

K-5 Elementary Student Handbook 2023-2024



This handbook belongs to: _____

Superintendent: Derek Larson

Principal: Shaun Ball

Counselor: Tyler Cheesman

Athletic Director: Jesse Allan

School Hours: 8:00-3:45

School Days: Monday-Thursday

St. Regis School, Post Office Box 280, St. Regis, Montana 59866

Phone 649-2311 Fax: 649-2788

Website: stregisschool.org

“Creating Learners and Leaders For Life”

(Revised 6/1/2022)

St. Regis Purpose and Values

Core Purpose of the St. Regis Public School District:

St. Regis Public Schools, in partnership with the community, exists to provide rigorous, diverse, and individualized education programs to ensure that every student is confidently prepared for the future.

Core Values of the St. Regis Public School District

- S Students First:** The interests and needs of students will always come first and all decisions will be premised on which is best for students.
- T Tiger Pride-Students are proud of our School:** We are committed to ensuring our students’ pride in school and community through high academic standards, extra-curricular activities, and being civic-minded.
- R Rigorous-Excellence in Academics:** We are committed to ensuring that all students receive a rigorous, well-rounded, high-quality education that confidently prepares students for their future.
- E Effective-Highly Qualified and Committed Staff:** We are committed to recruiting, retaining, and supporting highly qualified and committed staff that fully support our students and the mission of our District.
- G Goal Driven-Continuous School Improvement:** We are committed to a rigorous path of continuous improvement through strategic planning and governance and knowledge-based decision-making to meet the ongoing needs of our students, staff, parents, and community.
- I Integrity-Accountable, Transparent, and Fiscally Responsible:** We believe that espousing the highest level of integrity is vital to the success of our students and our school district. We are transparent and fiscally responsible in everything we do.
- S Safe-Positive Learning Environment:** We firmly believe a safe, positive environment is the cornerstone for students to achieve their highest level of education. We are committed to ensuring that all students develop an acceptance of others regardless of differences.

(2019-2024 St. Regis Strategic Plan)

TABLE OF CONTENTS

Welcome/Student-Parent Sign-	4
Academic Dishonesty/Plagiarism	5
Alternative Program	6
Attendance and Tardies	6
Bicycles	8
Building Rules	8
Bullying	9
Bus Behavior	10
Care of Books	12
Care of School Property	12
Cell Phones	13
Computer Use	13
Discipline Program	13-19
Electronic Device	19
Emergency Drills	19
Enrollment	19
Extra/Co-Curricular Eligibility	20
Field Trips	20
Firearms/Weapons	21
Grading	23
Head Lice	24
Health Service	24
Homework	25
Illness during the Day	25
Late Assignments	26
Library	26
Locker Backpack Searches	26
Lost and Found	27
Lunchroom Manners	27
Medication Policy	27
Music	28
Parent-Teacher Conferences	28
Patriotism	28
Personal Items	29
Physical Education	29
Playground Rules	29
Public Display of Affection	29
Removal of Students During the School Day	30
Report Cards	30
Respect for Property	30
Retention	30
Safety	30
School Breakfast and Lunch	31
School Closure	31
Sex Offenders	31
Student Dress	31
Student Grievance Procedure	32
Student Use of the Building	32
Student Visitor Procedure	32
Supplies	33
Telephone Calls/Messages	33
Trespassing	33
Visitor Procedure	33
Volunteers	34
Withdraw From School	34
Appendix A: Bell Schedule	35
Appendix B: Student Directory Information	36
Appendix C: 504 Notification Form	37
Appendix D: Harassment Form	38
Appendix E: Right to Request Teacher Qualifications	39
Appendix F: Asbestos Notification	40

WELCOME TO ST. REGIS ELEMENTARY

On behalf of the entire staff at St. Regis School, I welcome you to St. Regis School. Creating a safe and great educational environment is the responsibility of both the students and staff. Making good choices and being accountable for choices is in keeping with our 7 Habits and Love and Logic approach. Good choices will not only enhance the educational experience at St. Regis but also make that experience a memorable one.

The staff at St. Regis Elementary is dedicated to offering a sound educational learning environment where all students are valued and respected. We believe that it is important for students to feel positive about themselves and to experience success in school.

Students and their parents play a vital role in the overall success of all school programs. The staff would like to encourage parents to become actively involved with their child's program at school and at home. Parental support is important with homework, mastering skills, projects, or just listening to your child read. Classroom teachers would also appreciate parents' and grandparents' help as volunteers in the classroom.

As students, you need to play an active part in your own education. Your job is to work hard, come prepared, be confident, feel good about your successes, follow all school rules, and have fun. You will not only work independently but also as part of small and large groups. Therefore, your cooperation with and support of your peers is expected. You have an opportunity to gain an education that is vital to your success in the future as adults. This is a privilege that not every young person in the world is afforded, so put forward a good effort and take advantage of your education.

Take some time to read over and discuss this handbook. All of the information is important for you to know and understand. Keep your handbook in a location that is handy and can be reviewed periodically. By signing the form on the last page, you agree to uphold and follow the information contained within this handbook while you are enrolled at St. Regis Elementary School.

Shaun Ball
Principal

Student's signature

Date

Parent signature

Date

TIGER PRIDE

The staff at St. Regis School has high expectations for each student's academic and social success. Students will be expected to show Tiger Pride at St. Regis and when visiting other schools. This means students will be asked to show respect to other students, the St. Regis School facilities, all staff members, and any adult who visits the building. Additionally, students will be expected to exhibit good team spirit and sportsmanlike behavior at all times.

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Students are expected to do their own work. The Academic Integrity/Honor Code of St. Regis School addresses plagiarism and cheating. Academic dishonesty is considered to be any type of cheating that occurs in relation to a formal academic exercise, which can include plagiarism or forging of signatures. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during an examination, test, or quiz
- Allowing someone else to see or use one's work at any time.
- Having, using, or attempting to use unauthorized written aids during an examination, test, or quiz
- Using or sharing unauthorized information from electronic devices, including calculators/phones/computers, on tests or assignments
- Claiming sole credit for work completed with other students
- Copying work assigned to be done independently
- Allowing others to copy one's work or the work of another person
- Using purposely deceitful practices to improve one's grade or someone else's grade
- Fabricating, altering, or copying laboratory data or reports. Accessing, corrupting, or changing anyone else's computer work or data
- Plagiarism (the act of taking the language, ideas, thoughts, works of art, or music of another and presenting them as one's own without proper acknowledgment. Plagiarism includes, but is not limited to, the following:
 - Submitting work created by another person as one's own (whether that work was stolen, purchased, or shared freely)
 - Copying or closely paraphrasing sentences or passages from print or electronic sources without properly citing the source. Claiming ownership of work that is not original in thought and language

DISCIPLINARY ACTION / CONSEQUENCES

Note: Offenses are cumulative throughout the academic year unless otherwise stated.

If a staff member determines that a student is in violation of the Academic Integrity/Honor Code, he or she will follow the procedures outlined below. The teacher will investigate the infraction and notify the Principal of all offenses with a discipline referral.

