

# SEELEY LAKE ELEMENTARY

## Student Handbook

Dear Parents & Students:

Welcome to the new school year! The Seeley Lake Elementary team is looking forward to teaching your children. Our goal is to provide your child with an educational environment that is positive and supportive. You will soon learn that we have a terrific staff that is highly capable of doing just that.

This handbook will acquaint you with our school and its programs and procedures. ***Please understand that not all of the school's policies and procedures can be included in a handbook.*** We ask that you review the information in this booklet. If the answers to your questions cannot be found, please feel free to contact the school superintendent @ 396-5880.

As a member of the Seeley Lake community, we hope you will find our school an inviting place, not only for your child, but for you too. We see your child's education as a team effort and invite you to take an active role in his/her learning.

We hope you will participate in our school activities. We are very interested in having parents and community members volunteer as a way to strengthen our program.

Once again, welcome! We are glad to have you at our school.

Sincerely,

The Seeley Lake Elementary Team

### Mission Statement

The Seeley Lake Elementary School District, in partnership with the community, will provide a safe, respectful academic learning environment guaranteeing citizenship for students, staff and community ensuring that each individual will work to achieve his or her fullest potential.

### Vision Statement

Our VISION at Seeley Lake Elementary is to create a positive school culture where:

#### *Students:*

- are well-informed
- respect themselves, others and their school
- are academically successful and aspire to meet their individual potential
- develop a sense of citizenship as part of Seeley Lake Elementary, Seeley Lake, the state of Montana, the United States and the world
- develop personal leadership strengths to make good choices and take responsible action
- embrace their traditions and respect diversity
- are safe
- maintain a positive culture

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## **Vision Statement, cont.**

### *Staff Members:*

- create an atmosphere that encourages high level learning
- utilize research-based best practices in education
- encourage students to be lifelong learners
- exemplify professionalism
- recognize that all children can learn at their highest levels
- model behavior expected from the students and respect diversity
- engage in citizenship in the classroom, the school, the community, the state, the nation and the world.
- positively contribute to an atmosphere that empowers professional and personal growth and development
- be open and proactive to the process of change, realizing change is constant

### *Community members:*

- are proud of the school, students and staff
- are informed
- are involved
- are supportive
- model citizenship and civic responsibility

### *Physical Plant:*

- is well maintained and inviting
- is safe
- is a community center open for public use
- is a place where citizens, staff and students assume responsibility for the school facility and grounds

## **Parent/School Partnership**

Seeley Lake Elementary School is an educational community consisting of the staff, students, and parents. Cooperation and communication is important to success. We request that you ask your child to bring home the classroom notes, newsletters, and flyers that are handed out at school. We also encourage you to become actively involved through parent-teacher conferences, open house, attendance at school programs, and volunteering. Be sure to contact staff and office personnel if questions or uncertainty should arise. Feel free to visit the school even when there isn't a specific problem.

We encourage parents' and students' suggestions and comments. Your suggestions in writing or in person may be directed to the superintendent. All suggestions will be thoughtfully considered by the staff.

## **Visitors**

Visitors are always welcome at Seeley Lake Elementary. For the safety of those within the school, all visitors must first sign in at the school office prior to going to any part of the building. Visits to individual classrooms during instructional time are permitted only with approval of office staff and teacher and as long as the length of time or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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## **Resolving Citizen Concerns**

The Board of Trustees, administration, and staff of Seeley Lake Elementary School realize that throughout the course of the school year, there will be concerns that need to be heard, discussed, and resolved in a positive manner. This information has been developed to assist you in presenting your concerns in a format that is consistent with our goal of solving problems while protecting the dignity and rights of those involved.

The best way to solve problems is to discuss your concern with the person closest to the situation, usually your child's teacher. Often, issues arise because of miscommunication.

### **When you have a concern, please follow the procedure listed below:**

1. Contact the teacher or staff member who is directly involved with the situation. You may discuss your concern over the phone or arrange an in-person conference.
2. Share your concerns in a constructive way.
3. Listen to the staff member's response. Ask questions for clarification.
4. Discuss ways in which the problem can be solved.
5. At the end of the conversation, summarize the discussion and your understanding of the resolution.
6. If you cannot resolve your concern through discussion with the employee involved, you should request a conference with his or her immediate supervisor. This administrator is closest to the situation or problem and will often be able to assist or mediate a resolution to the problem. In order to facilitate the greatest level of communication, the district employee involved should usually be present at the conference.
7. If you are still dissatisfied with the results of the above conferences you may file a formal grievance. The grievance procedure is outlined in this student handbook. Copies of the District's grievance procedure are also available from the district clerk.

Sometimes the problem does not involve a staff member. In that case, the first step is to contact the superintendent.

## **Daily Schedule**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. The playground is unsupervised before and after school, so parents are asked not to send their children to school until just before school begins, unless they are having breakfast. K-6 students line up on the playground in the back of the school. Junior high students go to the multi-purpose room until the bell rings.

## **Lunch & Breakfast Program**

The District participates in the Federal School Meals Program and offers students a nutritionally balanced breakfast and lunch daily. Free and reduced-price meals are available to students based on financial need.

Applications are sent home the first week of school, and are available by calling the office at 677-2265. An application may be submitted at any time during the year. Information about a student's participation is confidential.

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Breakfast is served daily beginning at 7:30 a.m. Breakfast cost \$1.00.

Students may purchase a nutritious hot lunch that includes milk at the school for \$1.75. Students with cold lunch may purchase milk for \$.35. The school will be offering a choice of either main entrée or a peanut butter and jelly sandwich for Grades K-3, along with a vegetable and fruit. For Grades 4-8, students will be given the choice of the main entrée or a peanut butter sandwich along with a vegetable and fruit, or a chef salad and fruit.

