot lunch students will line up single file against the wall. Students should use a level 1 voice and should use hands, feet, and objects appropriately.
4. Students will show good manners and use a level 1 voice in the lunch area.
5. When students need help, or to use the restroom, they are to raise their hands and the table monitor or lunchroom duty will respond.
6. If anyone spills food, they will contact a duty or monitor who will supervise while the student cleans up his/her own mess.
7. No trading food.
8. Students will deposit garbage, silverware and trays neatly in the proper containers.

Assembly Expectations

Goal: The Success Assembly will be a rewarding and enjoyable environment where people are treated with dignity and respect and recognized for their behaviors and qualities that help to make Glacier Gateway a great school.

1. Students walk in a single line down to the assembly on their classroom side of the hall. This allows two classrooms to move through the halls side by side.
2. Students remain seated on their pockets unless they are called to participate in the assembly presentation or awards.
3. Students may use a level 1 voice while waiting for the assembly to begin.
4. Level 0 is used when the assembly begins.
5. The audience will look at the speaker and use good manners throughout the assembly.
6. When applause is appropriate, the audience will clap politely for a short time.
7. The audience will leave a tidy assembly area.
8. The students will use both sides of the hall to return to their classrooms.

Restroom Expectations

Goal: The restrooms in Glacier Gateway School will be a healthy, quiet and safe environment where people are treated with dignity and respect.

1. Stall doors are to be closed when the toilet is in use. One person will be in each stall.
2. Students will respect the privacy of students using the stalls and urinals.
3. Students will use a level 0 voice.
4. Students will flush the toilet handle once.
5. Students will wash their hands with soap after using the toilet.
6. Students will dry their hands with a towel.
7. Students will shut off the faucets before they leave the restroom.
8. Students will deposit paper towels in the garbage as they leave the restroom.

Computer Lab Expectations

Goal: The Glacier Gateway computer lab will be a positive and supportive learning environment for class groups and for individuals to use technology in a variety of learning activities.

1. Enter the computer lab with a zero voice.
2. Sanitize hands when entering
3. Sit in assigned seats for class
4. Leave computer lab in good order when finished:
 - a. Headphones on stand
 - b. Chairs pushed in
5. Unless coming with a staff member, students must have a pass.
6. Student Internet Usage Agreement may be found in Appendix #D.

Disciplinary Process

Student Conduct

Student conduct violations and possible disciplinary consequences may be found in Appendix A.

Disciplinary Procedure

The administration reserves the right to deal with each child's discipline on an individual basis.

Warning

A teacher, counselor, or school administrator may talk to the student and try to reach an agreement regarding appropriate behaviors. Parents may, or may not, be notified, depending on the severity of the behavior displayed.

Refocus

If a student has had a warning, a second chance to redirect behavior, and is still not following directions or is disrupting the classroom, the student will be given a refocus form. The refocus form asks the student to identify the problem behavior, the expected behavior, and to say how he/she will change to meet the expected behavior. Each teacher at Glacier Gateway has a buddy classroom, and the student will go to the buddy classroom to fill out the refocus form and possibly to finish missed work. When the student is again demonstrating appropriate behavior, he/she will return to their classroom with the completed refocus form. The refocus form will be sent home to the parents for a signature. This informs the parent of the behavior and lets the teacher know that the parent has received the form.

Detention

A student may be detained over the noon hour on one or more days if the student violated the school rules. Detentions may be assigned for common area behavior violations, classroom behavior violations, and bus behavior violations. Staff members will work with students to promote improved decision-making. Students in grades 4-5 are required to call a parent to explain the reason for the detention.

Time Out

A student may be placed in the office or in the computer lab for up to one hour by the classroom teacher. Teachers use time out when a student is disrupting the class, refusing to follow directions, or otherwise undermining the teacher's ability to teach and other students' opportunity to learn. The teacher will notify parents.

In-School Suspension (ISS)

The ISS classroom is a self-contained academic setting with a paraeducator as the supervisor. Students may not participate in the social life at school during the time spent in ISS. School work for the day will be completed with the assistance of the ISS supervisor. Administrators may assign ISS to second through fifth grade students for disruptive and dangerous behaviors. Kindergarten and first grade students may be assigned ISS under exceptional circumstances. Students complete classwork during ISS with scheduled lunch and bathroom breaks. ISS behavior and work expectations may be determined on an individual basis, as appropriate to student age and special needs. Parents will be notified in writing or by phone.

