



2023-2024

Arlee Joint School District #8

ELEMENTARY HANDBOOK

OUR MISSION:

To provide an Accessible, Responsive Learning Environment for Excellence for all students.

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WELCOME

Principal's Message

Dear Guardians and Students:

Welcome to Arlee Elementary School! I am happy to have your scholar(s) as part of our Arlee family. It is our goal to provide a welcoming, safe and successful educational experience for your child(ren). Please take your time reading the handbook with your child(ren). There is a lot of important information regarding our school's policies and procedures. If you have any questions, please call the school office. I feel that open and clear communication between school and home is important to the success of our education program and the well-being of our scholars. I encourage your participation and support this school year. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of all our students. The teachers, support staff, and administrative staff will work to help your scholars have worthwhile and positive experiences while enrolled as students in the Arlee Schools. We hope they will take advantage of the many opportunities open to them. As a faculty & staff we have high expectations of our students. While we offer your child(ren) many opportunities to learn and develop skills, the most important result of their experiences should be the development of self-discipline and respect for themselves and others.

NOTE: Students must return to the school a signed receipt from their guardian(s) indicating they have received a copy of the handbook and acknowledge its contents. This form is found at the back of this handbook.

School Schedule

Breakfast: 7:35 - 7:47 AM (Grades 5&6 will eat in the cafeteria)

School Starts: 7:50 AM (Breakfast for Grades K-4 will be in the classroom)

School Ends: 4:00 PM

Supervision

All students not involved in an immediate after school activity shall not be in the school buildings before 7:40 am or after 4:15 pm. Direct Supervision is not provided before 7:30am and after 4:15 pm. Authorities may be contacted if guidelines are not followed.

Dropping Off or Picking up Students

If you come to pick up your child(ren) during the school day you must come into the elementary school office in the K- 2 building as well as in the 3-6 building to sign them out. The secretary will then contact the classroom teacher. If you drive your child(ren) to school, please drive to the area in front of the elementary school, at the front doors of the school for the K-2 building or by the flagpole at the 3-6 building. Please use extreme caution when you are in the bus loading/unloading area due to traffic and road conditions. When picking up your child(ren) after school, meet them in front of the 3-6 building or in the designated pick-up room in the K-2 building. ***Please do not enter the K-2 building through the back door located nearest to the lunchroom/gym.***

School Safety

All Arlee Schools are open to the public, and everyone is encouraged to take part. Visits are welcome but must be pre-arranged by the classroom teacher. To maintain maximum security for all students, we ask every visitor to observe the guidelines listed below. Please check in at the office to obtain a visitor's pass.

- Due to school liability reasons student visitors from other schools will not be permitted to attend classes or activities.
- Due to interruptions of the normal learning process and for safety concerns, young children cannot be taken into regular high school classes.
- Visitors may be asked to leave a classroom when certain learning activities are taking place.
- Any visitor who creates a disturbance or interferes with the educational process will be required to leave the school grounds immediately.
- The principal may accompany any visitor through the school.

ALL VISITORS MUST CHECK IN AT THE OFFICE

Closed Campus & Signing Out

ARLEE ELEMENTARY IS A CLOSED CAMPUS FOR ALL STUDENTS. This means once students arrive on the school grounds, they may not leave until school is dismissed unless a guardian signs them out.

New Student Registration

The following guidelines must be met for a child to attend school:

- Lives within the district boundaries or follows [Policy 3141](#) Discretionary Nonresident Student Attendance
- Elementary Enrollment Packet complete and returned to the school
- Lunch Application
- Emergency Contacts filled out completely (if numbers change during the year, please notify the office immediately)
- Immunization Records turned in to school (School Board [Policy 3413](#))
- Copy of Birth Certificate turned in to school
- A doctor's note regarding allergies or medical conditions
- Parenting plan if applicable

Kindergarten Registration

A student will not be allowed to enroll unless their birth date falls on or before September 10th of the current school year. Exceptions will only be made after School Board [Policy 3110](#) has been followed.

Student/Teacher Placement Procedure

In the spring, at the close of the school year, the following process is used to determine student/teacher placement for the next year.

1. Infinite Campus will balance students into classes according to the following factors:
 - Number of students per classroom

- Gender
 - Ethnicity
 - Special education status
2. Grade level teachers will discuss student/teacher matches, in relation to academic performance, social needs, behavior, and attendance, and meet with the next level teachers to finalize class rosters.
 3. Classroom assignments will be mailed home **approximately** May 1st.
 4. The morning of Field Day there will be a 30-minute meet and greet with new teachers.
 5. A formal (written & in-person) request must be made before June 1st with the Principal for any changes to classroom assignments. Requests cannot be guaranteed.
 6. Classroom lists are final June 1st. Class lists can only be changed after June 1st by the building administrator.

COMMUNICATION

Open communication among everyone involved with the education of your child will improve the learning opportunities for him/her. We encourage you to contact the school at any time to discuss your ideas or concerns. If you cannot make it during regular school hours, we will work to find an acceptable alternative. The school district has implemented an automated messaging service that will notify school district families of events taking place in the district.

Guardian’s Contact with Teachers/Staff Members

Guardians are encouraged to have frequent contact with teachers. Twice each year formal conferences provide an opportunity for guardians to confer with their child’s teacher(s). Guardians are expected to attend these conferences to discuss their children’s needs and progress. **HOWEVER**, any guardian who wishes to have a conference at another time may request one by calling the school office secretary at (406)-726-3216, K-2 building extension 2200, 3-6 building extension 2203.

Emergency School Closure

Notice of school closure or late bus runs due to weather or maintenance will be sent out from our automated messenger, Arlee Schools Facebook and Arlee Schools website:

Arlee Schools Facebook: <https://www.facebook.com/arleeschools/>

Arlee Schools Website: <https://www.arleeschools.org/>

Community Relations

The goal of the faculty and staff is to make Arlee Elementary School the best learning environment for your child we can. If a concern arises please follow the steps of the Uniform Complaint Procedure. Talk with the staff member involved first so that it can be resolved at the lowest level. If at that time, the matter cannot be resolved, please contact the secretary/principal to obtain a complaint form which outlines the steps to resolve the conflict.

