

Anaconda Public School District
No.10 Elementary Parent-Student
Handbook
2023-2024

Lincoln Primary School

Grades: Early K to 2nd

Principal: Mrs. Holly Bjerke

506 Chestnut Street

406-563-6141

Fred Moodry Intermediate School

Grades: 3rd to 6th Grade

Principal: Mr. Jake Kelly

219 East Third Street

406-563-5101

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Anaconda Public Schools believes that:

- All students can and have the right to learn.
- Student learning is the chief priority for Anaconda Public Schools.
- Students’ learning needs should be the primary focus of all decisions impacting the work of Anaconda Public Schools
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Achievement enhances self-esteem; self-esteem enhances achievement
- The commitment to continuous improvement is imperative.

The Goals for Anaconda Public Schools are:

1. Increase the number of students scoring in the proficient and advanced areas of the standardized test by 3% per year
2. Maintain and recruit quality teachers.
3. All students will be educated in learning environments that are safe, drug-free, and conducive to learning to maximize each individual student’s potential.
4. All students will graduate from high school.

Board of Trustees 2023-2024

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

- Kevin Patrick- Chair
- Charlie Farmer- Vice Chair
- Matt Ives- Trustee
- Gayle Venturelli- Trustee
- Keriann Orrino- Trustee
- Teal Allick- Trustee

STUDENT RIGHTS

Declaration of Student Rights District Policy 3200

Anaconda School District No. 10 has high academic expectations for all students. The District is committed to providing all students an excellent, well-rounded educational program. With this commitment in mind, the District sets forth the following: **all students are provided the opportunity to obtain a basic body of understanding, attitudes, knowledge, and skills needed for living in a democracy and the world community.** The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation shall be provided.

These rights and responsibilities provide a uniform standard of conduct which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures, and actions to be taken.

Right of Expression

Students enjoy the right of expression as provided by state and federal law. **A student may read the**

Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's and district's educational mission.

The use of vulgar, offensive, lewd, or indecent speech or conduct is prohibited in the District and subject to disciplinary action.

Right to Education and the Right to Participation

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to a non-disruptive education as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other students.

Search and Seizure District Policy 3231 & 3231P

School authorities maintain supervision, control, and jurisdiction of students who participate in or attend any school activity on or off School District premises. The Building Principal or designee is authorized to search a student's, locker, or personal property.[e.g. wallets, purses, pockets, cell phones, book bags] while on or off school premises, at a school-sponsored activity, or while on school transportation in transit to and from a District activity.

Any illegal, unauthorized, or contraband items discovered during such inspections shall be confiscated by school authorities. School authorities shall determine appropriate action, including notification of parents, notification of law enforcement authorities and commencement of disciplinary proceedings.

Right to be Free from Sexual Harassment District Policy 3225 & 3225F

A student has the right to attend and participate in school activities in an environment free from sexual harassment. The District does not tolerate sexual harassment in any form.

Sexual Harassment Prevention

The policy of the Board of Trustees of Anaconda Public Schools is to provide students with a school environment free from sexual harassment. Schools will not tolerate sexual harassment in any form.

“Sexual Harassment” Means:

- A. Sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;
- B. Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or offensive school environment. An intimidating, hostile or offensive school environment includes sexually-oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, that is directed toward a student based on the student's sex; and
- C. Conduct of a sexual nature that is prohibited according to Montana State Law.

D. Substantiated charges of sexual harassment against a student will subject the student to disciplinary action which may include suspension or expulsion.

Students who believe they are being subjected to sexual harassment by anyone connected with Anaconda Public Schools should and are encouraged to report the matter promptly to their teacher, counselor, or Building Principal. A “Harassment Reporting Form” for students is located in the back of the handbook in the forms section (3225F).

Hazing/Harassment/Intimidation/Bullying/Menacing Prevention

District Policy 3226

The Board of Trustees will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, or menacing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

All students have the right to learn in an atmosphere free of intimidation, hostility, and offensiveness. Students are not to engage in harassment of any kind.

“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.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture 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, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment, or;
Substantially and materially disrupts the orderly operation of a school.

Examples of prohibited harassment are:

- Unwelcome advances, gestures, comments, or contact;
- Threats;

- Offensive jokes;
- Ridicule, slurs, derogatory action or remarks

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report to a teacher or administrator. The teacher or administrator will inform the student of the established complaint procedure.

Substantiated charges of sexual harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion.

Harassment/Intimidation is defined as:

- Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and
- Acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student’s property; or (b) will place a student in reasonable fear of harm to the student’s person or damage to the student’s property; or (c) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Bullying is defined as:

Bullying is a conscious, willful, repeated and deliberately hostile act intended to inflict pain, discomfort, embarrassment, and/or induce fear through violence, the threat of violence or humiliation. Bullying can be any gesture, written or verbal expression, or physical act that a reasonable person should know will hurt another person, damage another person’s property, place another student in reasonable fear of harm to the student’s person, or damage to the student’s property. **Bullying does not include the determination after an investigation that the student’s used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.**

In bullying situations there is always an imbalance of power between the bully and the victim. The bully consciously abuses their power and demonstrates a consistent pattern of disrespect for the victim.

- Bullying can be perpetrated by either an individual or group. It can be “in your face” or behind your back and can take many forms including
 - o Verbal abuse – teasing name-calling, mocking, taunting, and putdowns.
 - o Emotional Cruelty – isolation, rejection, ignoring, spreading rumors and manipulating others.
 - o Physical Violence – hitting, kicking, pushing, slapping, spitting, tripping,

choking, the taking of or defacing property and physical acts that demeans and humiliates.

- o Electronic persecution – bullying behaviors via the internet or cell phone
- o Bullies may use prejudice related to race, gender, religion, physical attributes, or mental abilities to justify their behaviors or they often make their attack without real motive, other than that they seem to see their victim as an easy target

Students found to be bullying another student will be subject to disciplinary action as deemed appropriate by the building administrator.

Reporting:

- The District encourages: (1) students who believe they are being subjected to hazing, harassment, intimidation, bullying, or menacing by anyone and (2) students who have first-hand knowledge of such harassment to report the matter promptly to their teacher, counselor, bus driver, coach, principal, or any responsible adult who is not involved in the alleged harassment. District forms are available for the student being bullied/harassed to fill out with their guardian. Upon receipt of the form, the District will conduct a prompt and thorough investigation.
- Any adult school employee, adult volunteer, district contractor, or agent who witnesses, overhears, or receives a report, formal or informal, written or oral, of hazing, harassment, intimidation, bullying or menacing shall report it in accordance with procedures developed under this policy.

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. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board of Trustees. Individuals may also be referred to law enforcement officials.

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

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student’s parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact their schools' principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact your school's principal.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website www.anacondaschools.org.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Anaconda PTA and the Anaconda Booster Club

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy

State Law Protects Teachers (MCA 20-4-303)

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. This law includes substitute teachers. Any student abusing (physically and/or mentally) a substitute teacher will serve in addition the following consequences:

First offense:	One day ISS/One day OSS
Second offense:	One day OSS
Third offense:	Three days OSS

Fourth offense: Five days OSS
Remaining offenses: Up to ten days OS

Right to Inspect, Review and Correct Educational Records District Policy 3600, 3600P

Definition: Person is any student, parent, legal guardian, or person with parental authority. A person may inspect and review the student education records upon request by submitting to the Building Principal an oral or a written request which identifies as precisely as possible the records they wish to inspect. The Building Principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

A person has the right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of student rights. If a person believes the information in the record file is inaccurate or misleading, they have the right to request a correction and to add comments of their own to the record.

Release of Student Information/Directory Information Family Educational

Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anaconda School District No. 10, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anaconda School District No. 10 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Student directory information notification must be received by the school within ten (10) days of the receipt of the form ONLY if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). A "Student

Directory Information Notification" form is located in the back of the handbook in the forms section (3600F).