- **First Violation** - Zero grade for the assignment, TRC, and teacher contacts parent/guardian, and a lunch detention **Note:** If the Principal determines that other disciplinary infractions are part of the incident, additional consequences may be imposed.
- **Second Violation** - Zero grade for the assignment, TRC, and teacher contacts parent/guardian, parent/student conference with Principal and/or teacher, and an ISS. The administration may make a recommendation to the school board for removal from all academic Honor organizations, removal from a position of leadership in any other club and/or activity for the balance of the school year. Students will be afforded due process hearings with the administration and school board.
- **Third Violation** - Zero grade for the assignment, TRC, and administrator contacts parent/guardian, student will be suspended for (1-5 days) with a re-entry plan developed by parents and administration prior to returning to the classroom.

RIGHT TO APPEAL - Students have the right to appeal to the administration.

ALTERNATIVE PROGRAM

The *Alternative* classroom is designed for students who continually violate school rules or who are struggling academically. The program may also be used as an alternative to expulsion. It may be used periodically throughout the day/week for students who need to be redirected/disciplined for a short period of time (class period-10 consecutive days) or can go as long as one calendar year.

Before a student is placed in the program (long term-more than 10 consecutive days), as an alternative to expulsion or as an alternative setting for academic purposes, a parent meeting will be held to discuss program details with parents, and other school personnel. If a student is placed in this program, he/she will be expected to do the following: Receive educational services, perform restorative justice practices (campus clean up/helping community service/etc.), and receive behavioral education lessons with the counselor and/or other school personnel (i.e. Alta Care). A plan of rehabilitation will be put into place and goals will be established in an effort to return the student back into the general education setting. A student who shows little to no behavioral growth in the program may be recommended for expulsion.

*If you disagree with the placement of your student, you have the right to speak with the Superintendent and the Board regarding your concern.

ATTENDANCE AND TARDIES

Students are expected to be **seated in their 1st-period class by 8:00 a.m. every day**. Tardy means being 15 or less minutes late for class. Anything more than 15 minutes is considered an absence. We ask that parents of all students that are absent call the secretary when school starts, to notify the school and their teacher that their child will be absent. The school will strive to call the home of all absent students within the first hour of that school day to communicate with parents about the status of their students. **Students are expected to be on time for every class period during the school day. Admit slips must be obtained before the first period of the day.**

Every 3 tardies equal a detention. Students who accumulate 15 or more tardies in a semester may schedule a meeting with their parents and the administration, including the superintendent.

Attendance Explanations

An **excused absence (AB)** is an absence verified by a parent, guardian, or caretaker to inform a school official of the reason for the absence. Absences due to illness not treated by a doctor and family vacations count toward the 7-day limit. Absences due to a death of an immediate family member, doctor/dental appointments accompanied by a note from the facility, or court appearances with a note from the clerk of the court do not count toward those 7 days.

An **unexcused absence (UA)** is an absence not verified by those previously listed. These absences count against a student's 7 days. The parent, guardian, or caretaker must communicate with the school within 24 hours to change the unexcused absence to an excused absence.

A **school-sponsored absence (PA)** is any absence that is supervised by a school district employee and the activity is a St. Regis School, Montana High School Association or Office of Public Instruction sponsored event. The activity is funded by the St. Regis School budget and regulated by St. Regis School disciplinary guidelines. Some examples of school-sponsored absences are field trips, club trips, and athletic contests.

School-sponsored absences, suspensions, jury duty, court appointments, medical/dental appointments accompanied, or death in the immediate family will not be counted in the 7-day attendance policy. Family vacations should be planned outside school hours whenever possible. However, if unavoidable, parents must notify the administration at least two weeks ahead of time and pick up a planned absence form. *Family vacations will count toward the 7-day attendance policy.* Consideration will be given for leave requests from military families. Notification may be sent home for students who are getting close to the 7-day limit.

Students must obtain an admit slip before the first period to be admitted to class or a tardy will result. If obtaining the admit takes longer than 15 minutes the student will be marked absent unless he/she obtains a note from the office giving a justification for why it took so long to get the admit.

Parents will be informed by the school if a student is having attendance problems at the following times.

1. When a student reaches 5+ unexcused absences.
2. At 8+ unexcused absences, a letter may be sent to the County Attorney for truancy for students under 16.

Attendance Review Committee

Students with excessive absences may present themselves to the Attendance Review Committee to explain their absences. Students found not to have extenuating circumstances may have to make up the absences per the recommendation of the Attendance Review Committee and serve disciplinary and/or other forms of remedial action. An Attendance

Review Committee consisting of administration, teachers, and counseling staff providing comprehensive school and community treatment services for a student, will determine what circumstances are extenuating. Extenuating circumstances will be determined on a case-by-case basis by the attendance committee with parent involvement.

Truancy

Students are considered truant when there is ***no excuse*** for an absence. Parents are responsible to telephone the school if their child will be absent. The school secretary will attempt to contact the parent if no notification of the child's absence is received within a reasonable time. The names of habitually truant students will be given to the County Attorney. Habitually truant is defined by the school board as having 7 or more unexcused absences or 54 or more parts of a day in a school year (Board Policy 3123, MCA 20-5-103).

BICYCLES

A bicycle rack is conveniently situated near the elementary school building. If a student rides a bicycle to school, it should be locked in the rack and may not be ridden during school hours. The school district will not be responsible for damaged or lost bikes. Bicycles must be walked until they are past the bus loading zone. A bike helmet should be worn when riding to and from school for your child's safety. Bicycles are not allowed on the playground.

BUILDING RULES - (BE SAFE, BE RESPECTFUL, BE RESPONSIBLE)

- 1) Come to class prepared with textbooks, assignments, and materials necessary to complete school studies.
- 2) Arrive on time. Be seated and quiet, ready to work at the time of the bell.
- 3) Treat peers with respect.
- 4) Treat staff with respect.
- 5) Be quiet at appropriate times. This includes the regular classroom, library, music, PE, lunchroom, assemblies, and hallways.
- 6) Respect the property of others.
- 7) Respect school property.
- 8) Avoid physically harming others. Settle conflicts appropriately. Ask for help from teachers, the counselor, and/or the principal when needed with conflicts. Fighting, bullying, intimidation/threatening language, wrestling, pushing, or hitting is inappropriate at any time or place.
- 9) Use appropriate language.
- 10) Follow lunchtime rules.
- 11) Follow playground rules.
- 12) Move through the building in an orderly fashion. No jumping up and hitting or hanging on door jams, doors, pipes, shelves, or any other objects.
- 13) No costumes.
- 14) No energy drinks allowed at school.
- 15) Gum is not permitted unless provided by the teacher or during a testing situation.

- 16) Outside school hours (8:00 a.m.-3:45 p.m.), students must be directly supervised by an adult. If students are not involved in activities before or after school, they are not permitted in the school. Student supervision begins at 7:55 a.m.

BULLYING

Students will be respectful to each other and to the adults in the building. They will not engage in any behavior or language that creates a hostile environment for other students, students, or any staff member.

St. Regis School District Policies 3225 and 3226 prohibit bullying. Attached is the reporting form. If a student feels he/she is continually being harassed or bullied, he or she must fill out the attached form and give it to the building Principal for prompt follow-up.

Under the Bully Free Montana Act, bullying “means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, through the use of electronic communication, or anywhere conduct may reasonably be considered to be a threat or attempted intimidation of a student or staff member or 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 (uncomfortable, intimidating, fearful) educational environment.
- d. Substantially and materially disrupting the orderly operation of a school.

Students who are habitually or chronically disrupting the education process to the point that the behaviors disrupt the education of other students will be recommended for the Alternative program or expulsion.