Money for meals will be accepted at the school office only. No money will be accepted in the meal line. Meals may be paid for daily, weekly, or monthly.

If you would like to eat with your child, adult breakfasts are \$1.40 and lunches are \$3.00. Please stop at the front office to pay.

Menus are published in The Pathfinder, and on the school website ([www. sleonline.org](http://www.sleonline.org)).

### **Beverages at School**

Students may bring water, juice, milk, or Gatorade (or other similar drinks) to school to drink at lunch. Students may not have coffee, energy drinks, or pop at school.

### **Student Transfer**

#### Transfer In

All students transferring to Seeley Lake Elementary must have a completed registration form on file, along with a copy of their current immunization records. Preschool and kindergarten students must provide a copy of their birth certificate and immunization records before attending school.

#### Transfer Out

Please inform the SLE office prior to transferring your student to another school district. Some items that need to be completed before checkout are: all meal charges must be paid in full, library books returned and any fees paid, lockers cleaned, and textbooks turned in. The teachers will fill out transfer forms. A copy of grades and immunization records are available from the office to assist in enrollment in a new school.

### **Attendance**

*Regular school attendance is essential* for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Regular attendance requires an aggressive commitment to good attendance habits from students, parents, and staff. Students must be in class on a regular basis to ensure a quality education experience. The following procedures are based on the belief that positive attendance habits will promote successful student career and life experiences.

Excessive absences by any student during the course of the school year will result in the need for a parent conference with the teacher and/or administrator. Excessive absences may seriously jeopardize a student's grades and learning, and possibly result in class failures and/or retention.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, or from required special programs, will be considered truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his/her parents.

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## **Absences**

If the student is absent from school the parent or guardian needs to call the school at 677-2265 prior to 10:00 a.m. on each day of the absence. A message can be left on voice mail any time during non-school hours. If the parent doesn't call the school, every effort will be made to contact the parent by phone. Upon returning to school after an absence, the student must bring a note, signed by the parent that describes the reason for the absence.

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

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

**Excused absences** are unavoidable absences due to illness, emergencies at home, or medical appointments. Students should discuss missed class work with their teachers and make up the work within the time allowed by the teacher.

**Unexcused absences** are absences for such reasons as shopping, visiting friends, sleeping-in, etc. According to state law these are not allowable absences and although the missed work is still required, full credit may not be granted.

**Truancy** is an absence without the parent's knowledge. If a child is truant, the parent is notified and a conference is requested. Truancy is considered a serious disciplinary matter and a symptom of problems which need to be addressed by the school staff and parents. Repeat offenders will be turned over to the district truant officer, which is the school resource officer.

## **Tardies**

Students arriving after 8:00 a.m. should stop in the office to get a tardy slip.

Junior High Students: For all classes, a student is considered tardy if he/she is not in the classroom when the bell rings.

Excessive tardies will result in the need for a parent conference with the teacher and/or administrator. Be on time to school.

## **Health and Safety**

The health of your child is important to us. Illness adversely affects one's ability to learn.

### Emergencies and First Aid

If your child becomes ill or receives an injury, you will be notified immediately. If your child appears ill in the morning, please do not send him/her to school. **Please keep your telephone number and emergency contact person up-to-date in our files.**

### When to Keep Your Child Home

Symptoms common to many illnesses include: vomiting, runny nose, cough, sore throat, fever, headache, and other aches and pains. A child exhibiting any of these symptoms should be kept home from school. If a child has had an elevated temperature, he/she should remain home for 24 hours if possible after the temperature

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returns to normal. If a child is ill enough to require any cold medications he/she should remain home where he/she can get adequate rest and avoid passing the illness to others.

Some symptoms may indicate a condition more serious than a cold such as a fever that lasts for more than three days (especially with a very sore throat), severe pain in the chest or head, a severe cold that is not better after a week, and difficulty in breathing. If your child has any of these symptoms, you may need to contact your doctor.

Children should also remain at home if they have an undiagnosed rash or head lice.

### Communicable Diseases/Conditions

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

Amebiasis	Chicken Pox	Campylobacteriosis
Colorado Tick Fever	Mumps	Diphtheria
Gastroenteritis	Hepatitis	
Rubella	Influenza	
Lyme Disease	Salmonella	
Scabies	Meningitis	
Shigellosis	Tuberculosis	

### **Immunizations**

A student must be fully immunized against certain diseases as required by state law, or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The certificate must be renewed yearly. Please contact the office for more information.

A student who transfers into the school may photocopy immunization records on file with the previous school. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student registers at SLE, the office must receive the original immunization records for the student.

### **Medicine at School**

Parents are encouraged to make arrangements for students to take medication outside of school hours. If your child must receive medications at school, physician and parent authorization forms must be completed (see appendix). **The prescribing doctor must complete the prescription medicine form**, and *the parent must complete forms for over-the-counter medications such as ibuprofen*. Both of these forms are available in the office. Students will not be given over-the-counter or prescription medicine without the completed form.

It's important to note that all medications must be brought to school in the original bottle (see form for details). Also, an adult must bring the medicine to the office.

### **Health Screenings**

Seeley Lake Elementary conducts yearly health screenings as follows:

- Hearing – grades PreK, K, 1, parent or teacher referrals
- Vision – grades 2, 7, parent or teacher referrals

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## **Bicycle Riding**

Riding bikes to school is a privilege. Students who ride bikes to school **are strongly encouraged wear an approved bike helmet**. Students must walk their bikes while on the school grounds and it is recommended that all bikes be securely locked to the bike rack. The school is not responsible for any damaged or stolen bikes.