The primary purpose of directory information is to allow Anaconda School District No.10 to include this type of information from your child's education records in certain school publications.

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports programs, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, the media and yearbook companies. In addition, two federal laws require local educational agencies (LEA's)

receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings

- unless parents have advised Anaconda School District No. 10 that they do not want their student’s information disclosed without their prior written consent.

If you **do not** want Anaconda School District No. 10 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by completing the “Student Directory Information Notification” form located at the end of this handbook and returning the form to your child’s school office by September 15th. Anaconda School District No. 10 has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student’s Name	√ Most recent educational agency or institution
Address	√ Participation in officially recognized activities & sports
Telephone listing	√ Degrees, honors, & awards
Electronic mail address	√ Major field of study
Photograph	√ Dates of attendance
Date & place of birth	√ Grade level attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation’s armed forces.

Publications, Video, Internet Photos

Students who attend school in Anaconda School District No. 10 are occasionally asked to be a part of school and/or district publicity, publications, media events (e.g. newspaper, television, etc.) and/or public relations activities. If you do **NOT** want your child to be included in any publications and/or public relations activities, please indicate by marking the appropriate answer and signing the “Parent Permission Form” located in the back of the handbook in the forms section.

Videotaping of Students

The District has the right to use **security and surveillance** video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in

violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

Right to Participate in Programs without Discrimination

District Policy 3210

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

Right to Select Personal Appearance/Student Dress

District Policy 3224

A student and his/her parent or legal guardian determines a student's pattern of personal appearance. Personal appearance includes dress, grooming, and personal hygiene. The personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process.

Students are reminded that their appearance significantly affects the way others respond to them. Clothing advertising tobacco, alcohol, drugs or lewd, vulgar or obscene displays may not be worn in school because school authorities find such to be materially or substantially disruptive to the education process and because such apparel may be offensive to others and does not comport with a positive educational atmosphere or is inconsistent with the school's basic education mission.

Benefits of a Dress Code

We believe there are many advantages for pupils, for faculty/school and for parents in having a dress code. These advantages include:

- Encouraging a sense of belonging and pride in school.
- Encouraging a purposeful attitude to schoolwork and extra-curricular activities.
- Enhancing the image of the schools in our community. Discouraging bullying and victimization that may arise from pupils wearing certain clothing or footwear. Improving safety in the classroom and in practical areas such as science labs and physical education.

General appearance guidelines include, but are not limited to, the following:

- Hair, any style is permitted so long as it is kept neat, clean, and controlled
- Facial hair is permitted if it is kept neat and clean.
- Foot apparel, for sanitary reasons, shoes or sandals are to be worn. Wheelie shoes are not permitted for safety reasons.
- All students are required to be neat and clean in appearance.
- Wearing clothing and other items in grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.
- Wearing shirts with inappropriate slogans or pictures is prohibited.
- Wearing clothing that does not cover shoulders, midriff (crop tops), and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments is prohibited.
- All clothing must be modest in appearance that exposes less than one inch of cleavage.
- Wearing short-shorts and short-short skirts (**must be mid-thigh length**); see-through pants and shirts are prohibited. Hats are not to be worn during the school day.
- Items worn on the head which are materially disruptive to the education process or create visual and/or hearing impairment for the student or other students may not be worn in school.

Rights to Suggest Ways Students Can Improve Education

A student has the right to contribute information that will be considered when decisions are made that affect the quality and content of their education.

The District encourages and expects all students to take responsibility for their education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, conducting themselves respectfully and appropriately.

Student Discipline

District Policy 3310

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession. Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing, or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any disruptive activity. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

Second Step

Second Step is research-based, teacher informed, and classroom tested to promote the social emotional development, safety, and well-being of all children. We will implement this program throughout FMIS. The lesson plans will be delivered for grades 3-6 through the counselor and teachers.

Conscious Discipline: Early Kindergarten/Preschool/k-2

Conscious Discipline is the discipline program utilized to foster positive classroom and school environments. Students are taught how to use a safe place in the classroom as a place to regulate their behaviors. The safe place is used for students to go through the 5 step problem solving process:

I am

I calm

I feel

I choose

I solve

The safe place and the 5 step problem solving process is to help students identify their emotions (anger, frustration, sadness, happiness) before acting on them (hurting other students/staff,

verbally lashing out etc). The SAFE PLACE is not used as a time out but for teaching students to self-regulate their emotions and behavior.

Students who are not following classroom expectations will be given a prompt as a reminder of what needs to happen. If the student does not respond the teacher will offer the student choices. For example, “Sally, I asked the students to come to the carpet. You may either sit at the kidney table or on your carpet square. You may not sit at your desk.”

If the student refuses AND the teacher cannot teach and the class cannot learn then the teacher will ask for assistance from the building administrator or designee.

Violations of School and Family Conduct are broken down into categories. Consequences will result according to appropriate categories:

Category A Violations:

1. Horseplay, wrestling, pushing
2. Verbal exchanges (calling names, not Speaking with Good Purpose)
3. Unexcused tardy or excessive tardies
4. Snowball throwing
5. Inappropriate lunchroom behavior
6. Being in the hall without a pass
7. Hall disruptions
8. Dress Code Violations

Other violations deemed to fit this section by school officials.

Consequences: Consequences may include - civic duty, lunch detention, in-school suspension, or out of school suspension, dress code first offense- call home and given a shirt to wear for the day, dress code second offense- call home and parents/guardians must bring student clothes or go home and change.

Category B Violation:

1. Profanity toward another student or adult
2. Refusal to follow directions, disrespect, or defiant behavior
3. Missing or refusing to serve detention or civic duty
4. Vulgarity or obscenity
5. Disrupting the classroom
6. Fighting Minor **except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.**
7. Leaving campus without permission
8. Lying or cheating
9. Technology misuse
10. Threatening another student or staff member

Other violations deemed to fit this section

Consequences: Consequences may include In School Support (at Fred Moodry), after school detention, lunch detention, civic duty, In School Suspension, or Out of School Suspension.

Category C Violation:

1. Any illegal act
2. Vandalism
3. Theft
4. Tobacco, drug, or alcohol possession or use
5. Sexual harassment, sexual misconduct
6. Weapon possession or use
7. Threatening or assaulting a staff member
8. Misuse of fire alarm system
9. Fighting Major **except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.**
10. Other violations deemed to fit this section

Consequences for these violations will follow district guidelines and may include OSS or Expulsion

Note: Civic Duty may be during school, after school, or during lunchtime at the discretion of the building administrator or designee. The superintendent and principal are authorized to suspend any pupil (not to exceed 10 days) for willful and continued infractions of approved rules of conduct.

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- After-school or Lunch Detention
- Civic Duty, in school support and out of school suspension
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Loss of Recess
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Loss of Field Trip

Bomb Threats

Bomb threats are taken very seriously by the District. Any student proven to have made a bomb threat will be immediately referred to law enforcement, suspended from school and an expulsion recommendation made to the Board of Trustees. Procedures for expulsion will be in accordance with District policy 3300P.

Gun-Free Schools/Firearms

District Policy 3311

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior. Teachers may hold students for after-school detention after providing a 24-hr notice to parents. Parents with students who ride the bus will need to make arrangements for picking up their child.

Rights In Regard to Suspension or Expulsion

District Policy 3300

The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

The following procedure is available to all students who are subject to suspension or expulsion.

Basic Rights:

- A student shall be informed of the nature of the violation for which he/she is charged, the evidence of that violation and the potential maximum corrective disciplinary action.
- A student shall have the right to explain his/her action.
- A student has the right to appeal the decision of the Building Principal to the Superintendent or the Superintendent's designee.

Suspension Procedure

The following procedural rules shall apply to a student charged with a violation for which maximum disciplinary action is in-school or out- of-school suspension.