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

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies (see below).

Montana Code 45-8-213

This code makes it illegal for a person to knowingly or purposely terrify, intimidate, threaten, harass, annoy or offend another individual using electronic communication. Further, the code states that the use of obscene, lewd or profane language or the making of a threat or lewd or lascivious suggestions is prima facie evidence of the intent to terrify, intimidate, threaten, harass, annoy or offend. The code also makes it illegal to record or cause to be recorded a conversation by use of a hidden electronic or mechanical device without all parties' knowledge.

Parents and students should become familiar with this code and the consequences for violating it as any reports to the administration will be turned over to law enforcement and appropriate disciplinary action taken. This may include but is not limited to, detention, suspension, and recommendation for expulsion.

Montana Code 20-4-303

“**Abuse of teachers.** Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

BUS BEHAVIOR

A fair, consistent, and firm discipline policy is of great importance in maintaining a safe and secure atmosphere for all passengers on a school bus. It is the drivers' responsibility to follow written district policy on discipline and to instruct their passengers on the punishment of this policy. It is the responsibility of the bus driver to get students to and from school safely. Student behavior must not endanger the safety of the driver or other passengers.

Excluding emergencies or criminal behavior, a driver will not remove a passenger from the bus at any stop other than the regularly scheduled stop for that student.

A note from the parent or guardian to the office is required for a student to be dropped at a different location. Students who are not bussed may not ride unless there is a note or phone call expressly giving permission from parent or guardian.

Driver Contact –Cameras will be used for security on the St. Regis buses. Parents will receive notification for all bus violations. Parents questioning bus discipline may request a conference with the driver and supervisor within two (2) school days.

Students are expected to follow bus rules while on the bus and at bus stops. Those rules include, but are not limited to, keeping hands to yourself, using a classroom voice – not yelling or loud talking, being respectful to other passengers and the driver, using appropriate language, staying seated, not throwing things on the bus or out the windows, placing trash in a garbage can, and immediately following directions of the bus driver.

District Rules for Students Riding School Buses Are:

- A. The driver is in full charge of the bus and pupils. Students must obey the driver promptly.
- B. Students shall ride their regularly assigned bus at all times unless permission has been granted by school authorities. Parents/guardians must send a note to the school stating what bus the child needs to ride, the stop to get off at and who will be responsible for the child at that stop.
- C. Unless by written permission of school authorities, no student shall leave the bus except at his/her regular stop.
- D. Each student may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school principal or driver.
- E. Outside of ordinary conversation, classroom conduct must be observed.
- F. Students are to assist in keeping the bus clean by keeping their waste paper off the floor.
- G. No student will smoke or light matches on the school bus.
- H. No student will open a window on the bus without first getting permission from the driver.
- I. No student shall, at any time, extend their head, hands, or arms out of the windows whether the bus is in motion or standing still.
- J. Students must see that they have nothing in their possession that may cause injuries to another, such as sticks, breakable containers, any type of firearms, and straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus except for service dogs.
- K. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the school authorities to transport any large items.
- L. No student will be allowed to talk to the driver more than necessary.
- M. No student shall sit in the driver's seat, nor shall any student be to the immediate right of the driver.
- N. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
- O. Students must leave the bus in an orderly fashion and must not cross the highway or roadway until given consent by the bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
- P. Students must cross the highway or roadway only in front of the bus and never behind it.
- Q. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to be at the bus stop before the bus arrives.
- R. Self-discipline should be exercised by students at the bus loading areas. Students should

refrain from pushing and shoving other students. All school rules apply at bus stops.

- S. Students, who have to walk some distance along the highway to the bus loading zone, where practical, must walk on the left-hand side facing the on-coming traffic. This will also apply to pupils leaving the bus loading zone in the morning or early evening.
- T. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- U. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drill, will be followed.
- V. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- W. Students traveling on a school bus to any "away" activity, including field trips and all sporting events, are expected to ride the bus both to and from the event. A student will be released to a parent or relative if there is a note submitted to the Principal or designee prior to their release from the activity. If anyone other than a parent or relative wishes to transport the student from the "away" activity, it must be approved by the Principal or Superintendent prior to leaving for the event with a parent note.
- X. Students may not leave the bus at any transfer point if the bus they are on continues to school, or to the school of destination, without permission from the bus driver or an advisor with a parent note.
- Y. Students at transfer points will give the same respect and attention to adult supervisors/chaperones as bus drivers and teachers.

The first violation of bus rules will result in parent contact by the principal and/or bus driver. A second violation results in a one-day suspension of bus privileges. A third violation results in a three-day suspension of bus privileges. Any subsequent violations will result in a recommendation of suspension of bus privileges for the remainder of the semester and depending on the severity of the violation, possibly the school year.

CARE OF BOOKS

Each St. Regis Elementary student is expected to take proper care of the textbooks and workbooks given to them for their use during the school year. Students will be fined for lost or damaged books. If a student should lose their workbook, they will be required to purchase a new one. The student will make compensation for copies made to keep them up in their studies. The student will be responsible for making copies before or after school.

CARE OF SCHOOL PROPERTY

Be proud of your school! Show pride by taking care of school equipment and books, and by keeping the grounds and building free of litter. Students will be required to pay for any damage they do. Serious and malicious vandalism is reason for possible suspension or expulsion.

The following procedure will be followed should there be malicious/irresponsible damage to school property:

- a) Students and parents will be contacted and confirmations of the damage determined.

- b) Assessment and cost of the damages will be determined and a bill will be submitted to the parent/guardian, who will have 30 days to pay for the damages.
- c) If payment has not been rendered or other arrangements made within the required time frame, the incident will be turned over to the Superintendent and the police.

CELL PHONES

Cell phones are only permitted during the student's designated lunch time. They are prohibited from being used or out at all other times during the school day from 8:00-3:45. Students can store their phone on their person, backpack, locker, etc during the day. During extra & co-curricular events, field trips, or any other school event, the student must get permission from a staff member prior to using it.

If a student is found violating the school's cell phone policy, the student must hand in their cell phone to the teacher and retrieve it at the end of the day. In addition to this, the student will be disciplined according to our discipline policy.

*A failure to hand over the phone will result in the student being suspended.

COMPUTER USE

Computers are provided for educational use only. They are monitored by staff for the safety of all students. Students and parents are asked to sign a Technology Use Agreement to access school computers and technology. Students are bound by the Technology Use Agreement to use computers. Because the District provides devices for learning, students do not have a reason to access platform content with their cell phones or personal computer.

DISCIPLINE POLICY STATEMENT (Policy 3310)

So that each student is ensured a safe, positive, and productive learning environment, our discipline policy will be strictly, but fairly enforced. Violations of the discipline policy as in the handbook or as outlined in Policy 3310 will result in disciplinary action and apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

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

Careful consideration of each particular incident will include:

- Due Process
- Seriousness of offense

- Student's age
- Frequency of misbehavior
- Student's attitude
- Effect or potential effect of misbehavior on the school environment

Consequences (can include):

- Student/administrative conference
- TRC Classroom
- School lunch detention
- After school detention
- Counseling
- In-school suspension/Out-of-school suspension
- Expulsion

DISCIPLINE POLICY

Consequences are intended as general guidelines. The administration reserves the right to modify a student's consequence based on the specific nature of the infraction, individual circumstances, past discipline records, and behavior, or the severity of an incident.