## **Cell Phones**

Students are not permitted to have cell phones in their possession during school hours. If a student must have a cell phone for after-school activities, he/she is required to store it in the office, or with the Junior High teaching staff, during the school day, and pick it up after school. The school does not want or encourage cell phones on trips. If a parent feels that a student must bring his/her cell phone on a class related bus trip, the cell phone will be collected on the bus and returned at the end of the trip. Phones are allowed on sports related trips. **Seeley Lake Elementary accepts no responsibility for loss or damage to cell phones.**

## **Other Electronic Devices**

Except for special events (permission of the teacher), iPods, MP3 players, CD players, and personal video players are not allowed at school. These devices are not allowed on school related field trips. Seeley Lake Elementary accepts no responsibility for loss or damage to electronic devices belonging to students. Electronic devices are allowed on sports related trips.

## **Telephone Use by Students**

School telephones are business phones. During class time, we request that students and teachers not be called to the telephone unless there is an emergency. Whenever possible, please leave a message with the office, which will be delivered. Permission to use the telephone may be granted by a student's teacher. Please make every effort to have any changes in after school plans made with your child before he/she comes to school.

## **Fundraising**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the administrator at least 30 days before the event. Except as approved by the administrator, fundraising by non-school groups is not permitted on school property.

## **Lost And Found**

Anything missing from your child's wardrobe may possibly be found in the school lost and found. Please check with the secretary if you would like to check in the lost and found for missing items.

## **Distribution of Non-School Materials**

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

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## **Fees**

Materials that are part of the basic education program are provided with state and local funds at no charge to a student. However, students are expected to provide their own paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures.
- Voluntarily purchased student accident insurance.
- Musical instrument rental.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books or lost or damaged textbooks.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the business manager.

## **The Library Media Center**

The library media center is located in the intermediate wing across from the computer lab. K-6 classes are scheduled for at least 30 minutes of weekly library time. Students in grades 7 and 8 use the library for checkout and research projects.

The number of books each student may check out varies by class:

Kindergarten and First Grades

1 book per week per student

Second Grade

2 books per week per student

Third - Eighth Grades

3 books per week per student

## **Arrival at School**

When students in all grade levels arrive at school each day, they are to go directly to the lineup area outside unless they are eating breakfast. Breakfast begins at 7:30 a.m. and when students finish eating, they go outside.

## **Homework**

The purpose of homework is to build skills, creativity, and strong independent study habits. Bringing in completed homework assignments on time is extremely important.

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## Homework Tips

- Schedule a set time to do homework every day.
- Provide a quiet area for your child to work.
- Make sure there is good lighting and materials to use (pencils, ruler, dictionary, etc.).
- Let your child do the work on his/her own, but let him/her know you are available to help.
- Check to see that all assignments are complete and done well.
- Be encouraging and supportive!

## **Volunteers**

We encourage parents to be actively involved in their child's education. We have opportunities for parent and citizen involvement in classrooms, the library, the office, after school activities, and special programs. Volunteers can even work at home on special projects. Please contact the office to complete a volunteer background check, which is required of all volunteers. We greatly appreciate all you do to help make this school a great place for your children!

## **Guest Teachers**

If the teacher is absent, a guest teacher, or substitute, will be in charge of the classroom. Following class and school rules is essential at this time. These teachers are SLE's guests, and students are to treat them with cooperation and respect at all times.

In the teacher's absence, the guest teacher is in charge. Students must follow his or her directions, even though he or she may not handle daily activities exactly as the regular teacher does. All rules and consequences will be in force during the guest teacher's visit.

Classroom teachers receive a report from the guest teacher. Teachers expect these reports to be positive and often provide incentives. However, the teacher and/or administrator will give consequences to those students who choose not to cooperate with the guest teacher.

## **Harassment, Intimidation, Hazing and Bullying**

The district will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated. 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, and that has the effect of:

- physically harming a student or damaging a student's property;
- knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- creating a hostile educational environment.

Harassment, intimidation and bullying can take many forms - verbal, written, visual, physical and psychological - and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences.

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

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membership in or affiliation with any District-sponsored activity or grade-level attainment.

No person, including a district employee or agent, or student, shall harass, haze, bully or intimidate another based on the provisions of applicable local, state and federal laws and regulations that prohibit discrimination. It is the policy of the board to comply with all nondiscrimination laws.

Complaints of harassment/intimidation, hazing, and bullying should be brought to the attention of the child's teacher and/or the administrator. Formal complaints should be filed using the Uniform Grievance Procedure.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the counseling staff or the Superintendent. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Formal complaints should be filed using the Uniform Grievance Procedure.

Any student 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 District's discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion.

### **Bus Transportation**

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Connelly transportation provides bus service for the elementary school.

Safety is a major concern on buses. Therefore, students are expected to cooperate in a manner which allows the driver to operate the bus safely. Bus drivers will contact parents or guardians if there is a behavior problem on the buses. Repeated behavior problems may result in the loss of bus privileges. Bus rules apply to all bus trips including those for extracurricular activities.

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In the morning, students should arrive at the bus stop about five minutes early. Students must stand back until the bus has stopped and the door is open. The handrail should be used when entering or leaving the bus. The students should take all personal items and trash with them when they leave the bus.

When it is necessary for a student to cross the road at a bus stop, crossing should be done in front of the bus and only after looking both ways to check for traffic.

Students are to ride only their scheduled bus. Written permission from the parent/guardian or the office is required for any changes in bus stops or if a non-bus student wants to ride the bus.