- The Building Principal or the Principal's designee shall have the authority to suspend a student.
- Prior to suspension, the student shall be informed of the charges.
- The Building Principal or designee shall inform the parent(s) or legal guardian(s) of the student's suspension prior to releasing the student.
- Upon the request of the parent(s) or legal guardian(s), a review of the suspension may be conducted by the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.

Expulsion Procedure

The following procedural rule shall apply to a student charged with a violation whose maximum disciplinary action imposed is expulsion.

The Building Principal may recommend the expulsion of a student to the Superintendent. The Principal shall provide the District Superintendent, parent(s), legal guardian(s), or person with parental authority written notification that will include the following:

1. The alleged violation(s) committed by the student.
2. Facts and circumstances setting forth the misconduct upon which the recommendation is based.
3. Recommendation outlining whether the student should be granted credit for work completed in the present semester.

Upon completion of the Principal's written recommendation, the Superintendent or his/her designee shall conduct a meeting to determine whether the student shall be reinstated into the Anaconda Public Schools, if requested by the parent, legal guardian, or person with parental authority. If the student is not reinstated after the meeting with the Principal and the Superintendent or Superintendent's designee, the Superintendent or designee shall notify the student and parent or legal guardian in writing:

- That the Superintendent and Building Principal shall recommend expulsion to the Board of Trustees
- Of the student's right to request a hearing of the charges before the Board of Trustees, to present a defense to the charges; to be represented by another person; to confront, examine and cross-examine witness(es); and to present information against the

- expulsion recommendation
- Of the maximum length of the expulsion being recommended
- The time, date, and place of a hearing before the Board of Trustees, who shall consider the recommendation for expulsion.

Board of Trustees Hearing

The Chairman of the Board of Trustees shall conduct the hearing by allowing opening and closing statements and presentation of evidence and testimony in the following manner:

1. In support of the recommendation
2. Against the recommendation
3. Rebuttal

After a hearing, the Board of Trustees shall:

Decide whether to accept, reject, or modify the recommendation and direct the Superintendent to inform the student, parent, or legal guardian of such action.

Rights to Title IX-Section 504-Americans with Disabilities Act

Definition: Person is any student, parent, legal guardian, or person with parental authority Title IX of the Educational Amendments of 1972 (Discrimination based on Gender)

- A person may utilize the Anaconda Public Schools Complaint Procedure for Title IX complaints, including complaints of Sexual Harassment.
- The person should report the matter promptly to his/her teacher, counselor, or Building Principal who is not involved in the alleged discriminatory practice.
- The person may also forward a written request for a review of the allegations and direct the request to the Building Principals.
- The written request shall specifically state the nature of the alleged Title IX violation and shall be signed and dated.
- Within ten (10) days following receipt of the written request, the Building Principal shall outline the reasons for the decision.
- Title IX complaints should be directed to the Building Principal.

Section 504 and the Americans with Disabilities Act (ADA)

- A person may utilize the Anaconda Public Schools Complaint Procedure for alleged discriminatory practices against individuals with disabilities.
- The person may also forward a written request for a review of the allegations and direct the request to the Building Principal.
- The written request shall specifically state the nature of the alleged Section 504/ADA violation and shall be signed and dated.
- Within ten (10) days following receipt of the written request, the Building Principal shall investigate the complaint and shall inform the person in writing of his/her decision and whether any action will be taken to resolve the issue.
- The Building Principal shall outline the reasons for the decision.

Uniform Grievance Procedure

District Policy 1700

Individuals should use this complaint policy if they believe that the Board of Trustees, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy. This complaint policy is also available to any District employee who is not otherwise covered by a collective bargaining agreement that contains a grievance procedure. **A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.**

The complaint policy also applies to individuals whose complaint alleges a violation of Title IX, Title II, Title VII, IDEA, ADA, and Section 504 of the Rehabilitation Act or sexual harassment.

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

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the District employee involved. The objective of this Level 1 meeting is to resolve the matter promptly and informally. Sexual harassment complaints should be discussed with the first line administrator who is not involved in the alleged harassment.

Level 2: Principal or Supervisor

If the Complaint is not resolved at Level 1, the individual may file a written complaint stating:

1. The nature of the complaint and
2. The remedy requested.

The complaint must be signed and dated by the individual. The Level 2 written complaint must be filed with the Building Principal or supervisor within sixty

(60) calendar days of the event or incident or from the date the individual with a complaint could reasonably become aware of such an occurrence. The Building Principal or supervisor shall investigate and attempt to resolve the complaint. The Principal or supervisor shall render a written decision regarding the complaint within fifteen (15) calendar days of receipt of the written complaint. If the individual filing the complaint is not satisfied with the supervisor's decision, the individual may advance the complaint to Level 3 by requesting in writing that the Superintendent review the supervisor's decision. This request must be submitted to the Superintendent within fifteen (15) calendar days of the supervisor's decision. The appeal must state how the Board of Trustees, its employees, or agents have specifically violated the individual's rights guaranteed by the State or Federal Constitution, State or Federal statute or Board policy.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent must schedule a meeting between the individual filing the complaint and the Principal or supervisor, who rendered the written decision at Level 2. The Superintendent has the discretion to include in the meeting any individual involved in the complaint or any individual that might be able to assist in resolving the complaint. During the meeting, the parties must be afforded the opportunity to either dispute or concur with the supervisor's report. The Superintendent must decide the matter within fifteen (15) calendar days of the meeting and must notify the parties involved in writing of the decision. If the individual filing the complaint is not satisfied with the decision of the Superintendent, the individual may file an appeal. The appeal must be submitted to the Board of Trustees in writing within fifteen (15) calendar days of receiving the Superintendent's decision and state how the Board, its employees or agents have specifically violated the

individual's rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy.

Any individual appealing a decision of the Superintendent to the Board of Trustees bears the burden of proving a violation of an individual's rights as listed above.

Level 4: The Board of Trustees

Upon receipt of a written appeal of the decision of the Superintendent, the matter shall be considered for placement on the Board agenda by the Board Chair. If the Board Chair determines that the appeal should be heard by the full Board, the matter shall be placed on the agenda of the Board for consideration at the next regularly scheduled meeting that complies with the public notification requirements. The appeal must state how the Board, its employees, or agents have specifically violated the individual's rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board Policy. A decision shall be made and reported in writing to all parties within thirty (30) calendar days of that meeting. The decision of the Board of Trustees will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the complaint falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) calendar days after the final decision of the Board, pursuant to the Rules of School Controversy; MCA 20-3-210.

GENERAL SCHOOL RULES AND INFORMATION

ATTENDANCE

Absences/Tardiness District Policy 3122

School attendance is compulsory through age 16 in the state according to Montana law (MCA 20-5-104). Anaconda School District #10, students "must be in attendance 90% of instructional time to receive credit in classes taken." In order to be considered as an excused absence, which allows the student to make up missed work, a telephone call or note from a parent/guardian must be given to the school within (2) days of any absence. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. When a student is absent from school, the parent/guardian must call the school any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis.

A multi-step truancy program has been established as we recognize that attendance plays a vital and pivotal role in the academic success of our students. The multi-step program will involve the school, police department, probation, and the County Attorney's office working collaboratively at various levels to combat the major problem of truancy which has affected our community in the past. A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian

to develop a truancy plan in the event of continued truancy. Probation and the police department are involved as they realize that truant behavior leads to other negative behaviors.

The multi-step truancy program consists of the following levels:

- Attendance Letters sent home monthly after 5, 10, 15, and 20 day absences
- SST – Site Based School Team – Meeting which consists of at least a classroom teacher, counselor, principal, and parent(s)/Guardians
- Possibly referral for 504 plan or SAT team to discuss possible interventions
- Referral to County Attorney for truancy

At the Elementary level, grades preschool-8th grade, absences may not exceed a total of twenty (20) days in any school year without retention at that grade level being considered. Excessive unexcused absences are a violation of the School Laws of Montana, MCA 20-5-106 TRUANCY.

