



BELGRADE SCHOOL DISTRICT

2017-2018

Elementary Student Handbook



312 N. Weaver Belgrade, MT 59714 | Ph:406-388-6951

Official District Website: BSD44.org

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Administration Contact Information

Belgrade Elementary Schools

Heck/Quaw Elementary School

Principal: ***Mrs. Lori Degenhart***

308 N. Broadway

Belgrade, Mt 59714

(406) 924-2120

bsd44.org/heck-quaw-elementary

facebook.com/heckquawelementary

Ridge View Elementary School

Principal: ***Mr. Mat Johnston***

117 Green Belt Drive

Belgrade, Mt 59714

(406) 924-2037

bsd44.org/ridge-view-elementary

facebook.com/belgraderidgeviewelementary

Saddle Peak Elementary

Principal: ***Mrs. Barbara Frank***

400 Jackrabbit Rd

Belgrade, MT 59714

(406) 924-2760

bsd44.org/saddle-peak-elementary

facebook.com/saddlepeakelementary

District Contacts

Superintendent: ***Mr. Leland Stocker***

(406) 924-2006

Special Education

(406) 924-2007

312 N. Weaver

Belgrade, MT 59714

BSD44.org

Facebook.com/belgradeschools

Applicability of the Handbook

The District guidelines, policies and procedures in this handbook replaces any previous manuals, internal practices and procedures and existing practices that are in violation or contradiction of the information contained in this handbook. The handbook does not replace or supersede Board of Trustee Policies, Montana Office of Public Instruction (OPI) regulations or state and federal law. If this handbook conflicts with federal or state law, or an agency rule, the law and agency rule will apply. If there is a conflict between school building policy and the handbook, the handbook and its content shall apply.

If you have questions about this handbook, contact your school principal.

Exceptions to the Manual

The District Superintendent, at his or her discretion, can make exceptions to the procedures listed in this handbook. The Board of Trustees, at their discretion, can make exceptions to the policies in this handbook. Exceptions will be made on a case by case basis and will be considered an exception to the policies and procedures.

Exceptions will be clarified in writing to the students/parents and will be reported to the Board of Trustees. If the exception(s) made will affect the future implementation of the policy or procedure, an addendum to this manual and included for future reference. If the exception affects Board Policy, the revisions will be made to the policy, approved by the Board and published. School Board Policies can be accessed on the School District Website, <http://www.bsd44.org/> under Human Resources, Belgrade School Board Policies.

Attendance

STUDENT AM DROP OFF TIME

Saddle Peak: Playground supervision begins at 7:40am. Breakfast is served to all students in the classroom after the 8:15 bell.

Heck/Quaw & Ridge View: Playground supervision begins at 8:00am for Heck/Quaw and Ridge View Elementary. Please do not drop students off at school before 8:00am unless they are eating breakfast (paid breakfast options available beginning at 7:30am in the school's cafeteria). For more information regarding meal options, visit <https://www.bsd44.org/menus/>

The school day begins for all three elementary schools at 8:15 (4th Grade) and 8:20 (K-3rd Grade).

STUDENT PM PICK UP TIME

The school day for all three elementary schools ends at **3:15**. Students should be picked up within 5 minutes of school's dismissal. Please contact your school office if an emergency prevents you from meeting your child on time.

LEAVING SCHOOL DURING SCHOOL HOURS

If a student needs to be excused early from school for any reason, the parent or guardian should send a note stating the time and reason that the student will leave. Parents are required to sign the child out at the office during school hours.

ILLNESS

If your child is ill he/she is better off at home. The first stages of many diseases are dangerous for your child and others in the classroom. **If your child is absent from school, please call the school office before 9:00 a.m.** When

he/she returns, a note explaining the illness should be presented to the teacher of his or her classroom. Your child should be free of fever for at least one day before returning to school. When a child is too ill to go outside at recess he/she is too ill to be at school. The general welfare of all students is best served by regular and prompt attendance. Extended absences or regular absenteeism is detrimental to individual skill development.