Consequences will increase with the number of offenses.

Off-Campus/Vehicle		Consequences may include but are not limited to
1 st violation	See General Discipline Procedures	Detention/Suspension
2 nd violation	See General Discipline Procedures	Detentions/Suspension
3 rd violation	See General Discipline Procedures	Suspension
4 th violation	See General Discipline Procedures	Expulsion Recommendation
Threats, Fighting, Disrespect, Insubordination, Defiance, Bullying, Inappropriate language (swearing, racial remarks, sexual remarks, obscene statements, etc.)		Consequences may include but are not limited to Detention / Suspension /Police Contact-(Police ticket at their own discretion)
1 st violation	See General Discipline Procedures	Warning, detention, or suspension
2 nd violation	See General Discipline Procedures	Detention /Suspension /Police Contact-(Police ticket at their own discretion)

4 th violation	School Board Expulsion Hearing	Expulsion Recommendation; due process notification
Ungovernable behavior		Consequences may include but are not limited to
Students who are consistently disrespectful, disruptive, or unmanageable in the classroom will be reported to law enforcement for an Ungovernable citation		Citation for ungovernable behavior, suspension, a recommendation for expulsion
Deliberate Vandalism (Destruction of Property), Theft		Consequences may include but are not limited to
1 st Violation	Administrator/Parent/Student/Bus Driver (if relevant) Conference	Suspension-Restitution, Police Contact-(Police ticket at their own discretion)
2 nd Violation	Administration/Parent/Student Conference	Suspension/Restitution, 3-day suspension, Police Contact-(Police ticket at their own discretion)
3 rd Violation	Police and Parent Contacted	Suspension/Expulsion Recommendation
Substance Abuse/Possession/Paraphernalia		Consequences may include but are not limited to
1 st violation	Administrator/Parent/Student Conference	Suspension, Police contacted-(Police ticket at their own discretion)
2 nd violation	Administrator/Parent/Student Conference	Suspension/ Recommend Expulsion / Police contacted-(Police ticket at their own discretion)
Tobacco Possession/Paraphernalia/Use (including alternative nicotine/non-nicotine and vapor products)		Consequences may include but are not limited to

1 st violation	Administrator/Parent/Student Conference	Suspension /Police contact-(Police ticket at their own discretion)
2 nd violation	Administrator/Parent/Student Conference	Suspension/Police contact (Police ticket at their own discretion)
Selling Illegal Drugs		Consequences may include but are not limited to
1 st violation	School Board Expulsion Hearing	Police contact (Police ticket at their own discretion) and Recommend Expulsion
Weapons Possession-		Consequences may include but are not limited to
1st Violation	Parent Contact	Police Contact(Police ticket at their own discretion), suspension, Expulsion Recommendation
2nd Violation	Parent Contact	Police Contact(Police ticket at their own discretion), suspension, Recommend Expulsion
Possession of a Firearm	Parent Contact	Police Contact-(Police ticket at their own discretion), Suspension, Recommend Expulsion

Inappropriate Bus Behaviors - Pushing, tripping, foul language, throwing objects and inappropriate seat behavior, out of the seat		Consequences may include but are not limited to
1 st violation	The parent is called by the administration.	Referral/seat assignment
2 nd violation	The parent is called by the administration.	Referral/seat assignment, day bus suspension
3 rd violation	Administration/Parent/Student/Driver Conference	Three-day bus suspension.
Subsequent violations	Administration/Parent/Student/Driver Conference	Bus suspension rest of the semester; due process

		notification
Disruption of school purpose or educational function	See General Discipline Procedures	1 st offense includes an assigned seat for the remainder of the year
1 st violation	See General Discipline Procedures	Detention
2 nd violation	See General Discipline Procedures	Detentions, Suspension
3 rd violation	See General Discipline Procedures	Suspension, Expulsion
Possession of Tobacco Products	See General Discipline Procedures	
Possession of Alcohol or Illegal Drugs	See General Discipline Procedures	
Deliberate Vandalism (Destruction of Property)	See General Discipline Procedures	1 st offense Include assigned seat for the remainder of the year or bus suspension
Possession/Use of Lighter or matches		Consequences may include but are not limited to
1 st Violation	The parent is called by Administration	Referral Slip, Seat Assignment, or bus suspension.
2 nd Violation	Administration/Parent/Student/Driver Conference	Referral Slip, Seat Assignment, or bus suspension

Minor violations include but are not limited to, breaking classroom rules, back-talking, not following directions, insubordination, disrespect, misbehavior, disrupting class, swearing, playing in the bathrooms, throwing objects and roughhousing or horsing around.

Minor violations are first handled by the classroom teacher. However, once the number of referrals reaches five or more, the administration will address the violation. Generally, the below-step system is used when addressing such behavior. The below step system is accumulative for the semester. At semester, the steps go back to 0.

- Step 1-Warning
- Step 2-Classroom teacher calls home + detention
- Step 3-Classroom teacher calls home + teacher issues 2 detentions
- Step 4-Classroom teacher calls home + teacher issues 3 detentions
- Step 5-Administration calls home + ISS
- Step 6-Administration calls home + 1 day of OSS.
- Step 7-Administration calls home + 2 days of OSS.
- Step 8-Administration calls home + 4 days of OSS + (Board referral or APEX)

Staff members, other than teachers, can discipline students who violate school rules/policies. As

such, they can issue warnings and detentions, however, any suspendable offenses must be reported to the administration.

**If the student's behavior does not change after the 7th offense, the student may be referred to the board for expulsion as being incorrigible.*

**Any student who receives a TRC may not participate in afterschool programs on that day.*

Detention- a consequence in which students are required to remain in a place for a specified amount of time. Most detentions are after school from 3:45-5:15. Transportation is provided for those who ride the bus. Detentions may also include work detail (washing tables, mopping the floor, etc.). Cell phones, headphones, earbuds, and other electronic devices are not allowed to be used during detention.

Students refusing or choosing not to serve their detention time as assigned by a staff member will have to attend a full day of Friday School. Refusal or choosing not to serve Friday School will result in an out-of-school suspension. This may affect your ability to participate in extra/co-curricular activities as well.

Suspension – The Superintendent or principal has the authority to suspend a student for good cause; however, the principal will consult with the Superintendent before suspending a student. The notification to the parent will include the reasons for suspension and its length.

- OSS (Out of School Suspension) is temporary in nature. Out-of-school suspensions are when students are sent home for a behavior infraction. Administration can suspend for up to ten (10) days. (Board Policy 3300).
- ISS (In School Suspension) is temporary in nature. In-school suspension takes place on school grounds in a designated room away from his/her classmates.

Expulsion Hearing – The Board of Trustees, administration, parent, and student hearing regarding the expulsion of a student based on discipline infraction will follow due process safeguards. Parents will be notified in writing of the infraction and recommendation for expulsion and the date and time of the hearing. Parents and students may address and present information regarding the infraction that might provide just cause for the student's actions.

Police Contact - Police will be contacted when a student's behavior develops into a situation in which the safety of others is in question and/or causes a prolonged disruption to the orderly school environment. This includes, but is not limited to, police escort out of the building, violation of alcohol and drug policy, intimidation, harassment, vandalism, or theft. The student's parents and emergency numbers will be used to attempt a parental contact prior to a law enforcement discussion with the student. (Police ticket at their own discretion.)