Absence Verification Procedure

Student absent from school must have their parents/guardians do one of the following:
Call the school office (563-6141, Ext 1300) by 9:00am the day of the absence to verify the absence and state the possible time of return to school. These absences will be coded as PC (Parent Call).

Type of Absences

MD – Medical Office visit with a note, or school nurse sent student home, or student is attending a funeral.

SR – School related absence is when the student is involved in school-sponsored extracurricular or co-curricular activities. These absences can be activity absences, testing, or field trips, etc. Parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices will be excused.

ISS – In School Suspension: In School suspension is the exclusion of the student from attending their regular class schedule, but is required to attend school in the library or other assigned area during the school day.

OSS - Out of School Suspension is the exclusion from school for 1 to 10 days resulting from a discipline action. Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days. Only the principal, vice principal, and or appointed acting principal shall have the power to suspend students. A student suspended from school is concurrently suspended from all school activities.

PC – Parent Phone Call: When a parent calls into the school to report their student off from school.

AP – Alternative Placement – Student is placed in alternative education setting for a temporary placement (i.e. Shodair, Acadia, etc.)

A – Absence - A student is absent from school and no indication has been given by parents as to reason the child missed school (ex: no phone call/no letter to the office)

T – Tardy – Students are considered tardy who are not in the classroom when the bell rings and this is considered tardy. A student will earn an (A) absence for every (3) tardies.

For absences that fall under codes: MD, SR, and PC a student will be allowed to make up work for each day missed (day for a day). It will be the responsibility of the student/parents to make arrangements or check with the teacher for work missed.

Attendance Codes Key (Infinite Campus)

These Codes **Do Not Count towards the 20 day** allowable absences

MD – Medical/Funeral

SR – School Related

ISS – In School Suspension

OSS – Out of School Suspension

AP - Alternative Placement

These Codes **Count towards the 20 day absences**

PC – Parent Call In to Excuse Student

A – Absence (if no parent calls in)

T - Tardy

Accident Prevention

School staff will do everything possible to prevent accidents. However, parents/guardians must understand that some activities such as recess play, physical education activities, or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken by the District.

Breakfast and Lunch Program

Breakfast and lunch in the Anaconda Public Schools will be served the first day of school. Breakfast and lunch are offered daily by all schools within the district. The school breakfast and lunch prices are available in the office of the school that your student attends. Menus for each school are sent out monthly. Applications for free and reduced priced lunches are available at each school. **Note-** For the 2023-2024 school, Breakfast and Lunch are free for all students.

Off-Campus Lunch:

Lincoln Primary and Fred Moodry Intermediate School students are NOT allowed to go **home** during the lunch period.

Cell and all Other Electronic Devices

Cell phones and all other electronic devices (smart watches, Tablets, iPads, Kindle's, anything that sends or receives a signal, etc.) that are not assigned by the school are not permitted in class. Electronic devices are to be kept in lockers. If deemed necessary the electronic device may be given to the teacher or kept in the office for the day. If these items are brought to class, the item is confiscated and brought to the office – parent/guardian will need to come to school and pick up the item. After school or lunch detention will be enforced for 3rd through 6th grade students. If continued violations occur, other disciplinary action will be taken.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

Change of Address or Contact Information

Please **immediately** inform the school of any change in address, work phone number, home phone number, or emergency phone numbers and contact information.

Communicable Diseases

District Policy 3417

In the interest of preventing the spread of communicable diseases in the schools, it may be necessary from time to time for the School Nurse to screen children for impetigo, head lice, scabies, strep throat, or ~~chicken-pox~~ hand foot mouth disease. There are suspected cases that appear from time to time in the schools. In making classroom examinations, we will be making every effort to see that these communicable diseases do not spread. If we suspect anything with any child in the classroom, the School Nurse will immediately call the parent(s) or legal guardian(s).

Students who are diagnosed with communicable conditions (like pink eye ~~and~~ or head lice) will be asked not to return to school until the condition has been treated and the student is no longer contagious or the condition can no longer be transmitted to other students. Please call the school and report contagious diseases. If you have any questions regarding a communicable disease or health condition, call the Anaconda-Deer Lodge County Public Health Department at (406) 563-7863.

Communication with Families

Communication between the home and school is an essential part of the educational programs. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school.

- **Seesaw** is a digital portfolio used to communicate school-based activities to students' families. It is an App and web based program that allows parents and school staff members to message in real-time. School newsletters, reminders, classroom announcements and daily messages will be sent through Seesaw.
- **Email** is a quick and easy way to communicate with your child's teacher. Staff email addresses are formatted as first initial, last name @ anacondaschools.org and can also be found on the school district's website at www.anacondaschools.org.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies, and general expectations may be explained by each teacher. This is not a time for individual parent/teacher conferences.
- **Report Cards** are issued quarterly, which record academic progress and effort in each area of the curriculum. EK-4th Grade will have standard-aligned grading on their report cards.
- **Parent/Teacher Conferences** provide opportunities for teachers to share information with parent(s)/legal guardian(s) about their child's progress in school. The parent/teacher conference is an important means of reporting to parent(s) and guardian(s). These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent(s)/legal guardian(s) or teacher anytime during the year. Some teachers conduct Student/Parent/Teacher Conferences which are led by the student.
- **Newsletters** from the Building Principal or staff member are sent home through Seesaw on a regular basis to provide timely information about the school, classroom, and district activities.
- **Parent Council Groups (also PTA/PTO/PSTA)** are established in each school to provide valuable support and service to students and staff.
- Parent(s)/legal guardian(s) are encouraged to become active members.

School Improvement Plans (SIP) are developed. Each plan outlines goals and methods for improving student achievement. A school community report based on the School Improvement Plan is available to the parent(s)/legal guardian(s).

School District Web Site at www.anacondaschools.org provides general information about the District and its programs as well as current news.

Assessment Results also give parent(s)/legal guardian(s) an indication of how their child is progressing in school. Students participate in a variety of assessment activities throughout the school year. Standardized test results assist teachers, principals, and District administration in determining the effectiveness of instructional programs.

Emergency Drills

Emergency drills will be conducted at schools according to state law.

Emergency Information

In case of an emergency, each student is required to have on file at the school office the following information:

- Parent(s) or legal guardian(s) name(s)
- Complete and up-to-date address information
- Parent(s)/legal guardian(s) home, cell phone, and work contact numbers
- Emergency phone numbers of friends or relatives
- Physician's name and phone number
- Medical alert information

Picking Up Your Child from School

Each school has a designated area for picking up students. Please wait here for your child. Please be conscious of other vehicles when crossing the street to and from the school.

Extracurricular Activities

All sports programs are offered through our County Recreation Department except 6th grade students may participate in Junior High Cross-Country, Wrestling, and Track. Students may also participate in Band, Orchestra, and our 21st Century After-School Programs through the school.

Family Night

Each Wednesday evening during the school year has been designated as Family Night by the Anaconda School District #10 Board of Trustees. The purpose of this evening is to allow students the opportunity to participate in family or community based youth activities without scheduled conflicts from schools. In order to promote the concept, the Board of Trustees requires that there be no school-sponsored activities on Wednesday night that last beyond 6:30 p.m.

Homework

Students may be assigned homework as an extension to classroom learning or students may need more time to finish completing daily classroom work. Parents are encouraged to support their children in developing good work habits and responsibility for completing their homework and returning it to school. Please do not over assist to the point that you are doing more of the homework than the child. Late work may be docked according to the teacher's classroom policy.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Interruptions to Classroom for Messages or Picking up Students:

We try not to interrupt teachers as much as possible. This takes away from the learning process and our teaching time is very valuable. Therefore, interruptions to the classroom are kept to a minimum. If we need to get a message to the teacher/student it happens during passing time, recess, lunch, or preparation period.