### Bus Rules

1. Students will immediately comply with all of the driver's instructions.
2. Students will go directly to their seats upon entering the bus.
3. Students will keep their hands, feet, and objects to themselves.
4. Students will face forward and remain seated until the bus has come to a complete stop.
5. Students will keep their hands, feet, and personal items inside the windows.
6. Students will hold their personal items or place them under the seat.
7. At all times, students will use quiet voices and appropriate language.

### Consequences

1st offense – Reminder

2nd offense –Warning

3rd offense – Warning, assigned seat, contact parent, notify administrator

4th offense – Riding privileges suspended for 3-5 days, conference with parent, driver, administrator

5th offense – Riding privileges suspended for two weeks

6th offense – Riding privileges suspended for at least four weeks, and possibly for the rest of the year.

Some offenses require immediate attention and notification of the administrator. These include: drugs, weapons, alcohol, assault, sexual harassment, insubordination, and vandalism. These situations will be handled through the school's discipline policies and law enforcement, if needed.

### **Emergency Procedures and Communications**

In the event that conditions do not permit bus travel in the morning, efforts will be made to inform school families through the following local media: KYSS 95(FM) in Missoula and KPAX Channel 13 TV in Missoula and through a phone tree established by the District. A message will also be posted on the school Facebook page.

In the event that local or state officials declare an emergency during the school day, and the school administration, acting under Board authority, closes the school, the transportation contractor will provide return-to-home transportation for the bus students. If it is unsafe to return students to their homes, the school will implement the appropriate safe schools plan.

Normally, in a natural disaster, the students will be held at school until the regular school dismissal time. As long as conditions permit, the buses will run on the regular time schedule to make sure students are received by the parents at each stop. The drivers are instructed to travel each route in the normal direction. If conditions

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are deemed to endanger the safety of bus occupants, students shall be held at the school until the bus contractor and school administration believe that travel on local routes is acceptable.

Town students who do not ride a designated school bus will be released at the same time buses depart. These students will remain at the school if conditions do not permit safe pedestrian travel to their home.

### **Searches of Students and Their Property**

The school administrator may search a student and/or the student's personal effects (e.g., purses, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence the student has violated or is violating either the law or the District's student conduct rules. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent or, in the case of possible criminal activity, law enforcement officers are available.

### Locker and Personal Searches

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time.

Students must use only the locker to which they are assigned. Students will not get into another person's locker or desk at any time without permission.

Lockers and desks are provided as a convenience for students. They are not to be considered as a safe place to deposit any article of value. This includes, but is not limited to, any personal possession or item, as well as books or any other school district supplies or property. Unauthorized removal of any school property from a locker or desk does not absolve the student from responsibility for the property.

### **Dress and Appearance**

In order to facilitate learning for all students, Seeley Lake Elementary requires that student dress and appearance follow health and safety standards, and not cause disruption to the learning environment. Students who do not follow the following guidelines will be asked to cover or change their clothing.

- Clothing must cover the stomach, back, shoulders, chest, and undergarments.
- *Shorts, skorts, skirts, and dresses must be no shorter than 3" above the knee.*
- Undergarments must be covered at all times.
- Sleeveless jerseys may be worn if a t-shirt is worn underneath.
- Footwear must be worn at all times. Proper footwear is important for the safety of the students.
- Clothing that promotes drugs, alcohol, tobacco, or violence, is sexually suggestive, or displays inappropriate images or writing is prohibited.

The Seeley Lake Elementary administration reserves the right to define what is acceptable (as allowed by Board policy).

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## Student After-School Pick Up Procedures

To ensure the safety and proper supervision of all of our students, the following student pick up procedures have been established.

1. For your children's safety, the bus lane in front of the school is closed to cars from 7:30 a.m. until 3:00 p.m.
2. Crossing guards will be on duty in the following places in front of the school:
  - Entrance (east) driveway
  - Crossing the parking lot to the exit (west) driveway
  - On School Lane near exit driveway at the crosswalk

Please help by reinforcing the need for your child to comply with all requests by the crossing guards or other supervisors.

3. Use extreme caution when pulling around other cars to leave the parking lot. It's preferable for you to wait until your car reaches the front of the pickup line before pulling out.
4. If you are going into the school, please park your car in a regular parking spot. Cars in the driveway should not be left unattended.
5. For the safety of the students, no double parking will be allowed.
6. At all times, drivers must stay with their vehicles unless parked in a parking spot in the parking lot. This is to allow for a smooth and SAFE flow of traffic as parents pick up their children.
7. Because the safety of the children is your main concern as well as ours, it is expected that everyone will cooperate with these procedures as well as respectfully comply with the requests of staff members on duty.

**Please Note: It is very dangerous to walk between the buses and even more dangerous to wave your children across the parking lot! Please use caution and always escort your children when crossing the parking lot.**

We would greatly appreciate your cooperation in honoring the crosswalk supervisors and their requests for you to wait until students have crossed safely. Thank you.

## Co-curricular Activities

Extracurricular activities are an important part of a child's education. Seeley Lake Elementary offers a range of scholastic, athletic, and fine arts extracurricular activities, as well as other special events. All students are encouraged to join, though participation in such activities is deemed a privilege, not a right. Students must meet participation, academic, and attendance expectations established for each program or event. The activities/programs outlined below are available each year to the extent that staffing/resources are available.

Each student competing in interscholastic sports must have the following on file with the office and coach:

- Physical exam documentation.
- A student participation agreement signed by a parent or guardian.
- Proof of insurance.
- Paid activity fee.
- Eligibility in academics and behavior.

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There is a \$30 activity fee for students participating in the sports program. There will be an additional \$5.00 fee for each additional sport, with a maximum of \$75.00 per year for a family.