COLD WEATHER POLICIES

Recess for students will be outside unless the temperature is below zero degrees. On-site wind chill, humidity, and precipitation are all factors that will be considered when determining whether students should be outside and for what length of time. The principal or outside supervisors can make the decision to have children come inside. If the temperature is below 50 degrees, your child must wear another layer of clothing (sweatshirt, light jacket, etc.). Parents - please be aware of the weather forecast and send adequate clothing with your child to protect him or her from Montana weather.

AFTER SCHOOL PROGRAM

Each elementary school has its own after-school program. This program provides an opportunity for parent-paid after-school childcare. Please contact your school office for information about the after school programs.

APPROPRIATE CLOTHING

Students are to wear clothing that is modest:

- Shorts and skirts must be mid-thigh in length
- No see-through tops without a full undershirt
- No crop (belly) shirts, spaghetti string tops or halter tops

Also, students are not to wear any clothing that advertises alcohol or tobacco products or displays inappropriate or insulting language. Students wearing inappropriate clothing will be asked to change. Jewelry or other accessories that are a distraction to students should not be brought to school.

LOST AND FOUND

All clothing, equipment and backpacks should be plainly marked with names.

Unclaimed clothing and articles are put in the lost and found. Unclaimed articles are donated to local charities at the end of each quarter so please check often.

SCHOOL TRANSPORTATION SERVICE

Thank you for trusting us with your child's school transportation needs. While we strive to provide your family and children with the safest and most enjoyable transportation experience possible, we are simply unable to succeed without parent support and cooperation. Please help keep our bus environment SAFE, RESPECTFUL and RESPONSIBLE for the 1,800 students we service each day. If you have any questions or suggestions concerning student transportation, please feel free to call us at 406-388-0572.

PARENT/GUARDIAN GUIDE TO SCHOOL BUS SERVICE:

1. Please know school bus service is intended to be an extension of your child's school day and is available only to families who are determined to be eligible and are willing to accept the established rules, expectations, and consequences associated with the service.
2. Determination of routes, route assignments, bus stops, and bus stop times are based on overall benefit rather than any individual or family need.

3. In order to receive bus service, your child's primary residence must be at least 3 miles from the school in which your child is enrolled.
4. The district reserves the right to establish school boundaries and assign students based on district need.
5. A completed bus registration form with a parent/guardian signature is required to initiate new bus service or request changes to existing bus service.
6. All students are limited to only 1 regular pick up location and 1 regular drop off location at any given time.
7. Elementary students in grades K and 1st require a parent, guardian, or authorized individual to meet them at the home bus stop.
8. A parent/guardian or designated adult's signature is required for home delivery of all special needs PK students and students assigned to special needs transportation buses.
9. Due to conditions beyond the bus driver's control, pick-up times can vary up to 5 minutes. Students are required to be at the bus stop at least 5 minutes prior to their scheduled pickup time.
10. Bus Drivers are prohibited from conversing with parents at the bus stop for safety and scheduling purposes. Please call the Transportation Facility to talk with your child's bus driver or other transportation official.
11. For SAFETY purposes, no student will be allowed off the bus at a location other than their regularly assigned bus stop or school bus zone without parent approval. Parents wanting to check their child directly off the bus may do so at any preapproved bus stop
12. Due to the near full capacities of our buses, we ask that you limit the number of guests your child brings home to no more than one guest. Large carry-on items that cannot be stowed under a seat or on your child's lap may be prohibited.
13. Students are approved to eat or drink on the bus provided that it is done so in a responsible manner.
14. Animals, reptiles, and insects other than documented service animals are strictly prohibited on the bus.
15. At the home bus stop, students are considered to have missed the bus once the bus resumes motion.
16. At school, students are considered to have missed the bus once the bus has entered a public roadway.
17. Crossover students waiting to load or discharge from the bus are required to wait to cross the road until they have looked both ways for traffic and the bus driver has given them a clear signal to proceed.
18. In the event that a student is issued a bus conduct report, a parent or legal guardian must sign the student copy and return it to the driver before bus privileges can resume. By signing, the parent is simply documenting receipt of the conduct form and NOT acknowledging acceptance of the behavior concern.
19. Students are approved to use electronic devices on the bus provided that they are used responsibly.
20. The bus driver is authorized to assign student seating on the bus without the need to provide formal behavior documentation or parent/guardian approval.
21. Video and audio surveillance employed to help document the bus environment. Due to the limited effectiveness of bus surveillance, student behavior incidents often include witness statements.
22. For a full description of school bus service, please go on-line to www.bsd44.org or call us at 388-0572.