Please have a plan for where your child will be going after school before they leave home in the morning. Interrupting class time to communicate transportation plans cannot be guaranteed especially if it is towards the end of the day when the office gets extremely busy.

We ask that if you need to pick your child up early from school, that you send a note informing us so we can have them ready and waiting by the office. Please send a note via seesaw to the office and to the classroom teacher as well. Each interruption for one student takes away from the learning of other students. Thank you!

Field Trips/Assemblies

Your child's class will be participating in educational trips during the year. It is the policy of Anaconda School District No. 10 to acquire parental permission before allowing a student to travel with members of his/her class. If you would like your child to participate, please carefully read, check the appropriate box, and sign the Parent Permission Form located in the back of the handbook in the forms section.

By signing and checking the yes or no on the parental permission form, you are giving permission for your child to go with his/her class on field trips during the year. Transportation will be provided by the District. If travel by a private car is required for an event, you will be notified prior to the trip.

As a parent or guardian, your signature on the Parent Permission Form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing, you indicate that you understand that some activities on field trips involve inherent risks to students, regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow your child to participate in field trips, you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a Board Trustee, employee or agent of the Anaconda School District No. 10.

In the event it becomes necessary for the district staff in charge to obtain emergency care for your child, neither he/she nor the School District assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition which the school should be aware of before allowing your child to participate on a field trip, you must notify the school and inform them of the nature of the medical condition.

In the event that unforeseen circumstances arise, creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc., an information network has been established. You will be provided with a contact person and number prior to the field trip.

Food for Birthday Celebrations or Class Parties

We have a number of food allergies within the buildings, therefore we ask that food brought in for Birthday Celebrations or Parties be store bought and come in individual packages. Please do not bring food with nuts.

Lost and Found

Each school has a lost and found area. Throughout the year a large amount of hats, coats, and gloves are often accumulated. Please put your child's name in their coats and backpacks and lunchboxes to help them get these lost items returned. If your child has lost an article of clothing, please ask him/her to check the lost and found box in the school office or to speak with his/her teacher. Lost and Found articles are donated to charity at the end of each Quarter.

Medical Appointments

Medical and dental appointments during school hours are **HIGHLY** discouraged. Students will only be dismissed upon request of a parent or guardian. If you have made an appointment during the school hours, please send a note with your child the day of the appointment, so we can have them ready by the office.

Medication Policy District Policy 3416, 3416F & 3416P

The following policy for administering medication by school personnel applies to all buildings:

School District No. 10 policy requires medication be given at home whenever possible. If not possible, the administration of medication to pupils shall be done only in circumstances wherein the child's health may be jeopardized without it.

Pupils requiring medication at school shall be identified by parent(s)/legal guardian(s) and/or physician to the appropriate school authority. Students observed by school personnel self-administering unauthorized medication should be reported to the appropriate school authority. The school will contact the parent(s)/legal guardian(s). After identification, the school shall make a home contact to identify the type, dosage, and purpose of said medication.

Before any medication can be administered during school hours, the parent or guardian shall obtain a medication permission form from the school. The form must be completed by the physician and signed by both the physician and parent/guardian. The form will be brought along with the medication to the secretary or principal.

Under no circumstances will school personnel provide or administer any over the counter

(OTC) medication or herbal preparation to students unless the ~~substance~~ medication has been prescribed by a physician and both the physician and parent/guardian have signed the medication permission form. All medications prescribed by the physician to be given at school shall be delivered to the secretary or principal in the prescribed container (your pharmacy can provide an additional prescription bottle for free). The Principal or Secretary will contact the School Nurse in regards to medication to be given at school. The container shall contain the pupils name, medication name and dosage, time and route of administration, physician and pharmacy name and number.

It is the parent/guardian's responsibility to notify the school if the prescribed medication has been changed or discontinued.

Prescription medication may not be transported to and from school by students. Any medication to be administered during school hours must be delivered to the appropriate authority by the parent or guardian.

Parents may make arrangements to come to school to give the medication to their child.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which

contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see the District Policy handbook.

Outdoor Recess

Outdoor recess is an important part of the elementary student's day. The much-needed fresh air adds to student success in the classroom. Students need to be properly dressed for the cold Montana winters. The school is not responsible for making sure children are dressed properly for the weather. We do have an assortment of clothing available for any student or family in need. Please contact your child's school for more information. If a student is ill, home is the best place for him/her to be. We realize that from time to time, students are not sick enough to stay home, but are too sick to go outdoors.

Unfortunately, we are not equipped or staffed to supervise students indoors at recess time.

Because of this, we ask that if a student is to be kept in recess because of illness, parents should send a note each day the request is in effect up to a total of three (3) consecutive days.

If, after three days, the parent(s)/legal guardian(s) still requests that the student stay in, the parent should provide a written statement from a physician stating the reason the child should be excluded from outdoor activities. Schools do not send students outdoors in extreme temperatures, such as below-zero weather with the wind-chill factor taken into account. Also, if the County informs schools of "poor air quality," this factor is considered in regard to outside activities.

Parent Volunteers District Policy 5430

Parent volunteers are encouraged to take an active part in their child's school. Some volunteers work as tutors while others work on special projects. Whatever your talents, whatever your interests, your school welcomes your time and support. If you are interested in volunteering, you can contact your Building Principal. A Volunteer Application Form is located in the back of the handbook in the forms section. If you are interested in volunteering, please complete the form and return it to the district office.

Per Federal mandate, volunteers who have unsupervised access to children are subject to the District's policy **mandating background checks.**

Preschool/Early Kindergarten

The District does provide a preschool/Early Kindergarten program for students ages 3-5.

Federal mandates require that the District provide services first to students with disabilities.

The district then provides services to those without disabilities. Information about our Early Kindergarten Program and placement process is available at Lincoln Primary School.

School Bus Transportation/District Bus Services

Contact: Tucker Transportation: 563-3085

Busing Eligibility:

Students eligible for home-to-school bus service must reside within their school's attendance

area. The distance requirement for bussing eligibility is mandated by Montana State Code (MCA 20-10), and calculated along the shortest possible driving distance between home and school.

Bus Conduct and Safety:

Tucker Transportation has responsibility for proper conduct of students while transporting.

School Bus Safety and Discipline

Each principal with cooperation from the school bus contractor is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students and parents/guardians must be made aware of the following school bus safety procedures. These procedures apply to all regular routes, special routes, special occasions, field trips, and extracurricular activities. **The Code of Student Conduct** applies to conduct on school buses as well as student conduct in and about the school building.

All students are to be instructed in and are to observe the following safety precautions:

1. While walking to and waiting for the bus, DO:

- o Take the safest route to assigned bus stop
- o Arrive at the bus stop no more than ten minutes prior to loading bus
- o Wait in a safe place off the main street
- o Remain in the assigned loading area maintaining an orderly behavior
- o Wear bright clothes if there is snow, rain, or fog
- o Stand back from the street or road and give the bus driver room to stop

DO NOT: Trespass on private property or litter

- o Play in the street or roadway
- o Sit on the curb
- o Run toward a moving bus as it approaches the bus stop or loading zone at the school

2. When boarding the bus, and before crossing the street or road, DO:

- o Check the traffic in both directions
- o Wait until the bus driver signals to cross
- o Walk in front of the waiting bus
- o Form a single line as the bus approaches
- o Wait on sidewalk until bus comes to a full stop
- o Enter the bus single file, using handrail and let younger students enter first
- o Go directly to a seat, if a seat is available, and remain seated
- o Hold the handrail while standing in the aisle if seats are not available

DO NOT:

- o Tamper with the bus or any of its equipment, including emergency equipment

- o Show disrespect for the bus driver or bus monitors
- o Cross the street behind the bus