Parents are responsible for providing athletes with health insurance in case of injury.

### Eligibility Requirements

You are reminded that one condition of your participation in extracurricular and athletic events is *your regular attendance at school and all of your classes*.

A student will not have playing time if he/she has not been practicing, exhibits a disrespectful attitude, and/or has an unexcused absence the day of the game (or Friday before a Saturday game), or the day after the game.

If the student reports to school late because of illness, he/she must attend at least two classes in order to participate in the activity. The only exception is a doctor or dental appointment, and a note from the doctor's office should be given to the coach or the school office.

If you miss school because of an out-of-school suspension, you will be considered absent, and the above requirements will be applicable.

Weekly grade checks will determine eligibility. An out-of-school suspension shall cause a student to be ineligible for practice and contest(s). An ineligible student will not be allowed to travel with teams or organizations during the ineligibility period.

A student who participates in all practices and who exemplifies good sportsmanship and effort will have playing time regardless of skill or game score, unless the coach believes it would be unsafe to play the student.

A student will ride the bus to away games, unless approval to ride with the parent is given by a school official. A student may ride home with a parent after an away game or ride with another adult only if the coach has received written permission from the parent to do so.

**Please Note:** Eligibility, training rules, and due process will be strictly enforced. When allegations have been made that a student has violated a team's or club's training rules, while not in the direct supervision of staff member, the person(s) making the allegation must have witnessed the action and be willing to sign a written document stating his/her version of what occurred. Advisors, coaches, and administration will continue to investigate such matters in the best interest of all students, equity, fairness, and with respect for the rules.

The superintendent determines athletic eligibility status.

Please note that coaches and advisors may have standards/rules in addition to those found in this handbook.

### Behavior at School Activities

Student participation by cheering is important to our team/performers and school.

Students should stay inside the gym until it is time to leave. Students will not be allowed to play outside during the activity.

Students must walk on the outside of the basketball court when going to the restroom or concessions.

Students should speak respectfully to players/performers, coaches, and people in charge.

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## Interscholastic Athletic Programs

Seeley Lake Elementary's extracurricular sports program emphasizes physical skill development and sportsmanship attitudes in a fun, competitive environment. Sports extracurricular programs available for 5th - 8th students include the following:

Nordic Skiing (girls/boys, winter season)  
Basketball (girls/boys, winter season)  
Track (girls/boys, spring season)  
Boys' Football (fall season)  
Girls' Volleyball (fall season)

## Fine Arts Programs

Concerts  
Band Concerts and Music Festivals  
Visual Arts Displays  
Major Drama Performances for Community  
Classroom Museums

## Special Events

The regular classroom curriculum is augmented with a variety of special events and programs including:

2 Valleys Stage Informances  
School Assemblies Program  
Class field trips to local and regional sites  
School Play Day annual sports event  
Visiting speakers and resource mentors

## **Special Programs**

The staff at Seeley Lake Elementary works to ensure that all student needs are being met. In order to meet our goal of providing a positive learning environment for all students, SLE provides the following special programs and services.

## Preschool

SLE provides a free public preschool for three, four, and five-year-olds. To join the three-year-old class, children must be three years old by September 10. To join the four/five year old class, students must reach their fourth birthday by September 10. For more information regarding registration for your preschool-aged child, contact the school office.

## Guidance and Counseling

Our counselor provides classroom instruction on a rotating basis. Individual and group counseling are also provided. Students may be self-referred or referred by staff and/or parents. A variety of resources for parents, students, and staff are available for check out from the counselor. The school counselor is available to assist

## SEELEY LAKE ELEMENTARY

students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse.

### Altacare of Montana

Altacare of Montana is a Comprehensive School and Community Treatment Program (CSCT). With Altacare, children and adolescents can receive intensive outpatient treatment while they attend school – causing little-to-no disruption to their normal lives. The Altacare CSCT team includes a Master’s level or Licensed Therapist and a Behavioral Intervention Specialist, with offices located within the schools. The team works closely with school principals and other personnel to identify and treat children in need of assistance with behavioral or emotional problems. Early diagnosis, intervention and treatment often eliminate the need for inpatient hospitalization and/or removing the child from home and school.

### Title I Program

Students whose test results, or through parent/teacher referral, indicate a need for additional support in the areas of reading, writing, and math may receive Title I services. This includes one-to-one and small group assistance from a Title I teacher and/or paraeducator. The Title I office will provide each student/family with a yearly school-parent compact. The compact will include ways that the school and parents will be responsible for supporting the students’ educational environment. Title services will vary by academic year based on available funding.

### Special Education

Special education services are provided to students possessing specific handicapping conditions as determined by the Intervention Assistance Team after a formal evaluation. Handicapping conditions are carefully examined and an Individualized Educational Plan (IEP) is developed to meet the needs of the student.

### Psychologist

The school psychologist’s primary role is to conduct evaluations of students who have been referred for assessment due to learning and/or behavior problems. Related duties include conferencing with parents and consulting with teachers and administrators.

### Speech, Hearing, and Language

A speech and language therapist screens all preschool, kindergarten, and new students for hearing, speech, and language problems. Students who have speech, hearing, or language problems that interfere with school progress meet with the therapist on a weekly basis.

### Child Find

SLE offers free screening to children from three to five years of age. Children are screened in the following areas: vision, hearing, speech/language, and fine and gross motor skills. Parents of preschool-aged children should watch the newspaper, school bulletins, and local markets and post office for announcements regarding the specific date for the Child Find screening.

### **Positive Citizenship Program**

The Board of Trustees and school staff have defined citizenship as a coexisting responsibility from the individual to the group and the group to the individual as identified through culture and community norms and expectations.