Good Behavior Party- Each quarter, students may be recognized for good behavior and academics. Recognition can include movies, water park, extra recess, fun day, swim party, etc. Below are the criteria needed to be recognized:

- *K-6 5 or less referrals in the semester and no suspendable offenses.*

ELECTRONIC DEVICE

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function.

Music devices in the classroom are at the permission and privilege of the teacher.

EMERGENCY DRILLS

St. Regis School District Policy mandates that fire drills be held periodically throughout the year. These drills are to be taken seriously. Every student is expected to follow the emergency exit procedures in each fire drill. Every time the fire alarm sounds, they are to follow the directions of the teacher in charge. Failure to comply with instructions will result in a referral to the principal's office. Periodic non-fire emergency drills will also be conducted throughout the school year.

ENROLLMENT

The District trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which a child registers to enter school. Parents may request a waiver of the age requirement. All waivers are granted at the sole discretion of the District. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The District usually will not assign or admit any person who has reached age nineteen (19) on or before September 10 of the year to be enrolled; however, a waiver to this usual practice may be granted. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

School Entrance

The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ (birth certificate or certified transcript) to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125. 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

Placement

The District's goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. The final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

EXTRA/CO-CURRICULAR ELIGIBILITY

St. Regis school expects students participating in extra and co-curricular activities to abide by the same standards set forth by MHSA; which state that in order to be eligible, a student must pass four (4) one-credit subjects the previous semester. In addition to this, St. Regis School requires all extra-and co-curricular students to have 0 incomplete grades during the weekly eligibility check. If a student does have incomplete grades, they must show growth (in each subject) on a weekly (Tuesday a.m. to Tuesday a.m.) basis to be eligible. Growth is defined by a 1% increase from week to week.

A student with incomplete grade(s) has one week to show growth in order to participate in the event. If after the second week there is no growth, the student is ineligible to participate in events until growth is made in all incomplete classes. If a student has not shown growth for four consecutive weeks, he/she **may** be removed from the activity or ineligible to participate in events (coaches/admin/advisor discretion and board approval). During the time of ineligibility, students must attend all practices, as required by the coach or advisor, to stay eligible for the activity.

A student with an incomplete must attend Achieve. Achieve runs for 1 hour after school Mon.-Thur. Students failing to complete work during Achieve will not be eligible to practice or participate in events.

If a student has not shown growth for four consecutive weeks, he/she **may** be removed from the activity (coaches/admin discretion and board approval). During the time of ineligibility, students must attend all practices, as required by the coach or advisor, to stay eligible for the activity.

FIELD TRIPS/CAMPS

Field trips and camps are an extension of the St. Regis School District. As such, the school district policy and handbook apply. A parent permission slip must be signed for a student to attend. Parents acting as chaperones are asked not to bring other children along.

In order for students to participate in field trips, the following eligibility requirements are considered before they can attend:

- Attendance (90% or better)
- Behavior
 - *No more than 5 referrals in a semester*
 - *No Absolutes (ISS or OSS)*
 - Safety Concerns
 - Academics (Not on the ineligibility list)

Throughout the year many teachers use field trips as a teaching tool. The following rules and procedures shall be followed:

- Community members known by the St. Regis School Board or Administration may volunteer 2 to 3 times a year without fingerprints or background checks.
- **ALL** chaperones must have a fingerprint and a background check for overnight events and/or frequent chaperoning of trips.

If behavior rules are violated during a field trip, the student(s) will suffer the consequences according to behavior rules and will not be allowed on any field trips for the remainder of the year. Students who violate behavior rules during an extended camp will be directed to leave. Students and Parents will follow sign-out procedures. Parents will be responsible for picking up their students or paying for additional transportation.

FIREARMS AND WEAPONS (3311)

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the St. Regis School District to comply with the federal Gun-Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, at the discretion of the Board, may authorize the school administration to modify the requirement for the expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other

propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such a use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for the immediate prosecution of any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2)).

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities and school property, including buses and while on field trips or extracurricular activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

Note: Section (g) of the NCLB Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun-Free Schools Act in that it allows a student to have “a firearm that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:

(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year; except that the trustees may authorize the school administration to modify the requirement for the expulsion of a student on a case-by-case basis.

So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.

*There is one significant inconsistency between the Federal Gun-Free Schools Act and Montana is that under federal law it provides that “State law **shall** allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing,” whereas 20-5-202(2), MCA, provides that the trustees **may** authorize the school administration to modify the requirement for the expulsion of a student on a case-by-case basis.*

GRADING

Elementary grades K-3 are recorded as follows:

A = Advanced

P = Proficient

D = Developing

E = Emerging

Advanced and Proficient means the student is at or exceeds expectations of the content standards. Developing means the student is nearing meeting content standard expectations. Emerging means the student is learning the standards but is behind peers. The + sign indicates that the concept was learned satisfactorily. A – sign indicates the concept was not learned.

In grades 4-6, St. Regis Public Schools, and the Board of Trustees School District 1, has adopted a 4.00 grading schedule with the following percentile formula for grading standards to be applied in grade levels 4-12. Semester grades are cumulative (the qtr. grades are not averaged).

<u>Percentile Scores</u>	<u>Letter Grades</u>
100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-70	C
69-0	Incomplete

HEAD LICE

Upon verification of head lice or nits by school personnel, students will be excluded from school. Parents will be notified, given school literature regarding treatment, and notified of the district's "no-nit" policy. (See attached document)

After being treated at home, students returning to school will be checked for nits by designated school personnel; i.e., principal, secretary, teacher, etc., before being allowed to re-enter class. If nits are still present, students will be sent home again to remove all nits. If there is no phone or if the school is unable to reach a parent or guardian;

- School officials may contact the emergency number and person identified by the parent.
- The child will remain at school in a supervised area out of the classroom if no adult can be contacted. The Principal will send his/her personalized letter home with the student outlining policy and expectations.

HEALTH SERVICE

Students becoming ill during the school day will be required to report to the office. The student's illness may require that he/she returns home. The office will notify the parent/guardian. Parents will be encouraged to pick up students at school and sign them out.

Students may require over-the-counter and/or prescription medications during the school day. All medications must be supplied by parents/guardians, the school will not provide the supply. It is required that a parent/guardian/responsible adult brings the medication to the school office where it will be stored until administered.

Medication will be administered to students by school personnel only with proper authorization. Proper authorization for over-the-counter medication is defined as the yearly completion of a Permission for Medication – Over-The-Counter form by a parent/guardian. Proper authorization for prescription medication is defined as the yearly completion of a Permission for Medication – Prescription form completed by a physician or authorized healthcare provider and signed by a parent/guardian. The medication authorization forms are available at the school office.

All medications must be in the original container with the label intact. The medication cannot be past the expiration date listed on the bottle. Parents/guardians must acknowledge that students have had at least one dose of the medication and have shown no apparent reaction to the medication. Medications will be administered as needed in doses indicated by the manufacturer. Any requests to administer dosages outside of manufacturer instructions will require a physician order. Unused medication will be discarded seven (7) days following the end of the school year or sooner if indicated.

*Please note, students are not allowed to carry medication unless allowed to do so by law or specific school plan.

HOMEWORK

Homework can be a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and good working habits. After school tutoring and homework assistance will be provided with transportation from school to home. Each teacher is responsible for their own homework completion policy, it is the student's responsibility to understand and follow that policy.