Public Complaints and Suggestions (Policy 1700)

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits. The filing of a complaint does not dictate the course of action the district will take. Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Cross Reference: [Policy 1700](#) Uniform Complaint Procedure

ATTENDANCE

School attendance is an important factor in a student's success. Students who have good attendance generally achieve higher grades and enjoy school more. Teachers may incorporate class attendance into their grading. Therefore, to comply with State and Tribal requirements, Arlee Elementary has adopted the following Attendance Policy.

Absences must be verified by the school by telephone, note, or in person. If it is necessary for a student to be tardy or absent, please call the school office before 9:00 a.m. If the school has not been contacted by 9:00 am, the school secretary or designee will call to inquire on your child’s absence. Please try to schedule all appointments after school or when school is not in session. The district wide attendance policy is if the school does not hear from a parent/guardian and the absence is unexcused.

STEPS	PROCEDURE
1	Third (3rd) absence during a quarter Parents/Guardians will be contacted. If contact cannot be made with the parents or guardians, authorities may be contacted.
2	Fifth (5th) absence during a quarter Parents/Guardians will be contacted. Parents/Guardians will be notified and sent a copy of the school attendance policy.
3	Ten (10) absences during a quarter Parents/Guardians may be contacted again.

<p>A meeting may be required between the student, parents/guardians and the school.</p> <p>In case of further absences due to injury or illness, parents or guardians will be required to furnish documentation from a health care professional.</p> <p>Lake County or Tribal authorities will be notified after ten (10) absences and asked to help correct the situation.</p>

- **School officials have the authority to determine when circumstances warrant exceptions to the above procedure. When absences and/or tardies are consecutive in nature or a pattern exists, the school may act prior to the tenth (10th) absence.**

ATTENDANCE TERMS	DEFINITION
Perfect Attendance	For a student to achieve “perfect attendance” they will not have a tardy, an absence, or an early pick up from school.
Tardiness	A student is considered tardy 5 minutes after the start of the school day. Students are expected to be on time. If tardy, a child should report to the office on arrival at school. An admit slip will be given to the teacher stating the time of arrival.
½ Day Absence	Your student is marked ½ day absent 1 hour after school starts.
Early Departure	If your student is checked out of school 1 hour before the end of the school day, it is considered a ½ day absence.
Advanced Absences	If parents/guardians know in advance that their child must be gone for three (3) days or more, they must notify the school secretary or contact the child’s teacher for advance assignments and complete the Advanced Absence Form. The parent/guardian and child assume responsibility for making up work prior/immediately following the absence. If a student is going to be gone for more than 10 consecutive days, a letter must be written to the school board for prior approval. The school board meets monthly on the second Tuesday of the month.
Extracurricular Activities & School Absence	All school athletes will follow the Arlee Schools Athletic Handbook.
Out-Of-School Suspensions (OSS)	Students suspended out-of-school can make up missed assignments.
In-School-Suspensions (ISS)	Students attending in-school-suspension will be completing missed class assignments while at school.

Truancy (Skipping)	Any student absent from class without parent or guardian’s knowledge or permission will be considered truant and subject to discipline procedures. The student may be turned over to legal authorities.
Cultural/Religious Activities	The school should have advanced notice of any absences due to cultural or any religious activities. Cultural days are absences and work should be made up. Cultural absences will not count toward the ten (10) day notice to authorities.

INFECTIONS DISEASES

In elementary schools, infectious diseases are easily transmitted. The school follows the CDC Healthy School Guidelines for necessary procedures.

CDC Healthy Schools Website: <https://www.cdc.gov/healthyschools/index.htm>

STUDENT IMMUNIZATION

To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, 29 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents 30 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.

BEHAVIOR POLICIES

Philosophy

Arlee Schools have dedicated teachers and support staff who do all they can to help students make the most of their efforts at school. We are enthusiastic about our educational program and encourage students to take advantage of the many opportunities available here for them. We want our school to be a warm, caring place where children feel safe and able to learn. To accomplish this, these standards are used as guidelines.

- No teacher will be kept from teaching, or any student kept from learning.
- Each of us has human dignity and worth.
- The school environment will reflect care and respect for oneself, for others, and property.
- Appropriate behaviors will be taught and learned.
- Students will be held responsible for their actions.
- Consequences for unacceptable actions will be immediate, related and reasonable.
- **All disciplinary actions will be enforced by Arlee Public Schools District Policy.**

School Disciplinary Guidelines

Students will follow requests of ALL school personnel (teachers, aides, bus drivers, lunchroom workers, custodians, etc.) If a student does not understand the reason for the request, he/she should do as requested and ask questions at another time (after class, during recess, after school, etc.).

- ✓ Students will listen, act, and speak in a manner showing consideration for themselves and others.
- ✓ Students will return things and put them away properly after using them.
- ✓ Students will follow school and class rules.
- ✓ Students will have materials with them and be ready to learn when school begins each day.
- ✓ Students will not engage in inappropriate affectionate behavior.

Skateboards, unicycles, Heelys, scooters, roller blades, go-karts, ATVs, four wheelers, mo-peds etc. are not allowed in a school building or used outside the school grounds at any time. Students are to turn in any skateboards, unicycles, Heely wheels, scooters, or rollerblades to the office upon arrival at the school. Students may pick them up as he/she leaves school. Refusal to do so can result in a referral for defiance.

Disciplinary Procedures Levels 1-4

Level 1:

Considered a minor offense which impedes orderly classroom procedures or interferes with the operation of the school and the achievement of school goals.

Examples of a Level 1 Behavior, but are not limited to:

- Tardiness
- Out of assigned area/abuse of a hall pass
- Bus misconduct
- Failure to comply with rules (defiance)
- Cheating
- Disrespectful language and gestures
- Peer verbal conflict
- Unauthorized use of an electronic device that does not cause harm
- Public displays of affection
- Rough play

Procedures:

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. If necessary, the staff member will initiate a referral to the administrator.

Actions include, but not limited to:

- Verbal reprimand

- Special assignment
- Loss of privileges
- Guardian contact
- Detention
- Conflict resolution
- Confiscation of disruptive item
- Repair/restitution by student
- Referral to guidance counselor
- Activity restriction

Level 2:

Frequent misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Examples of a Level 2 behaviors, but are not limited to:

- Repeated Level 1 offenses
- Disruption of the educational process (minor or major)
- Extreme defiance/disrespect
- Profanity/Gestures/Inappropriate comment
- Violation of the Electronics/Internet Policy
- Physical aggression
- Unauthorized use of an electronic device that does cause harm

Procedures:

The staff member who is supervising the student or who observes the misbehavior submits a documentation of the offense to the administration. The administration/staff member determines an appropriate response, informing the classroom teacher of the action (as needed).