Students who are extremely disruptive in the in-school suspension setting may be placed on out-of-school suspension. Parents may be called to pick up the disruptive student and take him/her home for the remainder of the suspension term.

Out-of-School Suspension (OSS)

Defiance of behavior standards, or other serious breaches of school policy, will result in an Out-of-School Suspension (OSS). Dangerous behavior to other students, striking a staff member, and extreme tantrum behavior are all cause for immediate OSS. OSS temporarily removes a student from the privilege of attending school. The length of the suspension shall be determined by the administration, in accordance with the severity of the offense and / or the previous department of the student. Parents will be notified by telephone and in writing.

Repeated ISS or OSS referrals will require School Board Discipline Committee action that may lead to possible expulsion. Students assigned to ISS or OSS will not attend or participate in extra-curricular or special classroom activities until the ISS or OSS is served.

Law Enforcement Involvement

A school resource officer will be working with the district during 2013-2014. Officer Mertz may be called to help teach students important lessons about behavior and its consequences. Students may also work with the resource officer in positive programs.

School officials have the option to notify police authorities, and in case of major violations, may press charges. If law enforcement is notified, an attempt will be made to contact parent(s). Any action taken by law enforcement will be in addition to action by the school.

Search and Seizure

School lockers are the property of the District. School authorities are obligated to search lockers if needed to assure the safety and welfare of students, as well as for the protection of students and school property. The principal or administrative designee will make all searches. Parents will be notified should illegal items be found.

Weapons: Toy or Otherwise

All weapons will be given to the principal. Parents or guardians will be called. Consequences will result from bringing toy weapons to school. Serious consequences, including the possibility of expulsion, will result from bringing real weapons to school. Ammunition should be considered dangerous and students should not be allowed to bring it to school. Pocket knives should also remain at home.

Parents are encouraged to carefully monitor all guns, ammunition, drywall knives, hunting knives, multifunction tools, etc. to make sure that children do not bring them to school. All such items will be confiscated for parents to pick up from the office.

Students who repeatedly bring forbidden items to school will receive increased consequences. Direct threats to others will result in immediate out-of-school suspension.

Harassment/Bullying/Intimidation/Hazing (Policy 3226)

1. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, or anywhere conduct may reasonably be considered a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - c. Creating a hostile educational environment.

2. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment or pranks to be performed, or other such activities intended to degrade or humiliate.

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

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

THE SUBSTANTIATION OF A THREAT OF DEADLY FORCE MAY RESULT IN AN IMMEDIATE REFERRAL TO THE SCHOOL BOARD FOR EXPULSION.

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

Olweus Bullying Prevention Program

In an effort to help students become more aware of bullying behaviors and make positive choices, the Olweus Bullying Prevention Program has been implemented in the elementary schools. The Olweus Bullying Prevention Program (OBPP) is the most researched and best-known bullying prevention program available today. It is backed by more than thirty-five years of research and successful implementation in many different countries. The Olweus Bullying Prevention Program is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting. School administrators, teachers, and other staff are primarily responsible for introducing and implementing the program with the purpose of improving peer relations and making the school a safer and more positive place for students to learn and develop.

In order to address the issue of bullying, it is important to understand what bullying is. Following is the definition of bullying from the Olweus Bullying Prevention Program:

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

When bullying behavior is displayed, there is always an imbalance of power.

The Olweus Bullying Prevention Program has four basic rules which are:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that someone is being bullied we will tell an adult at school and an adult at home.

Students who choose to use bullying behaviors will be spoken to by their classroom teacher and/or the building principal. Consequences will be assigned based on the following leveled behavior chart at the teacher's/principal's discretion. Parents will also be notified if their child has participated in a bullying behavior.

Opportunities for Community Participation

Parental participation in the school is an important part of an effective and happy school environment. This year, several opportunities exist for parent involvement in the school.

Classroom Volunteers

Every classroom has opportunities for parent volunteers. For specific information, talk to your child's teacher. In general, these opportunities may include helping with classroom projects, chaperoning field trips, assisting during group work, reading with students, working on math and other subjects with students, helping the teacher organize and create instructional materials, and helping the teacher create a positive environment through displays of student work and bulletin boards.