LUNCH AND BREAKFAST PROGRAMS

Current lunch prices will be available after August 15th for each school year. Only enrolled students may regularly eat at school. We invite parents to eat lunch with their child, but please call in advance so we can get an accurate count.

HECK/QUAW & RIDGE VIEW: Breakfast is served from 7:30 – 8:15. **(Please do not have your children arrive for breakfast prior to this time as there is no supervision.)** Playgrounds are supervised beginning at 8:00 am.

SADDLE PEAK: Breakfast is served to all students in the classroom after the 8:15 bell. Playground supervision begins at 7:40am.

Money for lunch should be turned in to the homeroom teacher or the office. Please pay for meals in advance. Students with a negative balance at the end of the quarter will have report cards held.

Applications for free or reduced price breakfasts/lunches can be downloaded at <https://www.bsd44.org/menus/> or you may request an application from the school front office.

STUDENT BEHAVIOR

To help us achieve our goal of improving student behavior in the common areas of the school our school staff will:

- Teach specific behaviors.
- Have a system of rewards and consequences.
- Teach manners and respect throughout the school year.

ELECTRONIC DEVICE POLICY

Electronic Devices, such as Cell Phones, Wrist phones, Laptops/Tablets, MP3 players, iPods and handheld games, are not allowed at school. **The school district is not responsible for lost or stolen items that are prohibited from school.**

STUDENT TELEPHONE CALLS

Please be sure that before your child leaves home in the morning, he/she knows what the arrangements are for after school. A school telephone is available for emergency calls only. **Cell phones and wrist phones, which are discouraged from being brought to school, must be turned off and stored in a backpack during the school day.** The school district is not responsible for lost, stolen or broken communication devices.

Bullying/Harassment/Intimidation/Hazing

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

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

3. "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.
4. "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.
 - d. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

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

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

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

Responsibilities

The District Administrator which may include Principal, Assistant Principal or Athletic Director shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. 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 District Administrator which may include Principal, Assistant Principal Athletic Director or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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.

Cross Reference: 3225F	Harassment Reporting Form for Students
Legal Reference: § 20-5-207, MCA	“Bully-Free Montana Act”
§ 20-5-208, MCA	Definition
§ 20-50-209, MCA	Bullying of student prohibited
§ 20-5-210, MCA	Enforcement – exhaustion of administrative remedies
0.55.701(2)(f), ARM	Board of Trustees
10.55.719, ARM	Student Protection Procedures
10.55.801(1)(d), ARM	School Climate

WEAPONS POLICY

Our schools have a very strict policy regarding weapons of any kind. This includes pocket knives of **any size**, and look alike weapons (**toys**) or any type. **WEAPONS MUST NOT BE BROUGHT TO SCHOOL.** Any weapon found at school will be confiscated and locked up until parents have been contacted. Lockers and desks are property of the school and may be searched at any time. Please refer to School Board Policy 3311 (Weapons) and 3310 (Student Discipline).

ALCOHOL/DRUG USE POLICY

Possession, use or distribution of alcohol, tobacco, nicotine device or illicit drugs on school premises or as part of any school-related activity by students or adults is illegal, wrong, harmful and strictly prohibited.

Each year students receive information about the legal, social and health consequences of alcohol and other drug use and how to resist peer pressure.