Homework may be assigned for one or more of the following purposes:

- 1) Practice -- to help students master specific skills which have been presented in class.
- 2) Preparation -- to help students gain the maximum benefits for future lessons.
- 3) Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations.
- 4) Creativity -- requires students to integrate many skills and concepts in order to produce original responses.
- 5) Mastering Essential Learning Skills.

The quantity and frequency of homework assignments will be left to the discretion of individual teachers and may be previewed by the Administration. Students may also be kept after school to complete work.

ILLNESS DURING THE DAY

A student who becomes ill during a class should, after being dismissed by their teacher, report to the office immediately. The student can then request the office to contact an adult who will be responsible for the student should he/she leave school. An adult picking up an ill student must check-in at the office and sign out the student before removing the student from school. If a student needs to lie down, they can do so in the nurse's room, but for only a 15-minute period, then they need to either go back to class or call for someone to pick them up. **Students with a fever will be sent home. Students must be fever-free for 24 hours before they will be allowed to return to school.**

IMMUNIZATIONS

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. A copy of the student's immunization record will be maintained in the student's file and with the school nurse.

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

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

LATE ASSIGNMENTS

Points will be deducted from a student’s grade if work is handed in late. For every day an assignment/project is late, points will be taken off. Below is the rule for late assignments:

- 1 day late-10% reduction
- 2 days late-20% reduction
- 3 days late-30% reduction
- 4 days late-40% reduction
- 5+ days late-50% reduction

At quarter, students are not allowed to make up work from the previous quarter for a traditional grade (A, B, or C). In order to receive credit, students will have to retake the class on-site or potentially take an online course.

*For emergency purposes (Dr. notes/school events/etc) considerations for extending the deadline may be made.

LIBRARY

All students have an opportunity to visit the library. Students may have up to three books a week providing they are prompt in returning their books. Students will have to pay for lost or damaged library books or forfeit their privilege to check books out from the library the following year.

LOCKER AND BACKPACK SEARCHES

St. Regis School District Policy 3231 states, “The goal of search and seizure, with respect to students, is meeting the educational needs of children and ensuring their security. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the building.

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots). The administration may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

School authorities may search a student, a student's personal effects, or a student's vehicle (when parked on school property) when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or St. Regis District student conduct rules."

LOST AND FOUND

Please check with the office if your child loses something. Items that are left at the end of the quarter will be donated to charity or discarded. If articles are left in the locker room they will be put on a hallway table for two days, and after that will be offered to other students or donated to charity.

LUNCHROOM MANNERS

1. Children who want milk for breakfast or lunch are to proceed through the meal line.
2. Children are expected to be well-mannered and to refrain from pushing, shoving or being boisterous in the lunchroom. They may talk quietly to each other while eating. Each child is responsible for his/her own place at the table. No trash should be left behind on the table or floor. It is the responsibility of all students to help keep the lunchroom clean. Students are expected to cooperate with the faculty members in charge. Students may be asked to pick up trays and/or debris left behind.
3. Food and beverages obtained in the lunchroom should be consumed there. No food or drink is to be taken from the lunchroom unless approved by a teacher
4. Students not following lunchroom rules will receive disciplinary action. Throwing food or deliberately making a mess will result in the student cleaning the lunchroom.

MEDICATION POLICY

Students may require over-the-counter and/or prescription medications during the school day. All medications must be supplied by parents/guardians, the school will not provide the supply. It is required that a parent/guardian/responsible adult brings the medication to the school office where it will be stored until administered.

Medication will be administered to students by school personnel only with proper authorization. Proper authorization for over-the-counter medication is defined as the yearly completion of a *Permission for Medication – Over-The-Counter* form by a parent/guardian. Proper authorization for prescription medication is defined as the yearly completion of a *Permission for Medication – Prescription* form completed by a physician or authorized healthcare provider and signed by a parent/guardian. The medication authorization forms are available at the school office.

All medications must be in the original container with the label intact. The medication cannot be past the expiration date listed on the bottle. Parents/guardians must acknowledge that students have had at least one dose of the medication and have shown no apparent reaction to the medication. Medications will be administered as needed in doses indicated by the manufacturer. Any requests to administer dosages outside of manufacturer instructions will require a physician order.

Unused medication will be discarded seven (7) days following the end of the school year or sooner if indicated.

***Please note, students are not allowed to carry medication unless allowed to do so by law or specific school plan.**

MUSIC

We are very fortunate to be able to offer St. Regis Elementary students a quality music program. These sessions are a part of the regular curriculum and students are required to participate. Our Band program is for fifth through eighth-grade students. Music programs during the year include the winter program in December and a parade and/or spring concert. All students perform during these events.

Students who forget their instruments will work on written assignments with a music-related topic.

Instruments belonging to the school district that are lost or damaged are the financial responsibility of parents/guardians.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences provide an opportunity for the students, parents, and teachers to discuss the strengths and needs of the children. It is important for the student that both the parent and teacher are honest, friendly, and open to sharing information about the child's progress and behaviors at school, as well as their reactions at home to school.

Please refer to your school calendar for those dates. If you would like to conference with the teacher at other times during the year, please feel free to contact them for an appointment. This is important because teachers have other responsibilities and obligations during their non-contact student time.

PATRIOTISM

We show our respect toward our country by saying the Pledge of Allegiance and/or participating in other patriotic activities on a daily basis. If your child is not able to observe or take part in these events for any reason, please let us know.

According to Montana State Law 20-7-133(04) states; "Any student or teacher, who for any reason, objects to participating in the pledge exercise must be excused from participation." These students will be permitted to stand in the hallway to wait for their class.

PERSONAL ITEMS

For the protection of a student's personal belongings, it is not advisable to bring items such as electronic devices, remote control cars, skateboards, toys, etc. to school. The school will not be responsible for lost or damaged items that do not belong at school.

If a student needs to bring special items to school for a project or sharing, prior approval from the teacher is required. The parent needs to drop off and pick up the items. The school provides locks for student lockers at **NO COST** for students if they aren't available from home. If not returned at the end of the year, students will be fined \$7.00.

PHYSICAL EDUCATION

Students are required to participate in the PE program at St. Regis Elementary. Students **are required to have a pair of gym shoes that are to be worn only indoors.** Activities throughout the year are intended to offer physical exercise, build skills in different sports areas, learn new games, build individual confidence and cooperation as a team, to teach sportsmanship, and develop healthy lifestyles in our students. Again, locks are provided at NO COST to students for their gym lockers also, these can be obtained from the principal.

PLAYGROUND RULES

1. Help everyone enjoy recess time. No rough behavior, name-calling, or foul language is allowed.
2. Use all play equipment as it is intended. No jumping on or off the slide. No walking or running up the slide. Slide down facing forward and sitting. No sliding down support poles.
3. Wait your turn. No pushing, no cutting in lines, etc.
4. Respect others. No take-away games, pulling or tugging games, or pulling on clothing.
5. No re-entering school building or leaving the play area without explicit permission of the adult playground supervisor.
6. No throwing rocks or snow.
7. No climbing trees or fences.
8. No double swinging. Swing only straight forward and straight back. No jumping out of swings.
10. Touch football only. **NO TACKLING!**
11. No throwing or kicking balls near any building or at the buildings' windows.
12. Respect all private property around school grounds.
13. Hard baseballs are not allowed at school.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to act appropriately toward each other while at school. This means that they may hold hands, but not exhibit any other personal behavior that may cause discomfort to others. This includes close hugging, touching, or kissing

REMOVAL OF STUDENTS DURING THE SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The removal by Law Enforcement and Child Protective Agencies of a student may be authorized as provided for in Policies 4410 and 4411.