### Goals

1. To provide a safe and orderly learning environment.

## SEELEY LAKE ELEMENTARY

2. To help students cooperate with others.
3. To help students become self-managers.
4. To help students learn to respect the rights and property of others.

### Seeley Lake Elementary School Rules (SOAR)

S: Safe and Smart Choices

O: Objects, hands and Feet to Yourself

A: Always Respectful

R: Responsible as I Work and Play

*Resolve:* Be willing to find ways to settle differences positively and creatively.

*Responsibility:* Always own up to your actions (be honest) and do your best at all times.

### Student Behavior

Our approach to student behavior management involves teaching expected behaviors to students, rewarding those who follow those behaviors, and holding those who make poor choices accountable for their actions. The approach the school staff uses in dealing with problem behavior is based on the treatment of student noncompliance.

The school staff uses a variety of strategies to help students learn to be responsible and respectful. Examples include: refocusing, detention, and loss of privileges.

### Positive Citizenship Rules & Procedures

In order to make our school safe and enjoyable for all our students, we “Teach To” the following expectations each year. After the students are taught the expectations, we expect them to make choices accordingly. Please help by reviewing these with your child.

### General Rules

We listen to each other.

We use “I-Care” language.

We find out the problem.

We attack the problem, never the person.

We care about others’ feelings.

We are responsible for what we do and say.

### Lunch Room Behavior

I use manners at the table.

I sit in my assigned seat in my own space.

I use a quiet voice.

I wait to be excused.

I keep the lunchroom neat and clean.

I wait for my turn when returning my tray.

I walk through the exit door quietly.

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## Assembly Behavior

- I enter and exit with quiet hands and feet.
- I look and listen when the signal is given.
- I listen to the speaker.
- I show appreciation for the speaker.
- I display appropriate behavior at all times.

## Library Behavior

- I use the library whisper.
- I use my shelf marker and the five-finger rule when looking for books.

## Entry Behavior

- I remain outside until the bell rings. (K-6)
- I remain in the multipurpose room until the bell rings. (7-8)
- I line up in my classroom's location.
- I wait quietly to be let into the building. (K-6)
- I walk into the building quietly.

## Hallway Behavior

- I talk in a quiet voice when walking in the halls.
- I walk on the right side of the hallway.
- I walk in line with a forearm space between others and myself.
- I am quiet at my locker.

## Fire Drills

- I follow the directions of the teacher the first time.
- I exit the building by walking.
- I walk quietly to the designated location.
- I stand quietly.
- I re-enter the building quickly and quietly.
- I am silent during the fire drill.

## Playground Behavior

- I follow the playground rules at all times.
- I ask permission to enter the school.
- I stay inside the proper boundaries.
- I walk around someone else's game.
- I use equipment and play areas safely and properly.
- I go to the person on duty if there is a problem.
- I follow the directions of the person on duty.
- I don't leave the school grounds.

# SEELEY LAKE ELEMENTARY

## Seeley Lake Junior High Student Behavior Management Plan (Grades 7-8)

Our goal is to teach our students to be good citizens, and give them lifelong skills that will ensure their success in their personal lives as well as in the work world.

### Academics

- Students are expected to participate in class, pay attention, and work to the best of their ability.
- Students are expected to complete all assignments and turn them in on time.

The school staff will monitor students' progress and provide assistance to any student who is having difficulty.

### Behavior

In addition to the regular school and classroom rules listed in the student handbook and provided by each individual teacher, the following expectations apply to every junior high school student:

- Students are expected to be respectful of themselves, their peers, and adults at all times.
- Students are expected to remain quiet and listen when a speaker is talking.
- Students are expected to remain in their seats unless instructed otherwise by the staff.

Violations of the above expectations will result in a consequence being given to the student. Consequences include detention, community service, etc., at the discretion of the teacher.

At the discretion of the teacher, consequences may be given for inappropriate behaviors other than those listed above. Severe or repeated infractions will result in a referral to the administrator.

### Responsibility

- Students are expected to come to every class prepared to learn, which includes bringing the necessary materials and supplies (textbook, paper, pens, etc.)
- Unless there is an emergency, students are expected to use the restroom between classes.

### Consequences

School rules are designed to protect all children and provide a safe, orderly learning environment. When students break a rule, they will be treated firmly, fairly, and appropriately. Consequences are imposed by staff members or administrators for rule violations, and are chosen to match the circumstances and severity of the violation.

*In severe or repeated cases students will be referred to the administrator.* In these cases, more severe consequences such as short or long-term suspension may result. The following behaviors are considered serious and will result in more severe consequences: fighting, threats, truancy, harassment, sexual harassment, vandalism or theft, carrying weapons, using or carrying dangerous or illegal substances, or severe disruptive behavior. When appropriate, the sheriff's department will be contacted.

**Possible consequences include, but are not limited to, the following:**

### Conference

The student meets with the teacher and/or administrator regarding his/her actions and how they can be improved.

### Restitution

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Damaged or stolen property is replaced or repaired. This may be accomplished by cash payment or student labor. In some cases, apologies or other corrective actions may be considered.

### Confiscation

Items inappropriate for school will be taken away.

### Loss of Privileges

Students lose the privilege of participating in activities such as recess, school parties, assemblies, after-school events, etc.

### Detention

Assigned by the teacher or administrator, students receive morning, lunch, or after school detention. A call or note home will be made to make before or after-school detention arrangements.

### School Service

The student assists in campus clean-up duties and school beautification projects.

### In-School Suspension (ISS)

The student is permitted to remain in school, but spends the day apart from the rest of the students. The student is not allowed to attend classes, participate in recess, or eat lunch in the cafeteria. He/she works on daily assignments provided by the teacher.