Actions include, but no limited to:

- Verbal reprimand
- Special assignment
- Loss of privileges
- Guardian contact
- Detention
- Conflict resolution
- Confiscation of disruptive item
- Repair/restitution by student
- Referral to guidance counselor
- Activity restriction
- In-school suspension
- Out-of-school suspension
- Police involvement

Level 3:

Defiant misbehavior whose frequency or seriousness requires the involvement of the administration.

Examples of Level 3 behaviors, but are not limited to:

- Repeated Level 1 and 2 offenses
- Bullying/cyberbullying
- Threatening others (minor)
- Damage school property
- Avoiding class
- Leaving school campus without permission
- Forgery
- Major disruptive behavior
- Profanity/gestures towards another individual
- Safety violation
- Minor theft (under \$50)
- Fighting, harassment, disorderly conduct
- Racial/Sexual Orientation/Gender comments
- Vandalism (less than \$100)
- Smoking/vaping or possession of illegal substances (Policy 3231)
- Hazing
- Actions of a sexual nature
- Possession of an object or device that implies intimidation or physical harm

Procedures:

The administrator confers with the staff member involved, and together they meet with the student(s). Parents/guardians are notified. A report of the offense and the disciplinary action is completed by the administrator, and all staff involved will receive copies. If necessary, law enforcement will be involved.

Actions include, but are not limited to:

Refer to options under Level 1 and 2. Level 3 behaviors are subject to suspension or expulsion on the first offense.

Level 4:

Behaviors resulting in violence or injury to another person or property, or which pose a direct threat to the safety of others. These behaviors are criminal and/or are serious enough to require administrative action and involvement of law enforcement.

Examples of Level 4 behaviors, but are not limited to:

- Persistent repeated level 1, 2, and 3 offenses
- Arson
- Assault of another student
- Bomb threat
- False fire alarm
- Deliberately threatening or striking a school employee

- Fighting
- Weapons policy violation
- Major Theft (more than \$50)
- Vandalism (more than \$100)
- Gang activities
- Violation of Drug and Alcohol Policy 3231

Procedures:

The appropriate administrator verifies the offense, confers with staff involved, and meets with the student(s) and parents/guardians are notified.

Actions include, but are not limited to:

Refer to options under Level 1 and 2. Level 3 and 4 behaviors are subject to suspension or expulsion on the first offense.

Bullying and Cyberbullying

Bullying is defined as:

- Repeated negative behavior
- Imbalance of power
- Intentionally inflicting harm or discomfort
- Exclusionary behavior
- Non-verbal and/or verbal
- Harassment

Cyberbullying is defined as bullying using e-mail, text messages, chat rooms, cell phones, or other forms of technology to deliberately harass, threaten, or intimidate someone.

Students/Guardians may report bullying to:

1. Teachers
2. Administration
3. Counselors
4. Nurses

For more information on bullying please refer to the OPI Bullying Toolkit at opi.mt.gov/bullyfree.

Statement of Authority & Consequences

Nothing stated or implied in this handbook shall limit the right of the school officials to change, modify or include other offenses in any category or take whatever reasonable actions they deem necessary to maintain the safety, welfare, and orderly learning environment of the students, staff, or other persons in the school. In

extraordinary circumstances, the penalties and consequences may be reduced or modified, but only with the expressed approval of the administration team.

Expulsion Policy 3300

When the behavior of a student warrants, the principal of that student will recommend the action of expulsion to the superintendent. When a principal recommends a student for expulsion, that student has the right of a hearing in front of the superintendent. The student or his/her parents must request the hearing with the superintendent in writing within three (3) business days after the notification that expulsion is being recommended. If the request for a hearing with the superintendent has not been received within three (3) days, the opportunity for a hearing will be forever waived. After the hearing, if one is held, the superintendent will determine whether to forward a recommendation on to the school board of trustees to hold a meeting to consider the expulsion of the student. Only the board of trustees has the authority to expel a student.

OFFENCES GOVERNED BY LAW

- **Weapons Policy 3310 and 3311**

No student shall possess weapons or dangerous instruments. This includes sale, distribution, or use of firearms, explosives or paraphernalia designed to inflict bodily harm and/or property damage. Weapons, drugs, alcohol and tobacco infractions are dealt with under Federal and State Laws as well as Board Policies [3310](#) and [3311](#).

Unauthorized activation of fire alarms or damaging them so as to make them inoperable is an extremely serious offense. Such actions by students may result in expulsion. Note: the school campus is a drug free zone. The policy for severe offenses is the same in the Elementary as in the High School and Junior High. For specifics, contact the secretaries in those buildings or the District Clerk for a copy of the policy.

Possession of Weapons First Occurrence:

Major referral.

- Law enforcement shall be notified.
- School Psychologist will be notified immediately.
- Recommendation for expulsion for one calendar year.
- Student shall be suspended for a minimum of ten (10) days pending outcome of school board action on expulsion recommendation.

NOTE: According to the FEDERAL GUN POLICY AND THE ARLEE SCHOOL DISTRICT, any student attending school in the Arlee School District who brings a weapon onto school property, shall be expelled from school for a period of not less than one calendar year unless modified by the Board of Trustees. No student shall possess any firearm, on the way to and from school, or during lunch hour or recess without authorization. This includes having a gun in your vehicle.

- **Tobacco Possession/Use:**

Students under the age of 18 years possessing or using tobacco will be reported to the Lake County Sheriff's Department as required by law [20-1-220 MCA](#). The School Resource Officer will issue a ticket.

- **Chemical Dependency Prevention Policy 3310:**

Chemical dependency is a disease which has its own symptoms, is progressive, and is fatal if left untreated. Arlee School District #8J recognizes chemical dependency as an illness. The board's intention is to create an atmosphere of openness and understanding. Schools should not be solely responsible for the solution, but they can be one of the most effective places to deal with the problem. Identification and response to chemical use problems in their early stages will be of benefit to the individual and the community. Arlee School District has adopted the following guidelines for chemical use. This policy is mandatory and is in effect for the student's tenure of attendance K-12. Violations of this policy are cumulative.