3. While the bus is in motion, DO:

- o Remain seated until the bus reaches its destination and comes to a complete stop
- o Keep all parts of the body and other objects inside the bus
- o Use good sitting posture as you would in the classroom
- o Keep the aisle clear of feet, arms, and other objects
- o Hold books, coats, and all other objects in lap unless advance approval is given by the principal or his/her designee
- o Talk only in a normal voice
- o Be quiet at railroad crossings so the bus driver can hear railroad warning signals
- o Identify yourself upon the request of the bus driver or other authorized personnel

DO NOT:

- o Change seats
- o Push or rough-house
- o Throw objects around in the bus or out of the window
- o Talk to the driver, except in an emergency
- o Open emergency door without the driver's permission, except in an emergency
- o Show disrespect for the bus driver
- o Fight on the bus or at the bus stop

4. When the bus is unloading, DO:

- o Remain seated until the driver opens the door
- o Leave the bus in single file
- o Leave the bus and the unloading area promptly

DO NOT:

- o Push or shove
- o Run

5. If crossing the street,

DO:

- o Wait until bus driver gives signal to cross
- o Walk in front and at least 10 feet ahead of the waiting bus
- o Stop when even with the traffic side of the bus and look carefully in both directions
- o Cross quickly, but do not run
- o Help smaller children to cross the road safely
- o Go directly to the driveway and always be in view of driver

if student's home is on the right side of the street

DO NOT:

- o Cross without a signal from the bus driver

6. Other Conditions:

- o Vandalism to the bus shall be paid for by those responsible
- o All incendiary devices such as lighters, matches, or other such items are not permitted on any school bus
- o Students may be assigned to definite seats and shall not be permitted to move from the assigned seat except upon permission from the bus driver
- o No student is permitted to interfere with another student or to molest the property of another student
- o Bottles or glass containers are forbidden on board the bus
- o No student is permitted to drink or eat while on board the bus unless approved by the principal or his/her designee
- o No cleats or other type of spikes are allowed to be worn on the bus by any student
- o Musical instruments or other items that cannot be carried or held on the lap shall not be permitted in the bus unless approved by the principal or his/her designee
- No cell phones or other electronic devices are permitted to be used on the bus unless authorized by the principal or his/her designee
- o Unauthorized personnel are not allowed to board the bus
- o **IN AN EMERGENCY:** Open the emergency door or window only in an emergency situation. Know what to do. Follow the Bus Driver's instructions carefully. When told, evacuate the bus at each emergency exit in an orderly manner. Stay in a group away from traffic. Wait for further instructions.

DISCIPLINARY ACTION FOR VIOLATIONS OF RULES

The Transportation Carrier reserves the right to suspend any student for any amount of time for serious misbehavior. Administrator, Student, Parent, Driver and Transportation Manager **MUST** have a conference immediately after infraction and suspension of a student.

1. First Offense – Verbal Warning

2. Second Offense – Written up warning requiring parent/guardian signature
3. Third Offense – Written up , conference with parent/guardian, and removed from the bus for three (3) school days
4. Fourth Offense – written up, removed from the bus for seven (7) school days
5. Fifth Offense – written up, removed from bus for forty-five (45) school days
6. Sixth Offense – Removed from the bus for the remainder of the school year

School First Aid

There are facilities in each school for a student to lie down if he/she is not feeling well. If your child does not feel well enough to return to class in a short time, the school will make every effort to contact you to pick up your child at school. It is important, therefore, that you keep the school informed of your current phone numbers and of where you can be contacted.

Policies for administering first aid within the school system have been formulated by the District Nurse. Very minor injuries will be taken care of by school personnel or by the School Nurse. Parent(s)/legal guardian(s) will be contacted and requested to take over the responsibility for any care that goes beyond “first aid”. It is imperative that the school have emergency phone numbers in case the parent/legal guardian cannot be reached.

School Safety

The personal safety of its students is of great importance to the Anaconda Public Schools. Thus, every possible consideration will be taken to manage and enhance conditions within the schools so that each student can feel secure, safe, and unthreatened. To this end, standard safety precautions will be taken in all areas of the school program and school facility.

Student Insurance

Neither the Anaconda School District nor individual schools provide accident or medical insurance coverage for students. Insurance coverage for students is made available through a private company for a minimum fee. If you do not have insurance, this is an excellent opportunity to provide low cost coverage while your child is at school. Insurance information is distributed at the beginning of the school year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions.

Student Visitor Procedure

No visitors will be allowed inside the school this is to protect instructional time and limit disruptions to the school.

Tobacco Free Building and Grounds

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, vapors and marijuana products (marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping); any other tobacco innovation, including e- cigarettes or similar products.

Use of tobacco products in a public school building or on public school property is prohibited,

unless the use of a tobacco product in a classroom or on other school property as a part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

Violation of the policy by students and staff will be subject to actions outlined in District Discipline policies. Visitors who violate the policy will be asked to discontinue use of the tobacco product or leave the premises. Information about nicotine addiction services and referrals to tobacco cessation programs will be provided to students and staff who have violated school policy. **See Policy 8225 for more detailed information.**

Tuition

The Anaconda School District Board of Trustees annually establishes tuition rates for non-resident students. These rates impact students who do not reside within the Anaconda School District boundaries but who wish to attend school in the Anaconda School District. All tuition payments must be paid at the Anaconda School District Business Office located at 1410 West Park Avenue between 8:00 a.m. and 3:30 p.m., Monday through Friday. Payment of tuition is due on or before the first day of attendance.

Questions regarding tuition may be directed to the District Business Manager at 563-8277, ext. 1702.

Weapons District Policy 3311

Except as provided in 45-8-317 MCA, no person may possess, use, carry, or bring dangerous or deadly weapons on property owned or leased by the school, on school- owned or chartered buses, to school functions whether on or off school property, and to school extracurricular activities. These weapons include, but are not limited to any explosive device, pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knife, slingshot, nunchuck, artificial knuckles, or any substance, or any object used to or threatened to be used as a dangerous or deadly weapon.

Any student found in violation of the sections of this policy pertaining to firearms, including pistols, revolvers, shotguns, rifles, shall be expelled from school by the Board of Trustees for a period of not less than one calendar year (365 days), unless the Board of Trustees determine at an expulsion hearing that an alternate penalty should be applied.

Students violating other sections of this policy applying to dangerous and deadly weapons, but excluding firearms, will be subject to corrective action and/or punishment, including possible suspension or expulsion.

Students may be instructed in the proper legal use of firearms and other weapons included in this policy pursuant to the approval by the District Superintendent or his/her designee.

Firearms used as part of drama events must be replicas. Under no circumstances can the replicas be real weapons, operational or otherwise. Other weapons used in drama events must have approval of the Building Principal. Knives used as part of a course such as those used in home economics, shop and art classes are excluded from the policy unless they are used to

endanger students or staff.

ACADEMIC PROGRAM

Curriculum and Instruction

Curriculum and instruction are of central importance in developing policy and determining goals for Anaconda School District No. 10. Curriculum and instruction is the core of the educational program of the Anaconda School District and exists for the sole purpose of preparing students for life.

Kindergarten Entry Requirements

Montana State law states a child must be five years old on or before September 10th of the current school year in which they enter Kindergarten. A **birth certificate is required at the time of registration as is a record of completed immunizations.** Physical and dental examinations are recommended for children entering the Anaconda Public Schools for the first time as well as students entering seventh grade. Health forms, available in the doctor's office, should be completed and presented to the school at the time of registration.

Libraries

The library is an integral part of the educational program of each elementary and middle school student. The library is staffed with appropriate personnel. In each library, circulation procedures follow standard library practices. Students are responsible for lost or damaged books. Library fines may be sent home upon each individual circumstance or at the end of the school year.

Special Education Services

How Does the Special Education Process Work?

The intent of both Public Law 101 476 IDEA and Montana State law is to offer children with disabilities every educational opportunity to help them become productive and successful members of society.