### Short-Term Suspension (OSS)

Assigned by the administrator, the student is removed from school for one to five days. Parents are contacted and formal notification is in writing. The student is responsible for making up all missed work.

### Long-Term Suspension (OSS)

Assigned by the administrator, the student is removed from school for six or more days. Parents are contacted and formal notification is in writing. The student is responsible for making up all missed work.

### Expulsion

Recommended by the administrator and imposed by the Board of Trustees for good cause. An expulsion hearing is held before the Board.

### Other Discipline and Behavior Considerations

1. Any use of the computer that is in direct violation of teacher directive and/or the Student Computer Use Policy (see appendix) may result in referral to the administrator and/or loss of computer privileges.

### Other Discipline/Behavior Considerations, cont.

2. It is imperative that students and parents understand that should a student choose to break a school rule, policy, or state/federal law, he or she may experience legal consequences in addition to school consequences.
3. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

**Please note that the school administration may add or modify rules and consequences, consistent with board policies and expectations, as the need arises and based on student behavior and performance.**

### **Gun Free Schools**

The Board is obligated by law to expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year.

### **Violent Behavior, Possession of Drugs, Tobacco and/or Weapons**

- The use, possession, distribution, purchase, or sale of tobacco is prohibited.
- The use, possession, distribution, purchase, or sale of alcoholic beverages is prohibited. Students under the influence are not permitted to attend school functions, and are treated as though they have alcohol in their possession.
- The use, possession, distribution, purchase, or sale of illegal drugs, look-alike drugs, and/or drug paraphernalia is prohibited. Students who are under the influence are not permitted to attend school functions, and are treated as though they have drugs in their possession.
- The inappropriate use or distribution of prescription drugs, and/or over-the-counter drugs and/or any other type of legal organic or inorganic substances is prohibited.
- The possession, storage, or carrying of a weapon on school grounds is strictly prohibited. The term weapon is defined as any firearm or any object that resembles a firearm, any knife with a blade four inches or more in length, a sword, straight razor, throwing star, fire crackers, brass or metal knuckles, and/or any object used in a threatening manner that could cause physical injury.
- The physical threat and/or actual injury of one student to another are prohibited.

### **Due Process**

It is the intent of the board to provide each student with due process rights provided by law.

- When a student is referred to a school administrator for disciplinary reasons, the student shall be informed of the reason why he or she is being referred and asked to provide his or her statement.
- Upon sufficient investigation, the administrator will follow school discipline guidelines and rules and apply disposition.
- Most disciplinary action by the administrator will be reported to parents.
- Upon request of the parent or legal guardian, a review of any suspension will be conducted by the administrator. The parent or guardian will be notified in writing of the findings.

Students who are recommended for expulsion will be notified of the following:

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- The time, place, and procedure of the expulsion hearing that occurs before the Board of Trustees of Seeley Lake Elementary. When possible, a certified letter will be mailed at least five days prior to the hearing. In some circumstances, it is imperative to hold such a hearing in less than five days.
- Parents will have the right to decide whether the hearing is conducted in executive session or public session.
- A hearing date may be requested by the parents to be changed if they can show good cause. The administrator shall determine if the request shows good cause.
- At the hearing, the student may be represented by counsel, present witnesses, and other evidence, and cross-examine witnesses. Formal rules of evidence are not binding on the Board.

### **Discipline and IDEA**

The district shall comply with the provisions of the Individual with Disabilities and Education Act (IDEA) when disciplining students.

### **Fighting**

In the interest of providing students at Seeley Lake Elementary School a safe and secure learning environment, we will be dealing seriously with youngsters who are involved in fighting or other forms of physical violence.

To be successful, the home and the school must work closely together in the child's best interest. It's imperative that students understand and appreciate that any form of activity at school that endangers another's safety or well-being will not be tolerated.

*Students who are involved in fighting or other forms of physical aggression may be suspended.*

Your support of this building policy will be greatly appreciated and will help guarantee the type of learning atmosphere your child and all of the students deserve.

### **Uniform Grievance Procedure**

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint 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.

### Filing a Complaint

The Complainant may file a complaint with the Superintendent or any other supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance from the Superintendent in identifying the appropriate individual. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents of the student.

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### Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will begin an investigation of the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy;

(2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or supervisor shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

### Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the investigator's determination regarding the complaint. If the Complainant is not satisfied with the determination of the investigator; the Complainant may appeal the decision to the Superintendent, or the Board if appealing a decision regarding the Superintendent, by making a written request to the Superintendent or Board Chair.

The Superintendent shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the Superintendent, or of the investigator, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Missoula County Superintendent as provided by law.

### **Law Enforcement**

All contact between law enforcement officials and Seeley Lake Elementary School students shall be made through administrative personnel. Law enforcement will be encouraged to talk to the student(s) away from the school and before or after school hours. Law enforcement authorities will only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination will be made by the superintendent or administrator-in-charge.

1. If law enforcement has a warrant for a student's arrest, they must be permitted to arrest the student; however, whenever possible, school personnel should seek out the student and the arrest should be conducted in the administrative offices out of view of other students. Before removing a student from school, law enforcement personnel will sign a release form in which they assume full responsibility for the student.
2. If possible, the educational program of the student should not be disrupted to allow for questioning by law enforcement officials.
3. Any questioning by law enforcement personnel should be conducted in a private room or area where confidentiality can be maintained.
4. If law enforcement officials are to be allowed to question a student, a reasonable attempt shall be made to notify the parents or legal guardians, except in cases of suspected child abuse or child neglect involving the parent or guardian. The parents/legal guardians should be given the opportunity to come to the school prior to the questioning.
5. If the parents/legal guardians are notified and able to attend, they should be allowed to be present at the interview. If the parent/legal guardian is unable to attend, he/she has the right to refuse permission to allow law enforcement personnel to interview the student. The parent/legal guardian may request that a school official be present during the interview in place of the parent or legal guardian

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6. Notification of parents or guardians will be waived if the law enforcement can demonstrate that a special circumstance exists. This determination will be made by the administrator-in-charge.
7. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.