Disciplinary actions may include:

- Referral to the Student Assistance Program for completion of an approved program which may include Insight Class
- Referral for chemical dependency evaluation
- Referral for completion of an appropriate rehabilitation program
- Counseling
- Suspension from school
- Referral for prosecution

- Referral for possible expulsion

Information and counseling on alcohol, tobacco and other drug problems is available to students through their school counselors, who can also provide referrals to professional counselors within the community. (Copies of the complete policy are available at the high school office).

CLASSROOM VISITS / VOLUNTEERS

Parents are encouraged to visit classes to learn first-hand about our educational programs. Please make arrangements prior to your visit. A “Visitor Pass” will be given to you when you come in the office and **MUST** be worn while you’re in the school. The classroom teacher has the responsibility to schedule parent volunteers.

Please let the teacher or office know if you have time that you could use to assist at school. Parents should not expect to be able to visit classrooms in order to assess teachers for the coming school year.

PARTIES

The classroom teacher must approve parties for students in advance. We are conscientious about preserving instructional time, so birthday recognition will be very limited. The principal must approve any parties for adults within the school. Sales parties are prohibited during school hours.

DISTRIBUTION OF MATERIALS

Materials that advertise a private business or promote a religious organization will not be sent home with children. Flyers that promote a child-oriented activity or business (e.g. sports camps, art classes) may be made available to students in the office. All advertisements must have prior approval by the Superintendent and be pre-sorted.

PARENT-TEACHER GROUPS

(HECK-QUAW PTK, RIDGEVIEW PTC, SADDLE PEAK PTX)

The goals of the organization are:

- To enhance the education of children in the Belgrade Schools
- To promote and foster positive parent/teacher/child relationships through active school and community involvement
- To promote communication between the school and community
- To raise funds to achieve the above goals

Please look for information in newsletters about this important organization and become involved with this group. Meetings are usually held monthly. Watch for flyers announcing the meeting times.

CURRICULUM HIGHLIGHTS

Our school curriculum stresses the acquisition of Montana State Standards along with the development of thinking skills. We will provide students with knowledge and also bridge the gap so that students will apply their knowledge to solve problems. Our emphasis is on reading and math. An overview of the school curricula is available upon request from our district Curriculum Director at 924-2008.

INFINITE CAMPUS PORTAL

The computer software program that keeps the database for each student contains a Parent Portal that makes real time student information (including academic progress) accessible for parents and students. If a

parent/guardian feels they should have portal access, they should contact the school. Access to the portal will be through the school's website at www.bsd44.org.

PERMANENT RECORDS

Belgrade Elementary Schools keep school records on all students. Generally speaking, the student record file includes attendance data on each school year, grades, standardized test score results, their reading file and medical information such as immunizations, vision, and hearing screening profiles. Parents who wish to inspect and review their student's educational record should request an appointment by contacting the Building Principal.

The parent of the student who believes that information contained in their child's educational record is inaccurate or misleading or violates the privacy of the rights of the student may request the school district amend the file. The school district then decides whether to amend them in accordance with the request within a reasonable period of time. If the school district decides to refuse to amend these records, the parent will be informed and advised they have a right to a hearing. (FERPA, Reg. 99.20)

A law mandates proof of immunization for all students enrolling in any new school. When leaving the Belgrade System be sure to request a copy of your child's immunization records.

STUDENT DIRECTORY INFORMATION

The school district chooses not to disclose personal information from the educational records of any student who is in attendance in the Belgrade School District without written consent of parents.

CUSTODY ARRANGEMENTS

If you have specific custodial rights that the school should be aware of, bring the proper documentation to the office so it can be copied and filed. We cannot restrict visits without legal documentation.

CHILD PROTECTION

School personnel are **required** by state law to report suspected child abuse when evidence is brought to their attention. After the report is made, the case is under the jurisdiction of the Department of Family Services or local law enforcement agencies. Agencies have legal authority to visit with students at school about reported abuse/neglect. Parental contact should be made by these agencies after visitation.

STUDENT SERVICES

COUNSELING PROGRAM

Belgrade Elementary Schools offer the following:

- classroom presentations
- group counseling
- individual counseling of a limited scope

Faculty, parents or a student may make referrals. Students who see the counselor on a regular basis must have a signed parent permission slip.