No student shall possess, use, sell, buy, give away, or be under the influence of drugs at any time, this includes possession of drug paraphernalia, in any school building, or on any school grounds, including the parking lots, while under the supervision, jurisdiction, or control of the school or school sponsored activities, including extracurricular and co-curricular activities.

Drugs include marijuana, alcoholic beverages, intoxicants, or any other substance defined by law as a "controlled substance" or "dangerous drug." Legitimate use of prescription drugs, evidence by a Montana health care professional, is permitted.

First Offense for Possessing or Using Drugs

Police shall be notified. Following the district's due process procedure, the School Psychologist will be notified immediately. The student shall be suspended from school for a minimum of five days. Readmission will be on a probationary basis. The administration shall refer the student to the School Counselor and School Psychologist for individual/group counseling for a minimum of three times. Fourteen (14) calendar day suspension from participating in or attending extracurricular activities and field trips.

First Offense for Selling or Distributing Drugs

Police shall be notified; the School Psychologist will be notified, and the student shall be suspended from school for a minimum of ten days pending the outcome of school board action on a recommendation for expulsion.

Second Offense

Police shall be notified. Following the district's due process procedure, the School Psychologist will be notified immediately. The student will be suspended from school for a minimum of ten days pending the outcome of school board action on a recommendation for expulsion.

No student shall use or possess tobacco in any form while under the supervision, jurisdiction, or control of the school. Police shall be notified. All students will be referred to the proper administration personnel and given one day of suspension for each offense. If at any time a parent or adult authorized to pick up a child or children is suspected to be under the influence of alcohol or other drugs, the School Resource officer will be notified immediately.

Controlled Substances - Definition of Terms:

Dangerous Drug/Mood Altering Substance/Alcohol/Tobacco/Look-Alike/Imitation Drugs/any capsules or pills not registered with the school health supervisor: Shall include any alcoholic or malt beverage, and drug listed in Act 65

(1972) as a controlled substance, intoxicant chemical, abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Shall include tobacco use/possession for persons under 18 per Montana State Law effective October 1, 1995.

Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, tobacco, look-alike substances, and any capsules or pills not registered with the school health supervisor, annotated within the student's health record, and given in accordance with the school district's policy for the administration of medication to students in school.

Distributing:

Deliver, sell, pass, share, or give away any alcohol, drug, tobacco, or mood-altering substance as defined by this policy, from one person to another or to aid therein.

Possession:

Possess or hold without any attempt to distribute or to be under the influence of any alcohol, drug, or mood-altering substance determined to be illegal or as defined in this policy.

Drug Paraphernalia:

Includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.

Student Searches:

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment. This includes personal property. Contraband will be seized and turned over to proper authorities. The district reserves the option to implement appropriate sanctions.

• **Harassment Policy 3226:**

No student shall be subject to intimidation or harassment by any other student or employee on school- owned property or at any school sponsored activity. While this refers to sexual harassment, the same expectations are extended to all person-to-person relationships within the school. Students who believe they may have been harassed or intimidated should take the following steps:

1. Do not ignore it because it tends to get worse.
2. Let the person know you do not like it. Say it will be reported if not stopped.
3. If it does not stop, keep a record of events or instances or harassment that happen.
4. Report it to the principal, the counselor, your home room teacher, the District Title IX coordinator, or any teacher or member of the staff. Your report will be handled confidentially and you will be given help to cope with the situation.
5. If the harassing continues after step #4 request disciplinary action against the person harassing you by filing a written complaint.

If an investigation proves the charges, then depending on the severity of the situation, one of the following courses of action will happen:

1. The offender will receive a confidential hearing, with a warning to stop all offensive behaviors. No further action will be taken if an individualized behavior contract is signed and the harassing behavior stops. Should the harassing behavior continue, the student refuse to sign the contract, or the

contract is broken in some way, the person shall be subject to disciplinary action which may include suspension or expulsion.

2. In situations in which there has been severe harassment or intimidation, a suspension or expulsion may occur.
3. In addition, law enforcement authorities may be contacted.

Bullying/Harassment/Intimidation/Hazing Board [Policy 3226](#)

- **Student Rights Policy 3200 - Due Process:**

1. A student charged with a violation of a school rule or policy shall be informed of the nature of the alleged violation by a referring staff member.
2. A student shall have the right to a hearing before the principal and be able to present information on his/her own behalf concerning the alleged violation.
3. A student may appeal consequences given out as a result of misbehavior in accordance with District Policy [3300 - Suspension and Expulsion](#).
4. A student may NOT be subject to different conditions, requirements, rules or sanctions and may NOT be denied service extended to others or treated differently in aid, benefit, or service in any area of the educational program on the basis of sex, race, marital status, national origin, or handicapping condition. Exceptions to this statement may include specific accommodations to address individual student needs.

- **FERPA RIGHTS**

Notification to Parents & Students of Rights Concerning a Student's Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

cumulative record may include:

- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

The permanent record shall include:

- basic identifying information
- academic transcripts
- immunization records
- attendance record

The district will maintain two (2) sets of school records for each student: a permanent record and a cumulative record.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the district receives a request for access.

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected. The district charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the district decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent (s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to:

(1) Academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

The right to a copy of any school student record proposed to be destroyed or deleted. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

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

- name
- address
- gender
- grade level
- birth date and place
- parent/guardians' names & addresses
- grades
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school honor roll

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

The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC 20202-4605

ADDITIONAL INFORMATION

Appropriate Dress

Students should wear suitable clothing/footwear for classroom learning, recess and activities. All children are expected to go outside for recess every day. If you are unable to provide appropriate outerwear, please contact the office.

- ❖ Please label all your child's belongings (including shoes and gloves), with his/her full name and grade in

permanent marker. Unclaimed items will be put in the Lost and Found.

Guidelines

1. Any form of dress, accessory or hairstyle which could be a safety hazard or interferes with the learning process will not be permitted. The administration reserves the right to determine the appropriateness of attire.
2. Shirts, hats, bracelets/arm bands or other clothing with obscene, vulgar expressions, double messages or inappropriate messages about drugs, alcohol, or tobacco disrupt the learning atmosphere and are not allowed at school. Students wearing such clothing will be asked to turn the item inside out, cover the expressions, or call home for replacement clothing or replacement clothing may be provided. Until one of these is done, students will stay out of class.
3. Gym shoes: For physical education or anytime a student is on the gym floor, a clean pair of tennis shoes is required. **Please Note: These shoes do NOT have to be new;** older shoes which have been washed are just fine. If you do not have appropriate footwear, you will not participate in class that day.
4. Heelys are not permitted on school grounds or at any school events.
5. Close-toed and secured shoes are suggested for your child's safety.