1. The first step in getting Special Education services is the referral of your child. If your child is having trouble in school or seems to have difficulty learning, you may call your school principal and ask that your child be evaluated for learning problems.
2. An evaluation by a team of professionals is the second step. This evaluation may include academic testing, a physical examination (if needed), and a review of the child's developmental history. Remember, before the school may evaluate your child, they will need your written consent.
3. The third step is a team conference for your child, called the Evaluation Report meeting. You, as a parent and child advocate, are an important part of this team. At

this meeting you will review the evaluation information and determine whether or not your child has a disability or other learning problem.

4. The fourth step in the process is the development and writing of the Individualized Education Program (IEP). The IEP includes general and specific goals for your child during the school year and will address learning needs related to your child's disability. Time frames and specific activities also will be written into each goal. Be sure you know and understand your child's IEP. Here, too, your input is valuable, and you must give your written permission before services may begin.
5. You may request mediation or even a Due Process Hearing at any time if you disagree with the School District about your child's evaluation, IEP, and/or placement in a school program. The purpose of either process is to give both you and the District a chance to be heard to determine the best possible education for your child.

Finally, your child's educational future depends on your active participation in and commitment to this important educational process. Take an active role in order to ensure that your child fully benefits from the many Special Education services now available in the Anaconda Public Schools.

Children with disabilities can learn and become productive members of society. The law now provides help for children with individual differences by outlining specially designed school programs to meet each child's individual needs.

A commitment has been made to recognize the right of **ALL** children to an education in the Anaconda School District.

FOR FURTHER INFORMATION CONTACT:

Special Services Department
1410 West Park Avenue
406-563-6361, ext. 1605

Special Education – Disabilities

The Anaconda School District provides Special Education services in compliance with the Federal Individuals with Disabilities Education Act (IDEA). Because children with disabilities have a wide range of individual needs, many different kinds of Special Education services are available: Nursing Services; Speech Therapy; Audiology; Psychology; Resource Room; Adaptive P.E.; Physical Therapy; Occupational Therapy; Behavior Therapy; Homebound Services; Screening.

Special Education Preschool Program

Children aged 3-5 who have been identified as having a disability under the Individuals with Disabilities Education Act (IDEA), are eligible for special education and related services. Depending on the needs of the child, he or she may be served in their neighborhood school or at the District's Special Education Preschool. The program is non-categorical and serves a wide range of young children with significant delays in speech/language, motor, cognitive, person-social or adaptive skills. The focus is on individual children's strengths, future directions, and needs. The preschool collaborates with Head Start to meet the educational needs of young children.

Screening Program

The screening program in the Anaconda School District involves a variety of personnel and is pertinent to both the regular and special programs of the school district. Immunization status is reviewed by the school nurse. According to state law, students in grades K-12 must be fully immunized and proper documentation must be on file with the School District. **If the child does not have the proper immunization, the child must be excluded from school by state law.** Immunization information should be submitted to the school for appropriate recording. In the spring, students in grades 5 and 7 will be screened for scoliosis by the School Nurse. Students suspected of having spinal abnormalities will be re-screened by volunteer physical therapists. Parent(s)/legal guardian(s) will be notified of suspected abnormalities found at the re-screening. All medical, visual, and other referrals are the responsibility of the parent/guardian, both for choosing the medical professional and all medical/financial costs.

Vision will be screened for all students in kindergarten, 1st, 2nd, 3rd, 5th, 7th, and 9th grades. Teacher, parent/guardian, and student referrals, new and special education students will also be screened. The screening utilizes the Titmus Vision Test for near and distant vision. Original screening is done by trained volunteers, with re-screening by the School Nurse of those not passing. The School Nurse will notify parent/guardian by mail of referrals for professional vision care. The hearing conservation program will screen students in kindergarten, 1st, 2nd, 9th, new students, teacher referrals, students with known hearing losses, and special education students. School District personnel and trained volunteers will conduct the initial screening. Re-screening will be conducted by the regional audiologist. Referrals for medical and/or audiological follow-up will be handled by the audiologist from the Hearing Conservation Program.

A dental screening of students in kindergarten and 1st grade will be conducted by our local dentists under guidelines of the State Dental Bureau. Each child will be provided with a report of the dentist's findings for parent/guardian review.

Height and weight screenings are conducted in all elementary schools in the fall and spring. The information is assessed by the School Nurse and appropriate referrals are made through the parent/guardian. The School Nurse will also review the general health histories of all students and make the appropriate referrals when necessary.

During the Spring, the Anaconda School District will conduct the Child Find Clinic for preschool students (ages birth to 5 years) who are not yet enrolled in any service offered by the Anaconda School District. Additional information is available by calling the Special Services Office at 563-5269, ext. 1508.

Title I

The Title I program is provided for those students attending Title I identified schools. Students who need assistance to get full value out of the learning process in the traditional classroom setting are provided additional assistance through the Title I program. Instruction is given in the areas of reading, mathematics, and language. Title I schools are selected according to a targeting procedure set up by the Montana Office of Public Instruction under the guidelines of the U.S. Department of Education. Pursuant to Section 1111(h)(6)(A) of Title 1, Part A of No Child Left Behind, you may request the following information regarding your student's

classroom teacher(s):

1. Whether the teacher has met State qualifications and licensing criteria for the grade level(s) and subject areas in which the teacher(s) provide instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certificate or degree; and/or whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information for your student's classroom teacher(s), please send a written request to the Superintendent at 1410 West Park Avenue, Anaconda, MT 59711. Please specify your student's full name, the school he/she attends, your name, and the address where the response can be mailed. The District will provide this information in a timely manner in understandable language and the uniform format.

INTERNET USE

Anaconda School District No. 10 uses voice, data, and video electronic communication systems that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These internet/network resources provide students and staff access to electronic resources, and are to be used for educational purposes. Communication over district networks is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE: District Policy
3612,3612P and 3612F

The use of the Internet must be in support of education or research and adhere to the education goals and objectives of Anaconda School District No.

10. While some material accessible via the internet may contain information that is inappropriate or inaccurate, Anaconda School District No. 10 believes that the benefits to students exceed the disadvantages. To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter Internet access to inappropriate information.

Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Access to Electronic Information, Services, and Networks Agreement. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

A username and password may be assigned to those students whose parent(s)/legal guardian(s) have signed the Electronic Information, Services, and Networks Agreement that is located in the back of the handbook in the forms section and returned to the school. Sharing assigned passwords is a violation of the agreement. Student files may be monitored or supervised by authorized staff.

Appropriate Use of the Internet:

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

- Do not view, send, or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and parent/guardian to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments.
- Do not download or play games; access, download or print game cheat codes, participate in dating sites, subscribe to or access listservs; download music files, check, send or receive email or use any messaging service such as Instant Messenger, unless prior permission is granted by a teacher. All activities must be consistent with the educational goals of the school district.
- Do not share Internet passwords. If you are assigned a password, it is to be used by you only.
- Do not post messages to bulletin boards or other sites unless prior permission is granted and the activity is authorized by a teacher.
- Do not give out any personal information including names, addresses, phone numbers, email addresses, or credit card information pertaining to yourself or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities unless the activity is in support of the educational mission of the District and is authorized and supervised by a teacher.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not use district resources to create, manage, or access personal web pages that are not related to the educational goals of the District.

Consequences for Inappropriate Use of the Internet:

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

following:

- A warning followed by re-clarification of the appropriate use guidelines.
- Loss of Internet access privileges
- Notification of parent(s)/legal guardian(s) and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Note: Students who have lost Internet or network privileges may not use personal equipment at school in lieu of district or school equipment.

Terms & Conditions for Technology Network & Equipment Access &

Use:

Anaconda School District No. 10 provides a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include tablets, computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas. If a student loses or causes damage to a device (even accidentally), he/she will incur the cost of the repair or the entire cost to replace the lost device.