DISABILITIES PLAN/SERVICES

- Section 504 of the Rehabilitation Act of 1973 is designed to ensure that individuals with disabilities are not excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program, organization, or activity receiving federal financial assistance, such as a public school district.
- Section 504 does require school districts to reasonably accommodate students with disabilities so that they may receive the benefits of the school district's educational programs. Reasonable accommodations do not require major or substantial modification in the school district's program.
- A Section 504 Plan is a written plan that outlines accommodations that are necessary in order for a person with a handicap to be able to access general education services.
- Such plans are developed through the Student Study Team (SST) process at the school sites or by the request of a parent(s).
- Qualification for a 504 Accommodation Plan requires an evaluation to determine eligibility by either a physician or Belgrade Public Schools.
- What is required for the Section 504 evaluation and placement is determined by the type of disability believed to be present and the type of services that the student may need.
- Section 504 requirements are a function and requirement of the general education program. Not special education. There is no funding associated with Section 504.
- The implementation of an effective Section 504 Accommodation Plan may reduce the need for and consideration of special education IDEA services.
- Accommodations in the Section 504 Plan are related to the way in which the disability affects the individual student's learning. The accommodations and modifications should provide alternatives to support the student to benefit from and access his or her education program.
- To make a Section 504 referral for your child, please contact the building 504 Coordinator (principal) or Director of Special Education who is the District Section 504 Coordinator.

(For more information see Policy 2162)

FEDERAL GRANTS

Each year the school district receives grant money from various agencies to enhance or enrich existing educational programs. Examples are ESEA Title 6 (Block Grant), Dwight D. Eisenhower (math/science), and Carl Perkins grants. If you have ideas about how this money could be utilized or would like more information regarding its use, please call the Administration Office, 924-2019.

Title IX of Education Amendments of 1972 and Sexual Harassment

Title IX prohibits discrimination on the basis of sex in education programs and activities. No student, on the basis of sex, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will 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. Title IX also prohibits gender based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping. Sexual harassment is a form of sex discrimination and is prohibited. Any student, parent or visitor with questions or concerns about sex discrimination or sexual harassment should contact the Belgrade School District Title IX Coordinator in the

Administration Building, 312 N. Weaver, 406-924-2025 or hrbsd@belgradeschools.com School Board Policy #3225 & #3210

Non Discrimination/Equal Opportunity

Belgrade School District is committed to providing a learning environment and equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. Any student or participant in School District activities who believes she or he is subject to discrimination in violation of District policies may file a complaint with the Principal, School Counselor, other School Administrator or the Human Resources/Title IX Coordinator in the Administration Office, 312 N. Weaver or hrbsd@belgradeschools.com School District Policy #3210

HEALTH INFORMATION

Immunizations

In order to attend Belgrade Schools, students must have either a) the required immunizations by Montana law and documentation of such, or b) have completed the appropriate exemption or conditional attendance documentation. Parents claiming a Religious Exemption for their child must submit the appropriate form that has been signed, sworn to, and notarized at the start of every school year. Please contact the school nurse (Connie Bengtson, RN) at 406-924-2211 for immunization questions.

School immunization requirements and related forms may be found by going to the School Health Services tab on the Belgrade Schools website, or <http://www.bsd44.org/school-health-services/>.

Head Lice

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

The head louse is a parasitic insect that is most commonly found to infect children in the elementary years. Close contact (such as from sleep overs) is typically a means of spreading the infection. For more information please go to the School Health Services tab on our website (<http://www.bsd44.org/school-health-services/>).

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. Belgrade Schools have a protocol that when live lice are found on a child's head, the child is sent home for treatment. Children can return to school as long as there are no live lice and the nits (or egg sacs) are being removed at home.

Asbestos Management

The Asbestos Hazard Emergency Response Act of 1989 enacted by Congress requires schools to notify parents about our school's asbestos management plan. In the Heck/Quaw buildings, asbestos has been removed that was endangering the students or staff health. More asbestos will be removed in stages in other parts of the buildings. If you have any questions or want to view the management plans in the school offices, please contact Scott MacFarlane at 924-2011.