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

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

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

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

### **Student and Family Privacy Rights**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

School officials and staff members shall not disclose the identity of any student who completes ANY survey containing one (1) or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or the student's family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parent or guardian;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

- Inspect the survey within a reasonable time of the request, and/or

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- Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

### **Student Records**

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

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

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

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

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

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

Certain officials from various governmental agencies may have limited access to the records. The District will forward a student's records to a school in which a student seeks or intends to enroll upon written request from the student's parent/guardian. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the

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

Copies of student records are available at a cost per page (charge based on copy costs at the time), payable in advance. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and pay the copying charge; or
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

### **Special Education Records**

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

### **10 Ways for Parents to Help Teachers**

by Mimi Doe

1. Create a smooth takeoff each day. Give your children a hug before they venture out the door and you head to work. Look them in the eye, and tell them how proud you are of them. Your children's self-confidence and security will help them do well both in school and in life.
2. Prepare for a happy landing at the end of the day when you reconvene. Create a predictable ritual such as 10–20 minutes listening to your child talk about her day—before you check phone messages, read the mail, or begin dinner. That way you are fully present to listen, and your child has a touchstone she can count on between school and home.

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3. Fill your child's lunchbox with healthy snacks and lunches. Have dinner at a reasonable hour and a healthy breakfast. A well-balanced diet maximizes your child's learning potential.
4. Include calm, peaceful times in your children's afternoons and evenings. Maintain a schedule that allows them to go to school rested, and if they are sick, have a system in place so they are able to stay home.
5. Remember it's your children's homework, not yours. Create a specific homework space that's clutter-free and quiet. Encourage editing and double-checking work, but allow your kids to make mistakes, as it's the only way teachers can gauge if they understand the material. It's also how children learn responsibility for the quality of their work.
6. Fill your child's life with a love for learning by showing him your own curiosity, respecting his questions, and encouraging his efforts.
7. Fill your home with books to read, books simply to look at, and books that provide answers to life's many questions. The public or school library is an excellent resource.
8. Be a partner with your child's teacher. When you need to speak to him or her in reference to a specific issue with your child, do it privately, not in front of your child. Make a point never to criticize your child's teacher in front of your child.
9. Set up a system where routine items are easily located—such as backpacks, shoes, signed notices. Create a central calendar for upcoming events to avoid the unexpected.
10. Tuck a "love note" in your child's lunch bag to let her know how special she is. Knowing they are loved makes it easier for children to be kind to others.

Source: National PTA website

# SEELEY LAKE ELEMENTARY

## Parent/Guardian Technology Permission Form

The Seeley Lake Elementary staff and administration support the Internet and electronic media as vital tools for learning and are pleased to offer students in grades K--8 at Seeley Lake Elementary School access to the school computer network and Internet for the purpose of promoting educational excellence by facilitating resource sharing, innovation, and communication.

Filtered Internet access is provided as a service as required by CIPA (Children's Internet Protection Act). This filter is designed to block entry to media that are (1) obscene, (2) pornographic, or (3) harmful to students. While all users' online activities are monitored through direct observation and/or technological means, it is impossible for the school to restrict access to all offensive and controversial materials. The following student acceptable use agreement outlines expectations for student use of technology at Seeley Lake Elementary.

### Student Acceptable Use Agreement

**I will use the Internet and school network/computer systems only for educational purposes.** I will not use the school's computer system for commercial, political, or personal purposes.

**I will be considerate.** I will not send messages which are abusive or threatening or contain offensive language; destroy data through uploading or creating computer viruses; or read, copy, or modify other users' mail.

**I will only use the files, accounts, or passwords that are assigned to me.** I will respect the privacy and confidentiality of others.

**I will be careful.** I will not reveal my home address or personal phone numbers or the addresses and phone numbers of others on the Internet or school network/computer system.

**I will not hold Seeley Lake Elementary responsible for damages or inaccuracies on the Internet and/or computer systems.** I understand the following: technology is not perfect. The school will make every effort to maintain the system and its security. Seeley Lake Elementary cannot guarantee that information obtained on the Internet and/or computer system is without error. The school cannot be held responsible for information lost or damaged because of system errors and/or outside intrusions.

**I will not access harmful matter and/or misuse the Internet/Network/Computer Systems.** I understand that "harmful matter" means that which shows or describes sexual, hateful, or objectionable content. I understand that "misuse the system" means sending or receiving data which is discriminatory or which promotes objectionable, illegal, or unethical activities.

**I may lose access to the system if I do not follow the rules.** I understand that the use of the system is a privilege, not a right. Inappropriate use may result in cancellation of this privilege.

**I understand that any violations of the above provisions may result in disciplinary or legal action.** I agree to report any violations or misuse of the network/computer system to the principal or a teacher. I understand that the school district maintains the right to review and edit all material on the Seeley Lake Elementary computer system.

As the parent or legal guardian of a minor student, I have read and reviewed with my child the Seeley Lake Elementary Internet and Network/Computer Acceptable Use Policy. I grant permission for my son or daughter to access Internet and Network/Computer services at Seeley Lake Elementary. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use—setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring electronic information and media.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_