Parent Teacher Organization Volunteers

The Glacier Gateway Parent Teacher Organization (PTO) creates many positive experiences for our students. Every week parent volunteers pop popcorn and sell it to students as a fundraiser within the school. The money is returned to students through a variety of activities. In October, if Halloween falls on a school night, the PTO hosts a Halloween Carnival for all students K-5 and their younger siblings. Missoula Children's Theatre, artists in residence, and other programs are hosted by the PTO. In the spring, the PTO contributes to Family Fun Night. Twice a year, the PTO holds a book fair for students and parents. Our major fundraiser is a Math-a-thon or Read-a-thon after Christmas. The PTO provides money to expand the equipment and educational opportunities we can provide to students and classes.

We encourage parents to contribute time and energy to these opportunities for our students. If you would like to volunteer, you can leave your name with the office.

Teacher Qualification Information

As required by federal No Child Left Behind legislation, School District Six and Columbia Falls High School District hereby notify parents that they may request and the District will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers. Included, at a minimum, are the following:

- a. Whether the teacher has met the state qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status.
- c. The teacher's baccalaureate degree major and any graduate certifications or degrees.
- d. Whether paraprofessionals provide services to the student, and if so, their qualifications.

School District #6 Website: www.cfsd6.k12.mt.us

The school district website provides a variety of information. A few items of particular interest may include:

- Lunch and breakfast menus
- School calendars
- Current news
- Curriculum guides
- Information about each school
- School handbooks
- Teacher home pages
- A profile of the district

APPENDIX A

S.D. # 6 BEHAVIOR ACTION GRID

**Appendix A
Behavior Action Grid**

Problem Area	Occurrences	Action To Be Taken	
		Minimum	Maximum
PROFANITY Disruptive language directed toward faculty or staff on campus or at a school event or activity.	FIRST REPEATED	SUSPENSION EXPULSION	EXPULSION EXPULSION
BUS MISCONDUCT Acting in a manner which may distract the driver or result in unsafe conditions.	FIRST REPEATED	WARNING CONFERENCE	LOSS OF BUS SUSPENSION &/OR POLICE
LOITERING Being in a restricted area of the building or campus without permission.	FIRST REPEATED	WARNING CONFERENCE	SUSPENSION &/OR POLICE
THEFT Taking, giving, or receiving property not belonging to you.	FIRST REPEATED	PARENT/ CONFERENCE SUSPENSION	EXPULSION/POLICE EXPULSION/POLICE
VANDALISM Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.	FIRST REPEATED	CONFERENCE PARENT	EXPULSION/POLICE EXPULSION/POLICE
TOBACCO Using or possessing tobacco in any form.	FIRST REPEATED	PARENT/LAW SUSPENSION PARENT/LAW SUSPENSION	EXPULSION EXPULSION
ALCOHOL OR DRUGS** The use or possession of mind or mood-altering drugs.	FIRST REPEATED	SUSPENSION/ LAW/PARENT EXPULSION/ LAW/PARENT	EXPULSION EXPULSION

**** THE SALE OR DISTRIBUTION OF ALCOHOL, DRUGS, MARIJUANA, OR MIND OR MOOD-ALTERING SUBSTANCES WILL RESULT IN THE INVOLVEMENT OF LAW ENFORCEMENT AND A RECOMMENDATION FOR EXPULSION.**

Problem Area	Occurrences	Action To Be Taken	
MENACING OR HARASSING BEHAVIOR By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (including sexual). Also included is profanity student to student.	FIRST	WARNING	SUSPENSION/ LAW/EXPULSION
	REPEATED	PARENT	SUSPENSION/ LAW/EXPULSION
ASSAULT Intentional physical contact with another person which may cause physical injury. Physical assault upon any staff member may bring an automatic recommendation for expulsion on the first offense.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
WEAPONS ** The possession of a dangerous weapon or the use of any object to inflict bodily injury on another person.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
EXTORTION Demanding money or something of value (e.g., lunches) by threatening or performing violence.	FIRST	PARENT	EXPULSION/LAW
	REPEATED	SUSPENSION	EXPULSION/LAW
EXPLOSIVE DEVICES/ARSON The use or threat of use, possession, or sale of explosive devices.	FIRST	SUSPENSION	EXPULSION/LAW
	REPEATED	EXPULSION	EXPULSION/LAW

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- **For problems which may also violate state law, school officials will follow District Six policy and notify the appropriate police authorities.**
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**** Weapons are forbidden on school property. In accordance with the provisions of the Gun-Free Schools Act, USC 3351, any student who brings a firearm onto school property, except as detailed in Board Policy 3270, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent.**

The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile.