Appropriate Use of Networks and Technology Equipment:

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

- Do not intentionally damage computers, computer systems, or computer networks.
- Take special care with the physical facilities, hardware, software, and furnishings. Do not remove/move, unplug, alter, or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Be sensitive to the ease of spreading viruses and take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to District technology resources or any other technology resources.
- Do not attempt to gain access to the District or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install, or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the "Access to Electronic Information, Services, and Networks Agreement." Do not alter, view or change computer settings or computer system configurations in any way.
- Do not alter, damage or vandalize District technology equipment or software in any way.

Consequences for Inappropriate Use of Networks or Technology Equipment:

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

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

Severe infractions may be referred to the proper authorities for violation of MCA 45-6-311, “Unlawful Use of a Computer”.

“Unlawful Use of a Computer” states:

1. A person commits the offense of unlawful use of a computer if the person knowingly or purposely:
 - a. obtains the use of any computer, computer system, or computer network without consent of the owner.
 - b. alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or
 - c. obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.
2. A person convicted of the offense of unlawful use of a computer involving property not exceeding \$1,000 in value shall be fined not to exceed \$1,000 or shall be imprisoned in the county jail for a term not to exceed six (6) months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding \$1,000 in value shall be fined not more than 2½ time the value of the property used, altered, destroyed, or both.

School-specific oriented material will be sent home with each student.

In any situation not explicitly covered in this Handbook, School Laws of Montana and School Board Policy of Anaconda School District No.10 shall be followed.

ANACONDA PUBLIC SCHOOLS

ELEMENTARY HANDBOOK AND DISTRICT FORMS

Harassment/Intimidation/Bullying Reporting Form for Students

School _____ Date _____

Student's name: _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

a) Who was responsible for the harassment or incident(s)

b) Describe the incident(s).

c) Date(s), time(s), and place(s) the incident(s) occurred. _____

d) Were other individuals involved in the incident(s)? yes no

If so, name the individual(s) and explain their roles. _____

e) Did anyone witness the incident(s)? yes no

Please name the witness(es) _____

f) Did you take any action in response to the incident? yes no

If yes, what action did you take? _____

g) Were there any prior incidents? yes no

If so, describe any prior incidents _____

Signature of complainant

Anaconda Public Schools Volunteer Application Form

Fill out and Return to the district office. Fingerprints and background checks are required. Volunteers will be notified once they are approved.

Name:

Cell:

Mailing Address:

1) Experience: Please list any previous paid/volunteer experience with students.

2) Availability: Please indicate the days & times you would be available.

3) Areas of Interest: Please list areas or activities you would be interested in being a volunteer.

Please Answer:

Have you ever pleaded guilty to, or have you ever been convicted of, any violation of criminal law, including criminal convictions resulting in a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted)? Yes No

If yes, describe in full on a separate sheet and attach to this application.

Answering "yes"

may not prevent approval. All circumstances will be considered.

Read and Sign:

I understand I will be working as a volunteer with students and know of no reason why I should not work in this capacity. I agree to fulfill the volunteer responsibilities outlined on Page 2 of this application. I affirm the information I have provided is accurate. I understand I will have to complete the fingerprint and background check per District Policy 5430 before I can be a volunteer.

Signature: _____

Date: _____

ANACONDA PUBLIC SCHOOLS – VOLUNTEER

These guidelines are intended to underscore the importance of volunteers and the role they play in supporting education in the Anaconda Schools. We appreciate volunteers and the services they provide to students and staff. We are committed to doing the best we can to provide a productive and rewarding experience for all Anaconda School Volunteers.

As an Anaconda School District Volunteer, I will:

- Maintain confidentiality of sensitive information.
- Assume responsibility for familiarizing myself with & observing the rules policies and procedures of the school & district.
- Interact with all staff and students in a courteous, cordial manner and expect the same in return.
- Perform the duties and responsibilities assigned to me to the best of my ability.
- Inform my school contact if I am unable to work.

As an Anaconda School District volunteer, I agree to the following:

1. Supervision and training for my volunteer work assignment provided by designated school personnel.
2. Begin provided an assignment compatible with my skills & interests.
3. Stay informed by reading school newsletters, bulletins and/or the school website.
4. Receive feedback regarding my performance.
5. Read and follow the school's rules and policies.
6. Keep accurate records of my volunteer time and report them to the appropriate school personnel.
7. Suggest new assignments or alternative assignments as appropriate.

Administrator: A copy of this form MUST be submitted to the Superintendent's office prior to volunteer participation. The fingerprint and background check MUST be completed prior to volunteer participation.

Anaconda Public Schools Parent/Guardian Permission Form/Agreement

Student Name: _____ Grade: _____

This form/agreement will remain in force for the 2023-2024 school year. If at any time you would like to make changes, please contact your student's school.

Parent/Legal Guardian: Please read the handbook information relating to the topics below before completing this form/agreement. Once you have read the information provided, please mark your choices, sign the form/agreement and return to the student's school office by September 15.

- I give permission for my student to attend field trips. yes no
- I have read and understand the Weapons Policy yes no
- I have read, signed and understand the Access to Electronic Information, Services, and Network Agreement and I give permission for my student to use the Internet. My student agrees to abide by the rules described herein. yes no
- I give permission for photographs and/or filming by the news media or the School District. yes no
- I give my permission for my student's name, personal statistics, picture and work ,to be published on the District and/or School website, local newspapers and/or radio station for recognition of awards and achievements. yes no
- I have read and agreed to the bus rules as distributed. yes no
- I have read and understand the Student/Parent Handbook. yes no
- I have read and understand the Code of Conduct. yes no
- I give permission for the District and/or school to use my child's picture and work for Social Media. yes no

Parent/Legal Guardian Signature

Date

Student Signature (where applicable)

Date

FMIS Technology and Chromebook Agreement

The following are procedures and expectations regarding chromebook and technology use for Fred Moody Intermediate School. This agreement ensures that students are responsible for their chromebooks and outlines procedures if expectations are not met. A previous letter was sent home regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612).

FMIS Chromebook/Technology Expectations and Procedures FAQ's

- ***What happens if my chromebook breaks such as a key getting ripped off or a broken screen, camera, etc?***

If your chromebook gets broken, students need to let their advisory teacher know. Their teacher will send in a work ticket to the IT department to get it fixed. Then the student and their parents will be billed for the cost of the part that was fixed. Students can borrow a chromebook for the class period they are in and return it at the end of the period. They will not travel with a borrowed chromebook to different classes.

- ***What happens if my chromebook is lost, stolen, or broken beyond repair?***

If a student loses or breaks their chromebook beyond repair, the student and their parents will be billed for the cost of a new chromebook. Students will be issued a new chromebook and will be responsible for taking care of it.

- ***What do I do if I need to take my Chromebook home for homework or if I am home sick?***

If a student needs to take their chromebook home for homework, he/she needs to check it out with their advisory teacher. It then needs to be brought back the next day. If it is not returned then there are two options: 1. The student will need to complete assignments in their classes on paper or 2. They may borrow a chromebook for the duration of the class period to work on assignments. Both of these options are at the discretion of the teacher.

If students are home sick and wish to complete assignments, they need to have a parent come pick up their chromebook and other supplies from the office and log in to classes at the appropriate times. Teachers will be in contact for specific classroom instructions.

I have read and understand the expectations and policies set forth by Fred Moody Intermediate School and the Anaconda School District.

Parent/Guardian Name: _____ Date: _____

Anaconda School District

ELEMENTARY HANDBOOK ACKNOWLEDGEMENT FORM

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student/parents from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Student

I understand and will abide by Anaconda School District No.10's Elementary Handbook and District Policies. I understand that in failure to follow these policies, school disciplinary action may be taken, according to school and district policies.

Parent

As parents or guardians of this student, I have read, understand and will abide by Anaconda School District No.10's Elementary Handbook and District Policies. I understand that in failure to follow these policies, school disciplinary action may be taken, according to school and district policies.

Name of Student: _____ Student's School: _____

Parent/Guardian Name: _____

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____