MEDICATION POLICY

The medication policy at Belgrade Schools allows for the legal and safe administration of medications to students. This is used whenever parents cannot administer the medication themselves at home, or come into the school to do so.

Please note the following guidelines:

PRESCRIPTIONS

- Prescription medications require a **Physician Order** (most physician offices have these).
- Make sure the **Physician Order** is completely filled out and signed by both the MD and you.
- Administer the initial dose at home in case of adverse reactions (for new prescriptions).
- Bring the medication to school in the **ORIGINAL CONTAINER** (pharmacies will provide duplicates).
- Students with asthma/severe allergy may carry their inhaler/Epipen when the **Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication** form is completed.

EMERGENCY USE OF EPINEPHRINE AUTO-INJECTORS

- Each school now maintains a stock supply of auto injectable epinephrine to be administered by the school nurse or other authorized personnel to a student or nonstudent as needed for actual or perceived anaphylaxis (life-threatening allergic reaction). **This medication is intended for any person suffering their first episode of anaphylaxis while at school. If your child has a severe allergy that staff is not aware of please contact the school nurse. ***

NON-PRESCRIPTION

- Over the counter (OTC), or nonprescription medication does not require a physician signature, but the parent/legal guardian must fill out a **Permission For Non-Prescription Medication To Be Taken At School** form
- Bring in the above medication in the **ORIGINAL CONTAINER** clearly marked with your child's name.

Do not send your child to school with medication in their pockets, backpacks, etc. as this leads to problems if the medication is lost, given to another student, or misused.

Thank you for following these guidelines. If you have any questions, please contact your school office, or the school nurse: Connie Bengtson, RN at 406-924-2211 OR Jennifer Rigard, RN at 406-924-2513

To download copies of any medication forms please go to the Belgrade District website (www.bsd44.org) and click on the **Families** tab on top, then **Parent Links**, then **School Health Services**.

The Belgrade Schools protocol for use of auto injectable epinephrine (EpiPen) is available upon request. Please notify your child's building administrator or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

Belgrade Emergency Operations Plan (EOP)

In the event of an emergency or Drill affecting a part (or all) of the school population, the district has created an emergency operations plan (EOP) to identify and respond to incidents. The EOP outlines the responsibilities and

duties of Belgrade Schools and its employees. In order to help parents understand and be able to assist with any given incident, it is important for them to know the basics.

Fire - In this event staff and students leave the school to go to the evacuation site.

Evacuation- In this event staff and students leave the school and go to an off-campus location.

Earthquake- In this event staff and students may need to evacuate to an alternate location/evacuation site.

Shelter in Place – The idea behind the shelter-in-place procedures is to keep students and staff confined within the building at a heightened sense of awareness. An event causing a shelter-in-place could result from natural disasters, power outages or police/fire activity in the vicinity. Depending on the circumstances, lockdown or possible evacuation may follow.

Lockdown - The purpose of a school lockdown is to protect students and staff in the event of a threat inside the building or on school grounds. Students are absolutely NOT allowed to use their cell phones and they remain inside their classrooms behind locked doors. For your child's safety, parents are not allowed to pick up child (or come into building) until lockdown is over.

Parent Responsibility

1. Make sure your child's school has updated contact information AT ALL TIMES.
2. If students and staff need to evacuate, any medication your child has at the school will be brought along.
3. Please listen for an automated message to come through on your phone about the incident at hand. DO NOT call your child's school(s) as this will tie up needed phone lines.
4. Be prepared for more information to come out through other means (radio, website, etc.).

Procedure for Picking up your child after an Incident

1. Report to assigned area. This location will vary depending on the situation and will be made available.
2. A picture I.D. of the parent (or guardian) will be required at all times by the person in charge.
3. A school designee will go to the student assembly area to get your child/ren.
4. Parent/guardian will be asked to sign a form indicating they picked up their child/ren.
5. If the child is in the first aid area the parent/guardian will be escorted to that area.