REPORT CARDS

Report cards will be issued at the quarter and semester grading periods (qtr. grades are not averaged for the semester grade). All grades will be posted in Infinite Campus no later than 5 days after the grading period has ended. Grades must also be posted in IC no later than 5 days after it was due. Quarter grades are viewed as progress reports. If you require help setting up your Infinite Campus Login in order to see your child's grade, please contact Mrs. Melin @melins@stregis.k12.mt.us.

RESPECT FOR PROPERTY

Students will exhibit respect for property. This means keeping the halls free of litter, walls free of graffiti, the floors, walls, and furnishings free of spit, spitballs, gum, and anything that constitutes vandalism. **This includes respecting the lockers and books of other students. No student is allowed to access another student's locker without that student's permission.**

RETENTION

Retention in any elementary grade will be based upon the recommendation of the teacher in consultation with the RTI team, parents, and the principal. Considerations will include the following and are not based on any one item:

1. Students have not met academic requirements for promotion.
2. Emotional development/maturity will make the social adjustment or academic success unlikely in the next grade at this time.
3. New and varied experiences, as opposed to a repeat of experiences and material, can be provided through retention.
4. Chronological age and physical development that could cause future difficulties.
5. Social adjustment can be made in the new peer group.
6. There is a reasonable expectation that retention will successfully meet the needs of the student.

Parents and the Principal are to be notified in a timely manner, allowing time for due consideration and discussion.

1. End of 1st semester-initial notification of possible retention.
2. End of 3rd quarter-tentative decision.
3. Two weeks prior to the closing of the school-final decision on retention status.

SAFETY

1. All persons visiting the building must report to the office to get a pass.

2. Unsafe conditions and/or practices shall be reported to the Principal.
3. All accidents are to be reported to the Principal and/or office immediately
4. No students are to be in the school building outside of regular school hours without proper adult supervision.
5. Students not walking or riding a bus must be picked up immediately following school dismissal.
6. Students will be allowed to leave school only with customary transportation arrangements unless the school has a note from the parent/guardian stating otherwise. However, in emergency situations, a phone call from parents will be accepted.
7. Families should have their own insurance policy in case of accidents. Call the school for information regarding school accident insurance.

SCHOOL BREAKFAST AND LUNCH PROGRAM

St. Regis Schools offers a no-cost breakfast and lunch to all students.

SCHOOL CLOSURE

If there is a need to close the school for any reason, parents will be notified by at least one of the following forms of communication: email, school website and text messages (main form) and Facebook.. If the students are already at school, the staff will make every effort to call parents or the emergency contact numbers to properly place students at home. Staff will not release students until a family contact has been made and transportation has been arranged. To ensure we can contact someone, please contact the office whenever a change of information occurs.

SEX OFFENDERS

Parents or Guardians may access information regarding whether or not registered sex offenders are residing in the community by accessing the state website at: <http://www.doj.mt.gov/svor/>.

STUDENT DRESS

Clothing is a reflection of our school and educational purpose. Per board policy 3224, students are expected to dress appropriately at all times. The following attire, in addition to others, may be disruptive to the educational process and are considered inappropriate for school and at school-related activities and events:

- **Revealing clothing or pants/shirts that could be a safety issue in certain educational settings, such as clothing that has drug, tobacco, or alcohol labels, pictures that represent sexual behavior or are obscene**
- **Tops revealing cleavage or armpits. (Ex. shirts with torn or cut-off sleeves, muscle shirts, spaghetti straps, and shirts with shoulder straps less than 2 inches wide)**
- **Shorts and skirts that are two inches or more above the knee.**
- **Shorts and pants with holes two inches or more above the knee**
- **Blankets worn as clothing (for safety and hygiene reasons)**

- **Clothing that shows midriff or lower back**
- **Full-length coats (ex. trench coats)**
- **No Hoods or Bandanas**
- **Costumes (unless for a school event)**
- **No Hoods or Bandanas**
- **Costumes (unless for a school event)**

*Other attire can be deemed inappropriate if it impedes the learning process or how the school functions.

The St. Regis dress code applies to all students in all classes (Some exceptions may apply). The policy also pertains to students attending extracurricular events and field trips sponsored by the school.

If an adult staff member deems clothing to be inappropriate, the student will be asked to remedy the situation (ex. to turn the offending shirts inside out or to put on a different shirt). If students fail to comply, they will report to the office to resolve the issue. If the student doesn't have appropriate alternative clothing, the school will provide an appropriate T-shirt. If students still don't comply, they will be suspended.

STUDENT GRIEVANCE PROCEDURE

If you feel you have been unfairly treated in regard to your basic rights or grades, please follow the procedure listed below to resolve the matter. To file a grievance, you must do so within ten (10) days from the time of the incident in writing.

1. Talk privately to the staff member involved.
2. Talk to the administration (the Principal and then to the Superintendent).
3. If the matter cannot be resolved, the student/parent has the right to appear before the Board. All the grievance procedures must begin with the staff member involved.

STUDENT USE OF THE BUILDING

Students are not to be in the school building before 7:55 in the morning and after 3:45 in the afternoon unless they are monitored by an adult. Students are not to be in any classroom unless there is a staff member.

STUDENTS VISITOR PROCEDURES

If a student from another school or ex-student would like to visit a teacher or St. Regis student body member, the following procedures must be done:

- Communicate the needs of the visit to the office 24 hours in advance.
- Must get permission from Administration and the classroom teachers.

Please understand that at St. Regis, we are trying to protect the academic learning time for our students. We are not willing to disrupt this process unless there is a good reason for the visit.

We will more than likely decline requests if the individual has seen the St. Regis Student/Teacher in recent times. We may also deny requests if there were any behavioral issues with the visiting student when they left St. Regis School.

For any item(s) that need to be dropped off or exchanged, the guardian (clothes/homework/medicine) must do it. If the guardian speaks to the office, such exchanges can take place with other people if prior notice is given. If this is the case, the exchange must take place in the office.

SUPPLIES

A school supply list for your child's classroom is available from their teacher and on our website. Please be sure to keep these items replenished throughout the year. Please contact the school if you need assistance.

TELEPHONE CALLS/MESSAGES

Telephones at the school are for business use only. Students may use an office phone with permission. Messages will be taken to the school office in case of an emergency and the message will be given to the student. **After-school arrangements must be made before the student leaves home in the morning.** Cell phones will **not** be allowed during school hours in any classrooms but may be used before and after school in designated areas.

TRESPASSING

Students are not allowed in the building after school has been dismissed, or in any room unless they are under the direct supervision of a staff member. If student after-school activities end before the late bus leaves, students must go to Homework Helper or be picked up by a parent. Students who are involved in a late practice must be under the supervision of a coach or teacher. Studying in the hall, library or classroom is permitted if there is a coach, teacher or other school staff present. Students may not wander the halls until the bus leaves. Students who are not participating in an event or who refuse to go to a supervised location will be asked to leave the premises. If the student refuses, law enforcement will be called for trespassing.