Montana law and federal law make it a criminal offense for a person to possess, carry, or store a weapon in a school building and for a parent or guardian to permit a minor to possess, carry, or store a weapon in a school. A “weapon” under the definition of Montana Code 45-8-361 includes any type of firearm, a knife with a blade 4 inches or more in length, a sword, a straight razor, a throwing star, numchucks, or brass or other metal knuckles.

APPENDIX B
S.D. # 6 SCHOOL CALENDAR
AND BUILDING ROSTERS

APPENDIX C
COUNSELING AND
HUMAN RESOURCES INFORMATION

APPENDIX D

S.D. #6 Student Internet Use Agreement

ELECTRONIC NETWORK SERVICES

Letter to Parents or Guardians

The school district is pleased to offer electronic network services (including the Internet) for its students. This letter describes the electronic services available. The attached document contains the following information:

- Acceptable & Proper Internet Use
- Student Acceptable Use Policy
- Technical Services provided through District Internet System
- Levels of Student Access provided through District Internet System
- Parental Permission and Parental Request to Restrict Access

Electronic network services, including the Internet, provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of these services for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. An Internet filter (Sonic Wall) will be in place which blocks the availability of inappropriate sites. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

Student work and pictures may be displayed on District web site pages in classroom or school related projects. All work and pictures will be displayed in a fashion that will protect student anonymity.

You have the option of requesting that your child not be provided with access to the Internet, classroom e-mail accounts, or individual e-mail accounts (secondary level only). To exercise these options, please sign the enclosed Parental Request to Restrict Access.

Please contact the appropriate elementary district administrator if you have any questions or concerns.

Dave Wick, CFJH Principal/Elementary Ed Director – 892-6530
Peter Loyda, Glacier Gateway Elementary Principal – 892-6540
Brenda Krueger, Ruder Elementary Principal – 892-6570

Acceptable Use of Electronic Services and Networks

Columbia Falls Schools (SD6) makes a variety of communications and information technologies available to students through computer/network/Internet access. SD6 recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

SD6 Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies. Students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of District systems as part of their review of student handbooks.

Students must have parent/legal guardian permission to utilize District-provided Internet and electronic resources. SD6 professional staff will supervise student use of District systems and provide training emphasizing appropriate use of technology.

District Technology System

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies
- E-mail accounts
- Network servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, e-mail, digital images, and video and audio files
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- District-provided Internet access
- District-filtered public Wi-Fi
- Networks--Internet, LAN's (Local Area Networks), WAN (Wide Area Networks), etc.
- New technologies as they become available

Terms and Conditions

Acceptable Use -- All electronic networks, devices and services, including the Internet, provided by the District are intended for a) educational purposes consistent with the educational objectives of the District or b) legitimate school business purposes. The District requires legal, ethical and appropriate computer/network/Internet use.

Privileges -- The use of the District's electronic networks is a privilege, not a right.

Access to Computer/Network/Internet -- Students will have access to resources through their classroom, library, or computer labs (stationary or mobile).

Subject to Monitoring -- Students have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or District computers. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications, proxy servers or other computer files to determine if a user has violated system privileges of acceptable use. Privileges may be denied, revoked, or suspended at any time.

Unacceptable Use -- The user is responsible for his/her actions and activities involving network services. Examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- Downloading or using copyrighted material without following approved District procedures;
- Using the network for private financial or commercial gain;
- Using unauthorized email access or chat rooms without teacher supervision as part of a teacher-sponsored activity;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password;
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
- Using the network while access privileges are suspended or revoked.

Network Etiquette -- The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

Internet Safety

- Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow those procedures.
- Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
- Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: 1) obscene; 2) pornographic; or 3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- 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.
- The system administrator and building principals shall monitor student Internet access.

Security -- Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual.

Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism -- Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

System Charges -- The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Intellectual Property -- Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer others' materials without appropriate authorization is not allowed.

Electronic Mail -- Use of school access Internet for e-mail is restricted to teacher directed or supervised projects. Electronic e-mail is not private. The system administrator on all levels has access to all mail.

Consequences of Agreement Violation -- Any action by a user specifically outlined in SD6 acceptable use policy or determined by a system administrator to constitute inappropriate use of a computer system or network system is subject to but not limited to the following consequences:

- Use of computer/network/Internet only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges
- Revocation of computer privileges;
- Suspension from school;
- Expulsion from school; and/or
- Legal action and prosecution by the authorities.

Disclaimer -- The District's electronic services and networks are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirement, or that the system will be uninterrupted or error free, or that defects will be corrected.

No Warranties -- The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification --The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