DISTRICT POLICIES

Listed below are Belgrade School District Policy numbers, titles and a brief description for policies which most directly impact students at our school. To access any of these policies in their entirety please go to the website: www.bsd44.org/administration/boad-policies or contact the district office at 388-6951.

2000 Series

- 2100 - School Year Calendar & Day: guidelines for developing an annual calendar
- 2132 - Student & Family Privacy Rights: safeguards of student information
- 2140 - Guidance & Counseling: goals of counseling program
- 2160 - Title I Parent Involvement: district's commitment to involving Title 1 parents
- 2161 - Special Education: commitment to provide services to identified students
- 2162 - Section 504: program that provides accommodations to people with life challenges that impact a

major life activity

- 2121 - School Closure: procedure for closing school and notifying families
- 2309 - Library Materials: access to library materials and right to issue fines
- 2311 - Instructional Materials: criteria for selecting instructional materials
- 2320 - Field Trips, Excursions Outdoor Education: guidelines for student trips
- 2332 - Religion & Religious Activities: guidelines for religious activities at school
- 2420 - Grading and Progress Reports: commitment to providing reports to parents
- 2421 - Promotion & Retention: timeline for making retention decisions
- 2430 – Homework: purpose of assigned homework
- 2500 - LEP Program: services for students who are not native English speakers

3000 Series

- 3120 - Compulsory Attendance: required attendance ages and criteria
- 3122 - Attendance Policy: rationale for responsible attendance
- 3125 - Homeless Children: definition of homeless and accommodations provided
- 3200 - Student Rights and Responsibilities: assurances of legal and ethical treatment
- 3210 - Equal Education: assurances of nondiscrimination
- 3224 - Student Dress: criteria for student attire at school
- 3225 - Sexual Harassment/Intimidation of Students: definition and process to follow for harassment incidents
- 3225F - Harassment Reporting Form for Students: form to report harassment
- 3226 - Bullying/Harassment/Intimidation/Hazing: procedures and rationale for dealing bullying incidents
- 3231 - Searches & Seizure: rights of district personnel to perform searches
- 3300 - Suspension & Expulsion: ability of school to suspend and expel students
- 3310 - Student Discipline: discipline philosophy and guidelines
- 3311 - Firearms & Weapons: procedures for dealing with weapon incidents
- 3340 - Extra & Co-Curricular Alcohol, Drug & Tobacco Use: intent of co-curricular programs
- 3345 - Gambling: limitations of gambling at school
- 3410 - Student Health/Physical Screenings/Examinations: district's right to screen students for health issues
- 3413 - Student Immunization: regulations for immunizations
- 3416 - Administering Medicines to Students: protocol for medication
- 3416F - Self-administer Asthma, Severe Allergy: form required to keep medicine on person
- 3440 - Removal of Student during School Day: guidelines for removing non-compliant student
- 3500 - Student Fees, Fines, Charges: right to issue charges for services / damage
- 3612P - Acceptable use of electronic networks: terms and conditions for a variety of electronic network related situations
- 3612F - Internet access Conduct Agreement: form to secure permission to access web

8000 Series

- 8124 - Student conduct on busses: district's rights to direct behavior on busses
- 8320 - Property Damage: insurance and limitations of liability for items on district property
- 8450 – AED: liability limits and protocol for school-based defibrillators
- 8225 - Tobacco Free Policy: limitations of tobacco on district property
- 8132 - Activity Trips: operations of transportation for extracurricular trips

PLEASE SIGN AND RETURN:

The following forms on pages 18-20



Computer Use and Online Data Storage Permission Form

PantherNet is the Belgrade School District’s network that gives access to the internet using district equipment.