Custodial Rights

Parents, guardians, and adults with custodial care rights of our students must provide the school with copies of **CURRENT** legal documents describing and explaining limitations on custody and visitation. Without such legal documents the school cannot limit access to a child by a natural parent. If the student is living with anyone other than his/her legal guardian, the school has a special form which must be signed by the legal guardian.

Students who ride bikes or walk to school

Students may walk or ride their bike to and from school with written permission from a parent/guardian. Bike riders **MUST** wear a helmet.

After School Plans

A student's "After School Plan" will be the default plan for after school activity unless the elementary school office is notified otherwise. A child cannot deviate from their plan without authorization through the office (by phone or note from home). The bus will not drop students off at the Community Center. Students are to ride the bus they are assigned to unless other arrangements have been made with the building administrator.

Cell Phone / Electronic Devices Policy 3630:

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities and while under the supervision and control of school district employees is a privilege.

Schools may regulate the use of these devices by students, parents, and other adults while they are on school property. School officials, including classroom teachers, may confiscate such devices when used inappropriately by students.

Violations of cell phone/electronic devices will result in the following disciplinary actions:

Step 1 Cell phone /electronic signaling device is removed and given to the principal. Parents/guardians can retrieve the phone.

Step 2 Cell phone/electronic signaling device is removed and given to the principal. Meeting between Principal, Counselor and parent/guardian. Parent/guardian can retrieve the phone.

Step 3 Cell phone/electronic signaling device is removed and given to the principal. Meeting between Principal, Counselor and parent/guardian. Student will lose all cell phone privileges.

Step 4 If a cell phone/electronic signaling device is removed for the fourth (4) time, the student may be suspended up to three (3) days and phone will be submitted to administration. Mandatory meeting with Principal, parent/guardian, Superintendent and student will be held.

At no time will any student operate a cell phone or other electronic device with video/camera capability in any location such as but not limited to locker room, bathroom or other location where such operation may violate the privacy right of another student or staff member without prior approval from that student or staff member. If this does happen, the student may be suspended up to 10 days and be recommended for expulsion.

Field Trips

Teachers plan a variety of field trips to enhance learning in the classroom. **Attending a field trip is a privilege. Attendance and behavior issues may determine your child's opportunity to participate in the field trip.** Parents are often asked to assist and chaperone with these activities. The chaperones primary duty is to supervise and assist classroom students. **Chaperones need to make independent arrangements for other children under their care and direction during the time of the field trip.** Chaperones are volunteers which are covered in School Board Policy [5430 Volunteers](#) and [5430P Chaperone and Volunteer Procedures](#). Students are to ride the school bus and are not to be transported in private vehicles.

Pets & Animals

Due to liability concerns and allergy risks pets and animals are not allowed in the elementary school building unless prior approval from the building administration is given.

Fund-Raising Activities Policy 4210

Fundraising activities are allowed for approved projects. They must follow these guidelines:

1. The student leader of the group wishing to have the fund-raising activity must first get the approval of the teacher sponsor.
2. The group will then submit the proposed fundraising activity to the principal for her/his determination that it is in accordance with school district policy, and Tribal and Montana law. The principal has final approval for any fundraising activity.
3. Fund-raising activities also need to be scheduled with the Elementary Secretary.
4. Bake sales will follow School Wellness guidelines.

Gum/Pop

No gum, pop or sunflower seeds are allowed at the elementary school or cafeteria during school hours except on special occasions.

Lunchroom

When eating in the cafeteria, students are expected to follow posted guidelines:

- Keep your hands, feet, and objects to yourself.
- Speak in a quiet voice.
- If the cashier is busy, wait to be asked before stating or inputting your lunch number.
- Remain seated until finished eating.
- Under the National School Lunch Program, carbonated drinks are not allowed.
- No throwing food.
- Clean up after yourself.
- Do not eat from your tray while going through the line or while walking to the trash bin.
- Do not bang your tray on the garbage can to clean.
- Do not remove any food or milk that is provided from the lunchroom.
- Do not rearrange food after it is placed on your tray.

Students may have seconds if they have taken most selections and have at least tried it and when the kitchen staff has extra food prepared and available.

Any infractions of the guidelines may result in students staying and helping staff clean the cafeteria. Students may receive other consequences.

The Hot Lunch program at Arlee Schools has again received free breakfast and lunch designation for the 2021-2022 school year. All children, regardless of grade or building, are entitled to free breakfast and lunch.

Playground

Be Safe, Be Kind, Be Honest, Be Respectful -- To ensure student safety playground expectations must be followed. Students' safety expectations are addressed by the classroom teacher throughout the year.

Honor Roll & Educational Guidelines

The Honor Roll is compiled using a 4.00 scale. To make Honor Roll a student in grades 4, 5, or 6, must have a minimum of 3.00 GPA. **Students with a "D" or "F" will NOT be allowed on the Honor Roll.** The following table will be used to compute the student GPA and indicates the value of each possible grade.

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

Note #1: Make-up Work: Students who have been absent have two days to complete and hand in assignments for each day of absence unless other arrangements are made with the teacher. For extended absences or unusual circumstances, the teacher, parents, and principal will confer if the above guideline will not be followed. Other arrangements will be written, and a copy supplied to each person.

Note #2: Late assignments may have grades reduced. If a student must hand in a late assignment and does not want to be penalized, she/he should contact the teacher in advance. **Whether or not a grade will be affected is at the sole discretion of the teacher involved.**

Note #3: Incomplete grades are given only in cases of extended illness, emergency, or by prearrangement when the student has not been able to complete assignments. If the assignments are not completed **and** handed in within 10 days of the end of the grading period, or when the student returns (whichever occurs later), the student's average will be computed, and a letter grade determined based upon the assignments which have been handed in; missing assignments will be entered as zeroes.

Note #4: Cheating: Teachers have sole discretion in determining the consequences of cheating, which may include loss of credit. Each instance of cheating will be reported to parents and the principal.