VISITOR PROCEDURE

The St. Regis School District's procedures for any visiting person are as follows:

- **Enter the school ONLY through the designated entry doors (HS Entrance).**
- **Ring the bell for admittance and respond to the personnel on duty.**
- **Report directly to the front office upon entry.**
- **Sign-in, present photo identification if the person is unknown (e.g. driver's license) and obtain a pass before visiting halls or classrooms.**

If you or someone else is picking up your child from school, we ask that you send a written notification to the school. The notice should state the name of the individual to whom your child should be released, the time of the release, a contact number for confirmation, and the signature of the parent or guardian. The designated person must then come to the school office, show ID (if

the person is unknown) and sign the child out of school before he/she will be released. **Please be informed that we cannot release students to any adult if they are not listed in our school's information system (SIS). On rare occasions, you may call the school and notify them about you or someone else picking up your child.**

VOLUNTEERS

It is recognized that a valuable contribution to the total school program is made through the volunteer assistance of parents and other citizens. We welcome and encourage anyone who would like to come and help at the school. **For safety reasons, all volunteers are required to get fingerprints and undergo a background check.**

There are a number of activities that volunteers can participate in to help out the classroom and school. Some suggestions include:

1. Bulletin boards
2. Preparation of materials for Art, Science, projects, etc.
3. Newsletters
4. School activity supervision
5. Playground supervision with a staff member
6. Instructional activities such as monitoring math, listening to reading progress, and assisting with projects
7. Sharing your own hobby, interest, or craft
8. Field trip chaperone

A volunteer in the school must remember that confidentiality is important. Please do not discuss the performance or actions of students with anyone except the teacher or Principal, and refer to a regular staff member for final solutions to any student situation that might arise. When volunteering in a classroom we ask that the parents do not bring other children along.

WITHDRAW FROM SCHOOL

To withdraw from school, you must obtain a withdrawal slip from the office. Take this slip to each of your teachers, librarian, guidance counselor, and the principal for signature and return to the Administration. Books and materials belonging to the school must be examined and fines/lab fees paid in order to receive clearance.

Appendix A:

2023-2024 Elementary

Grade K-5 Bell Schedules

Updated 6/28/23

K-3

Breakfast- 8:00-8:30
Class Time- 8:30-10:00
Recess- 10:00-10:15
Class Time- 10:15-11:00
Lunch- 11:00-11:45
Class Time- 11:45-12:47
Specials: 12:47-1:44
Class Time-1:44-2:30
Recess-2:30-2:45
Class time- 2:45-3:45

4-5

Breakfast- 8:20-8:45
Class Time- 8:45-10:15
Structured Recess- 10:15-10:30
Class Time: 10:30-11:17
Specials 11:17-12:05
Lunch- 12:00-12:30
Class Time: 12:30-2:15
Structured Recess Time: 2:15-2:30
Class Time: 2:30-3:45

K-6 Elementary 2-Hour Delay

10:00-10:25 Breakfast
10:25-11:15 Class time
11:17-11:45 Class time
11:15-11:45 Lunch (K-3)
12:00-12:15 Lunch (4-5)
12:47-1:44 Classtime
3:45 School Dismissal

Minimum/Partial Day

8:00-8:30 Breakfast
8:55-10:15 Reading
10:15-11:30 Math
11:15-11:45 Lunch (K-3)
12:00-12:15 Lunch (4-5)
1:00 School Dismissal

Pre-K Bell Schedule

8:00-8:30 Breakfast
8:30-11:00 Class Time
11:20-12:00 Lunch
11:30-1:00 Class Time

Pre-K 2-Hour Delay/Minimum Day

No School

Friday School

Breakfast 8:00-8:20
Class Time 8:20-11:30
Lunch 11:30-12:00

Appendix B: Student Directory Information Notification

PLEASE NOTE THE FOLLOWING OPTIONS.
RETURN TO SECRETARY BY THE FIRST DAY OF SCHOOL

Please sign and return this form to the school within ten (10) days of the date of this letter. If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

Dear Parent/Eligible Student:

Date: _____

This letter informs you of your right to direct the District to withhold release of student directory information for

Student's Name

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

<ul style="list-style-type: none">• Student's name• Address• Telephone listing• Electronic mail address• Photograph• Date and place of birth• Major field of study• Dates of attendance• Grade level	<ul style="list-style-type: none">• Enrollment status (e.g., undergraduate or graduate; full-time or part-time)• Participation in officially recognized activities and sports• Weight and height of members of athletic teams• Degrees• Honors and awards received• Most recent educational agency or institution attended
--	---

If you **DO NOT** want directory information provided to the following, please check the appropriate box.

☐ Institutions of Higher Education

☐ Armed Forces Recruiters

☐ School Website

☐ Potential Employers

☐ Newspapers

Other _____

If a student's name, grade level, or photographs are to be withheld, the student **will not** be included in the school's yearbook, program events (sports, concerts, graduation), or other such publications.

☐ **YES**, include my student in the Yearbook and other in house publications such as, event program (sports, concerts, graduation, plays), or other such publications.

Parent Signature

Date

Appendix C:

Nondiscrimination Statement - Section 504 Americans with Disabilities Act

It is the policy of the St. Regis School District that no person may be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of pupils, including gifted/talented, special education, school-age parents, bilingual, bicultural, at risk, and other special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. Allegations of violations of policy in the St. Regis School District or to ask any questions regarding Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, should be directed to:

Title IX Coordinator, Tyler Cheesman, Counselor
St. Regis School District P. O. Box 280
St. Regis, Montana 59866
(406) 649-2311

Inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, should be directed to:

Section 504 Coordinator,
Shaun Ball, Principal
St. Regis School District
P. O. Box 280
St. Regis, Montana 59866
(406) 649-2311

Parent/Eligible Student's Signature

Date

Appendix D:

Harassment, Intimidation or Bullying Report Form

Name: _____

Today's Date _____

Date of Incident: _____

Approximate Time of Incident: _____ A.M. or P.M

Person/Persons Involved: _____

Name of observer/observers: _____

Location of Incident

Incident Details (What did you see, hear, and feel?)

[illegible]

Signature: _____

Date: _____

Appendix E:

St. Regis School District 1

**90 Tiger Street
St. Regis, MT 59866
Phone: 406.649.2311
Fax: 406.649.2788**

Annual Parent Notice – Right to Request Teacher Qualifications

Dear Parent/Guardian:

Federal law requires that school districts receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending St. Regis School District 1, which receives federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher(s) or instructional aide(s), please contact the district office at 649-2311.

If you would like more information about St. Regis Schools, please feel free to contact me at 649-2311 ext. 202 or email me at sball@stregis.k12.mt.us.

Sincerely,

Shaun Ball
Principal
St. Regis Schools

Appendix F:

Annual Asbestos Notification to Parents, Students, and Employees of the St. Regis School District

(Required by the Asbestos-Containing materials in Schools Rule SS 763.84© &
763.93(g)(4))

Asbestos is a naturally-occurring fibrous mineral which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been and remains, a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated with the Asbestos-Containing Materials in Schools Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the Asbestos-Containing Materials in Schools Rule, the St. Regis School District has had their buildings inspected by an asbestos inspector, accredited by the State of MT. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings (location info. on file through central office). Any such asbestos is encapsulated so as to not cause a health risk.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in our school district by an asbestos management planner, accredited by the State of MT. The Asbestos Management Plan (addressing ec. school building), includes a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan provides information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