1. All use of PantherNet must support the educational curriculum and will be monitored.
2. All communication and information using PantherNet is public. All users have no expectation of privacy and may be monitored by District staff or by federal, state, or local law enforcement staff.
3. Accounts shall not be shared and are the responsibility of the authorized user (this includes damages caused by misuse of the access).
4. Computer use must comply with current copyright laws.
5. Postings meant to harm, offend, threaten, injure, cause embarrassment, or infringe on the rights of Belgrade Public Schools’ employees/students is prohibited.
6. Tampering with hardware and/or software is prohibited.
7. There is to be no bypassing the internet block programs.
8. Violations of this policy will have disciplinary consequences assigned by the teacher and/or principal.

By signing below, I confirm that I have read and understand the following:

Under FERPA (Family Educational Rights and Privacy Act), a student's education records are protected from disclosure to third parties. With regards to COPPA (Children’s Online Privacy Protection Act), I understand that my student's digital work (projects, documents, files, username and password) stored in Microsoft Office 365 and/or G Suites may be accessible to authorized persons to facilitate the working operation of this online environment. I understand that I may ask for my child's account to be removed at any time.

_____ Yes, I give my permission for my child to be assigned a full G-Suites account. This means my child will receive access to the online storage and Apps in Microsoft and Google. I also agree to allow my child to have internet access subject to the above rules. This permission will be in effect for the time that my child is enrolled in the current school in the Belgrade Public Schools.

_____ No, I do not give my permission for my child to be assigned a full G-Suites account. This means my child will not have online access and will not receive access to the online storage and Apps available from Microsoft and Google.

Student Name _____ School: H/Q RV SP MS HS

Student Signature (Grade 5+) _____ Date ____/____/____

Parent/Guardian Signature _____ Date ____/____/____

Google Terms of Use: https://gsuite.google.com/terms/education_privacy.html

Microsoft Terms of Use: <https://www.microsoft.com/en-US/servicesagreement>

(Please return to your child's teacher or school office)



PARENT COMPACT – 2017-18 School Year

School Responsibilities - Belgrade Public Schools will:

1. Provide high-quality curriculum and instruction in a supportive learning environment that enables children to meet Montana’s achievement standards. We will do this by employing only highly-qualified teachers and paraprofessionals, training them and providing quality learning materials.
2. Schedule Parent-Teacher Conferences once annually and discuss together how to enhance your child’s learning.
3. Provide parents with frequent reports (at least four times a year) on your child’s progress.
4. Provide parents reasonable access to staff for consultation and idea sharing. Our district phone and email directory make it easy to contact teachers about your child’s learning.
5. Provide parent opportunities to volunteer and participate in your child’s school, and to observe classroom activities. Check with your child’s teacher for volunteer opportunities.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- *Help your child attend school regularly and on time.*
- *Assist with homework as needed.*
- *Stay informed by reading all communication from school.*
- *Participate, as appropriate, in discussions relating to my children’s education.*
- *Promote positive use of my child’s out of school time.*

Please return to school.

Child’s Name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Please return to your child's teacher or school office)



Media Release Opt Out Form

In this digital age, the schools take many pictures of assemblies, presentations and classroom activities. We use these pictures to record, promote and to celebrate our wonderful students and schools. Pictures can be used on bulletin boards, in slide shows, news publications as well as classroom and district websites.

However, some persons may choose not to have their photos or photos of their children, used and we respect their wishes. Therefore, we are providing this **OPT OUT** form for families who prefer **NOT** to have photographs used by the School District.

IF YOU HAVE NO OBJECTION TO THE SCHOOL USE OF YOUR CHILDREN’S PHOTOGRAPHS, YOU DO NOT NEED TO SIGN OR RETURN THIS FORM.

I **do not wish** for photographs that include members of my family, who are listed below, to be used in a still photograph display, videotape, PowerPoint presentation, television or news production that is produced, used or distributed by Belgrade Public Schools for school purposes in publications, where in print, broadcast or on the internet.

Signature _____ Date _____

This form must be signed by a parent or legal guardian.

Please list all children in your family who are to be included in this OPT OUT request:

1. _____
2. _____
3. _____
4. _____

This form is for the 2017-2018 school year only. Please return this form to your child’s teacher at the beginning of the school year.

(Please return to your child's teacher or school office)