Retention and Promotion Policy 3110:

It is the philosophy of our staff that students succeed when they are assigned at grade levels with other students with similar academic, physical, social, and emotional developmental levels. Our goal is to support each student so he/she can succeed. A conference shall be set up no later than the 3rd Trimester. District [Policy 3110](#) and the accompanying administrative procedure on retention will guide school personnel. To be promoted, every student must show evidence that he/she is ready to meet the increased demands and responsibilities of the next higher grade. The student must satisfy the following requirements:

1. Demonstrate an appropriate behavior and maturity for age and grade level as determined by his/her teacher(s) and the principal. These factors will be considered: attitude, maturity, behavioral record, and others bearing on academic achievement.
2. Demonstrate satisfactory academic progress sufficient to ensure that he/she can be successful at the next higher grade. These factors will be considered: academic performance, effort, documented ability, attendance, and others bearing on academic achievement.
3. Because failing grades show unsatisfactory academic progress, students will be strongly considered for retention if they cannot meet grade level expectations in reading and math for any two of the three grading periods. Each student will be evaluated on a case-by-case basis.

Student Planners

The Arlee Elementary School Student Planner (Grades 3 – 6) was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Arlee Elementary School parents are our partners in the important job of educating the children of this community. **The school district will provide students in Grades 3 -6 with one planner for the year. If the planner is lost the student/family will need to purchase a replacement for \$5.00.**

School Lockers

Students should not put anything in a locker or desk that they would not want law enforcement personnel, school officials, or their parents to see. School lockers are owned by the school and assigned to facilitate storage of appropriate school-related items. The following regulations apply to student use of lockers:

1. The school accepts no responsibility for the safety of any items left in the lockers. Valuables should not be kept in lockers. Lockers should be locked at all times. Students should not share their locker combinations or keys with others.
2. The school reserves the right to enter any locker at any time. However, no item will be removed from the locker without the student being present, except in the case of a student's absence. In such an instance, the parents or two or more staff members, one of which should be an administrator, must be present.
3. The school has the discretion to change, reassign, or deny a student's right to a locker.
4. A student should use only the locker assigned to him/her.
5. Lockers are to be kept clean and neat.
6. Opening other students' lockers, desks or backpacks without proper permission is unacceptable behavior.

Note #1: Students may be held financially responsible for locker damage.

Note #2: Any items or substances which are dangerous, harmful, prohibited, inappropriate, or illegal in the judgment of the person inspecting will be confiscated, and the student handled through the school discipline procedures and referred to law enforcement authorities as appropriate.

Note #3: Trained dogs may be used to check for illegal items.

Telephone

To use the telephone, a student must have written permission from his/her teacher. Student use of the telephone is allowed only in **emergencies**. Phone messages will be delivered to students at appropriate times. Classes will not be interrupted for phone calls; the secretary can put you into the classrooms voicemail to leave a message. Students will not be allowed to use the phone to change their after-school plan.

Messages

To ensure that Parents' messages get delivered to students in a timely manner please call before 2:00 PM. Your messages delivery cannot be guaranteed if received after 2:00 pm.

BUS TRANSPORTATION

Under no circumstances should your child try to walk to school if he/she misses the bus!

If Your Child Misses the Bus or a Ride

Going to School:

If your child misses the morning bus, the following should be done:

1. He/She should return home and tell you.
2. Parent/Guardian should send a signed note to the school office explaining the reason for the

child missing the bus.

Going Home:

If your child misses the bus or a ride home, the following should be done:

1. Your child should go to the elementary school office and ask for help.
2. To prevent mistakes or misunderstandings by children, a signed note from a parent or guardian is required for a child to ride a different bus or to be picked up after school.
3. Please remember to call the school office, 726-3216 ext. 1 by 2:00 PM, if your plans for your child's return home change during the school day.

Bus Guidelines and Rules

A complete description of bus rules is provided for each rider during the first few days of the school year.

1. The bus driver is in full and complete charge of the bus at all times. Disrespect or defiant conduct toward the bus driver may result in an immediate suspension or revocation of bus riding privileges.
2. Students who must walk to their bus stop or home should walk facing traffic on the left side of the road.
3. Students should plan to be at the bus stop on time. Students are expected to wait for the bus by standing quietly, remaining off the road, not bothering other students who are waiting for the bus. The bus driver will leave the stop as soon as the bus is safely loaded. Drivers are instructed to leave bus stops on time.
4. Students should conduct themselves as follows while riding the bus: (a) stay seated in their bus seat except when getting on or off the bus; (b) be kind and considerate of others; (c) keep hands, feet, and objects out of the bus aisle; (d) students should talk to friends or other students in a reasonable tone and should not yell or shout; (e) students should not speak to the driver unless it is very necessary or the driver asks them a question; (f) students should pick up trash around or under their seats.
5. Each student may be assigned a seat as the bus driver desires. Once a seat is assigned, only the bus driver or the school administrator may change that seat assignment.
6. Students should walk in an orderly manner when getting on or off the bus; when students must cross the road, they must do so IN FRONT of the bus and ONLY when signaled by the driver.
7. Only students attending Arlee Schools may ride the bus, and students may ride only on the bus to which they are assigned, unless they have a signed note from their parent. That note must be approved by school office personnel. **The ability to ride a different bus other than the one to which a student is assigned, depends on whether there is enough room.**
8. Bus seats are legally designed to hold three passengers on each seat. Busses have a legal capacity set by the number of seats. Should there be more students who want to ride than there is seating for them, then the following guideline will be used to determine who must wait for a second run: (a) disabled students will ride first; (b) other students will be loaded by grade with those in the lowest grades being loaded first; (c) the bus driver may allow an older child to ride if that child has the responsibility of caring for brothers or sisters and no adult is likely to be present at home.
9. **Prohibited items/actions:** students may not bring any item on the bus which, in the opinion of the driver, could be dangerous to other passengers; pets may not travel on school busses; students may not eat or drink on the bus.
10. The bus driver may allow students to open windows if he/she feels it is necessary and/or appropriate. Students must keep their hands and all other body parts inside the bus at all times.
11. In actual or simulated emergencies, students must follow the directions of the driver or other emergency

personnel quickly and in an orderly manner; students who ignore direction in such situations will be dealt with severely.

12. Students are held accountable for the condition of their seat and seating area. Damage or vandalism to the seat or bus should be reported to the driver immediately when first noticed. Students or their parents may have to pay for damages to the seat or bus.
13. Any student who disobeys the above rules in a manner which, in the opinion of the driver, causes a safety concern, will be suspended the first time for not less than one day, the second time for not less than five days, and on the third time, will be considered for permanent revocation of bus privileges by the principal and superintendent.
14. The bus driver may make additional rules for his/her bus. Failure to follow these rules may result in suspension or revocation of bus privileges.

If you have any questions, please contact your driver or the school office (726-3216 ext. 1).

CO-CURRICULAR OR EXTRACURRICULAR

Extracurricular programs help students develop leadership, character, sportsmanship, and a broad range of interests. All sports and activities are open to all students without discrimination based on race, sex, or religion. Eligibility for all extracurricular activities will be determined by the Arlee Junior High School Handbook.

Arlee Junior High School Handbook:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/874727/_20-21_JH-HS_Handbook_.pdf

Activities Available

The following co-curricular and extracurricular activities are available to students except as may be limited by the availability of district resources:

<i>Athletics</i>	6 Grade Girls and Boys Basketball/Track 6 Grade Girls Volleyball 6 Grade Boys Football
<i>Other Activities</i>	Missoula Children's Theater, After-school Tutoring

Athletic Requirements

Students must have on file, in the office, all pertinent forms required for participation in school-sponsored sports. A copy of the training rules will be given to each athlete at the beginning of the sport season. In addition, the following requirements apply:

1. **Physical Examination:** All students wishing to participate in school-sponsored athletics and some activities must have a completed physical examination on file with the school BEFORE beginning conditioning, practice drills or competition.
2. **Insurance:** While not required for participation of the student, parents are strongly advised to have sufficient health and accident insurance coverage. Information about supplemental insurance specifically

designed for schools is available in the school office. Please see *Insurance* on page 29 of this handbook.

3. **Transportation:** In order for a student to participate in an out-of-town school activity, he/she must ride with the team on the transportation provided. In unusual circumstances, if a student is unable to ride with the team, he/she may still participate, provided it has been pre-approved. The student must request approval from the coach in advance and the coach must get the approval of the school principal.
4. **Coach/Sponsor Rules:** Coaches and sponsors may develop other training and conduct rules related to the conduct of their sport or activity in addition to those referred to in this handbook.
5. **Academic Eligibility:** To participate in activities and sports, all students will meet the guidelines listed in the Student Activity Handbook.

Goals

- Students will learn and demonstrate good sportsmanship.
- Students will learn and practice the skills and knowledge for the sport or activity involved.
- Students will develop and enhance their own sense of self-worth and school pride.
- Students will develop a sense of healthy competition and a desire to win.
- Students will have fun.

Supervision of Extracurricular Activities

When attending any events, students 6th grade and under **MUST be supervised by an adult at all times**. Students without supervision will not be allowed into activities.

Statement of Risk

Students and parents/guardians should be aware that athletics and many activities involve the potential for injury. Even with the best coaching, the use of the most advanced protective equipment, and strict observation of rules, injuries are a possibility. These injuries can be so severe as to result in total disability, paralysis, or even death. No student may participate in sports or activities without filing required forms, such as a current physical examination by a licensed health care professional, Parent Permission for Sports and Activities Participation, Medical Consent Release Card, and Permission to Travel.

Release of participants from Off-Campus Activities

General Guideline:

The general guideline will be to release students to their parent/guardian only. However, an authentic signed note from a parent/guardian will be sufficient to release the student to travel with another adult.

Verification:

Arlee staff must verify a note if there is doubt about its authenticity **before the student is released**. If authenticity cannot be verified, the student will remain with the school team or group.

Forgeries:

If a note is determined to be a forgery or the parent/guardian's intent has been knowingly changed, the student will be subject to disciplinary action.

Telephone requests:

Telephone requests will not be honored, except in cases of verifiable emergencies.

HEALTH RELATED INFORMATION**Food Allergies**

If a child is allergic to any food, the parent or guardian **MUST** send a note from your doctor to the office describing the allergy. Our lunchroom personnel will try to provide alternative foods to the child. Parent/Guardian can also provide an alternative.

Insect Allergies

If a child has an allergy to bee, wasp, or other insect venom, the parent or guardian **MUST** send a note from your physician describing the allergy. Insects are a problem at the school in the fall and spring.

There is an EPI Pen in each building, in case of emergency reactions.

Illness or Accidents During School

When a sudden illness or accident occurs, the student should go to the school office. Office staff will attempt to notify the parents or other persons specified by the parent to decide the appropriate action for the care of the child. If the parent or other designated person cannot be contacted, then school officials will act in place of the parents and will make decisions in the best interest of the child. The school will continue to try to contact the parent(s) to notify them of the action(s) taken and let him/her make the decision regarding the best care for the child.

Insurance

The School District has **limited insurance** for accidents occurring during the school day. It is strongly recommended that every student have additional health or accident insurance purchased by parent(s).

Note: There is no insurance for injuries which happen during physical education classes or extracurricular activities.

Immunizations: The Board requires all students to present evidence of 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. Haemophilus influenza type "b" immunization is required for students under age five (5).

Medications: Aspirin, aspirin substitutes, cold tablets and other over-the-counter medications **will not be** supplied by school personnel. Students occasionally need to take medications during the school day. Due to District liability issues, an authorized health care provider must provide the school with the following information:

1. name of medication
2. recommended amount and frequency of dosage
3. possible serious side effects
4. name of prescribing health care professional and his/her telephone number
5. prescribed medication needs to be in original container

Inhalers: Students who need to carry an inhaler **must** have a written statement from the doctor. The inhaler must be carried on their person unless other arrangements have been made. Parents need to provide an inhaler for the student to use at school.

The medication and above information should be given to the secretary or Student Health Officer and filed in the school office. Office personnel or the Student Health Officer will administer medications to elementary students so teachers may concentrate on their duties.

All medications are to be delivered to the school office where the student may get them at required times.

Playgrounds & Recess

Weather Considerations: All students will go outside for all recesses every day if the weather permits. If the weather is too severe, (soaking rain or bitter temperatures - 0 degrees or below or low wind chill temperature) inside activities will be offered.

**If you feel your child is not well enough to go outside for recess,
it is in his/her best interest to remain at home until his/her condition improves.**

Student Illness

If your child has been sick, we understand strenuous play could cause a relapse. In such situations, we ask you to insure your child is dressed warmly and to send a note to your child's teacher requesting that your child not participate in any demanding play. That note will be passed on to the playground supervisor.

Physical Education Participant

If you feel your student is unable to participate in physical education classes you need to provide a doctor's note to the physical education teacher. The note should state the reason for non-participation and the duration of nonparticipation. Your student must have the appropriate shoes to participate in class.

SCHOOL SERVICES

Achievement Tests

Each spring, achievement tests are given to students to identify how each child is performing relative to others who take this same group of tests across the United States and to assist in determining instructional needs.

Parents/Guardians will receive a copy of their child's results when available. Parents/Guardians may review these results with the counselor by scheduling an appointment at any time during the school year. Each child's results are put in his/her student file.

Student Support Services

The elementary school provides additional help to students through these services and resources:

504

Students with conditions (injury, diagnosis, disability) that substantially limits one or more major life activities may qualify for a 504 plan under section 504 of the Rehab Act.

Special Education

The district regularly conducts activities to locate, evaluate and identify students who may have a disability and demonstrate a need for special education related services and accommodations.

Speech Therapy

A fully certified speech therapist is available to provide speech and language remediation to qualifying students. Each year many students are screened to detect difficulties. If at any time parents/guardians feel that their child may be having difficulties in these areas, they may call the school office, 726-3216.

Counseling

A counselor is available to help children with social, emotional, and developmental problems. Our intent is to help him/her cope with the stresses and pressure affecting school performance. For a student to receive counseling on a regular basis, a parent must give written permission.

If you feel as though your student may qualify for one of these student support services, please contact the principal for more information. The district conducts child find for children 0-5 years of age.

Indian Education

The Indian Education program provides students with unique cultural and historical enrichment opportunities.

Library

The Elementary School Library houses approximately 10,000 books, magazines, film strips, newspapers, and audio & video recordings. Each class is scheduled once each week for checking out and returning books. For assignments requiring research, classes have more frequent access. While there are no fines for overdue books, students must pay for lost materials checked out to them; these must be paid or release of school records may be delayed.

Indian Education Committee (IEC)

The committee works with Indian parents for the betterment of the American Indian children attending the Arlee school system. This committee communicates and works in partnership with the school district to

address and resolve concerns brought to the attention of the IEC executive board. Through the Community Needs Assessment, JOM monies are allocated for the use of the eligible student population. Title VII and Impact Aid applications and budgets are reviewed by the IEC. Meetings are held on the last Wednesday of the month during the school year, with special meetings as necessary.

Community Newsletter

Each month a newsletter is emailed/mailed to all addresses in the district. Included are items on student accomplishments, learning activities for parents to use with their children, and explanation of school policies. Also included are school lunch menus and upcoming activities. If a family does not receive a copy, they can:

- Sign up to receive by email or US Postal Service.
- Access the newsletter on the schools' website www.arleeschools.org under the link **Newsletter**.
- Pick up a copy at the school.

If an individual or group wishes to place an item in the newsletter, it should be taken to the superintendent's office on or before the 20th of the month. No commercial or political items will be printed.

Daily Announcements

Every school day a bulletin is posted. It contains reminders of activities, deadlines and upcoming events. Occasionally school policies are presented such as new playground rules or changes in school schedules. We encourage your child to pay attention to these daily announcements. You can find the daily announcements on our district website.

ARLEE SCHOOL INFORMATION

School Mailing & Physical Address: 72220 Fyant Street, Arlee, MT 59821

School Telephone: (406) 726-3216

School Fax: (406) 726-3940

Administration

Dr. Michael Perry	Superintendent	Ext.	2100
Corey Beckham	HS/JH Principal	Ext.	2300
Anne Tanner	Elementary Principal	Ext.	2237
Jennifer Courville	K-2 Secretary	Ext.	2200
Wendy Swab	3-6 Secretary	Ext	2203

Junior High (7-8)	Shelby Shourds	Ext.	2404
High School	Jamie Rice	Ext.	2301
District Clerk	Lonnie Morin	Ext.	2101
Asst. District Clerk	Jenn Ryan	Ext.	2102

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Arlee Joint School District No. 8

72220 Fyant St. – Arlee, Montana 59821-0037 (406)726-3216 Fax (406)726-3940
Accessible Responsive Learning Environment for Excellence

Acknowledgement of Handbook Receipt and Its Contents

2023-2024 School Year

Dear Parents/Guardians,

After reading and discussing with your child(ren) the contents of this handbook, please complete the following form, and return it to the Elementary School Office. Thank you.

I acknowledge that I have read and have discussed the contents of the Arlee Elementary School Information and Policy Handbook with my child(ren) in grades K – 6, whose names appear below.

Child(ren)'s Name(s) and Grade Level(s): *Please write child's full name.*

Child	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parents/Guardians Signature _____ Date _____

Walking Field Trip & Class Field Trip Form

2023-2024 School Year

Dear Parents/Guardians,

At different times throughout the school year, teachers take their classes on “Walking Field Trips” from the Arlee Elementary School (for example: the environmental site at the fish hatchery, the public library, spring clean-up). For all these types of excursions to be covered, we are sending home this permission form for the 2021-2022 school year.

Classes also take a variety of field trips out of the district. The teachers will be sending notices and information about these trips throughout the school year. To simplify this process, we are also asking you to sign this for your child to attend these out-of-district field trips. If you have questions or concerns, please call 726-3216 either extension 1 or 2200.

Teachers plan a variety of field trips to enhance learning in the classroom. **Attending a field trip is a privilege. Attendance and behavior issues may determine your child’s opportunity to participate in the field trip.** Parents are often asked to assist and chaperones with these activities. The chaperones primary duty is to supervise and assist classroom students. **Chaperones need to make independent arrangements for other children under their care and direction during the time of the field trip.**

Chaperones are volunteers which are covered in School Board policy 403.6 School Volunteers. Students are to ride the school bus and are not to be transported in private vehicles.

Please sign the bottom portion and return this to the school as soon as possible.

My child’s name/Grade: _____

Teacher’s name: _____

- Yes, I give permission for my child to participate in these field trips.
- No, I do not wish for my child to participate in these field trips.

Parents/Guardians Signature _____ Date _____