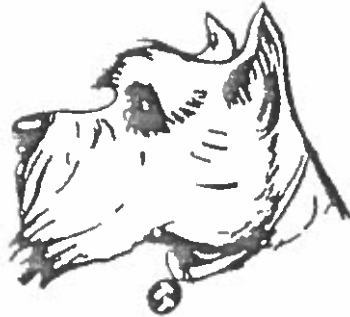


TERRY PUBLIC SCHOOLS, TERRY, MONTANA



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# PARENT STUDENT HANDBOOK

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2019-2020

**Grades K – 6**

[www.terry.k12.mt.us](http://www.terry.k12.mt.us)

406-635-5533



Welcome .....	3
Terry Public School Vision Statement: .....	3
Terry Public School Mission: .....	3
Equal Education/Nondiscrimination .....	3
Release of "Directory Information" .....	3
Daily School Schedule .....	5
Bolin School (GR. K – 3)    Grandey School (GR. 4 – 6) .....	5
Lunch and Afternoon Session .....	5
Afternoon Session .....	5
Days School Will Not Be In Session .....	5
Grading Periods.....	5
Accident Reports .....	6
Activities at School .....	6
Activity Tickets .....	6
Articles Prohibited in School .....	6
Arrival/Dismissal Time.....	7
Attendance.....	7
Bathroom Etiquette .....	8
Behavior (See PAW PRIDE).....	8
Bicycles.....	10
Bus Expectations .....	10
Bus Procedures.....	10
Cell Phones.....	10
Classroom Visits .....	10
Closed Campus Policy.....	10
Complaints by Students/Parents .....	11
Conduct in Hallways (See PAW PRIDE) .....	11
Counseling Program/Counseling Office .....	11
Crosswalks.....	12
Detention – Grandey School .....	12
Dogs and Pets.....	12
Dress Code .....	12

Families and Students in Housing Transition .....	12
Firearms and Weapons .....	13
Food Items.....	14
Homework.....	14
Illness/Communicable Disease.....	14
Immunization .....	15
Lice Policy .....	15
Lost and Found.....	15
Lunch/Breakfast Program .....	16
Medications.....	17
Paw Pride .....	17
Physical Education.....	17
Playground Rules.....	17
Promotion and Retention .....	19
Protection of Student Rights [Policy 2132] .....	20
Search and Seizure .....	20
Section 504 of the Rehabilitation Act of 1973 ("Section 504").....	21
Sexual Harassment/Sexual Discrimination .....	21
Bullying/Harassment/Intimidation/Hazing .....	22
Shoes .....	23
Special Education .....	23
Telephone Use .....	23
Textbooks .....	23
Tobacco .....	23
Valuables .....	23
Winter Dress Requirements.....	24

## Welcome

Dear Parents and Students,

The Terry School staff and I would like to welcome you to the 2018 – 2019 school year. I am excited as we begin this new year and look forward to getting to know you.

In preparation for a successful year, please review the student/parent handbook, which includes policies and procedures intended to ensure a positive, safe and productive school year.

Please do not hesitate to contact us if you have questions or need support. We look forward to a terrific school year with your family.

Sincerely,

*Joe Krause*

Mr. Joe Krause

Superintendent/K-12 Principal

### **Terry Public School Vision Statement:**

*Empower students to achieve lifelong success.*

### **Terry Public School Mission:**

*The mission of Terry School District #5, in cooperation with families and community, is to empower students within an emotionally supportive and physically safe environment with the academic, social, physical and technological skills to achieve success as responsible, self-disciplined citizens.*

### **Equal Education/Nondiscrimination**

The District will make 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. No student 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.

### **Release of "Directory Information"**

*"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school and the most*

*recent previous school attended. This information needs to be consistent with Policy 3600P, 3600F1 and 3600F2.*

In exercising my rights to limit release of this information, I have completed the *Student Directory Information Notification* and returned it to the school.

**Rights Concerning a Student's School Records**

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

1. The right to inspect and copy the student's education records within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, exception the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student records proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request for information to not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

## Daily School Schedule

### Bolin School (GR. K – 3)

First Bell 8:20 A.M.  
 Classes begin 8:25 A.M.  
 Morning recess 10:00 – 10:15 A.M.  
 Afternoon recess 2:20 – 2:35 (except Friday's)  
 Dismissal 3:20 P.M.  
 Friday Dismissal 2:30 P.M.

### Grandey School (GR. 4 – 6)

First Bell 8:07 A.M.  
 Classes begin 8:12 A.M.  
 Morning recess 10:00 – 10:15 A.M.  
 Afternoon recess 2:20 – 2:35 (except Friday's)  
 Dismissal 3:25 P.M.  
 Friday Dismissal 2:30 P.M.

## Lunch and Afternoon Session

### Lunch Schedule

	M, T, W, T	F
Kindergarten	11:05	11:10
Grade 1	11:10	11:15
Grade 2	11:15	11:20
Grade 3	11:20	11:25
Grade 4	11:25	11:30
Grade 5	11:30	11:35
Grade 6	11:35	11:40

### Afternoon Session

Monday – Thursday 12:10  
 Friday's 12:20

### Days School Will Not Be In Session

Sept. 2                      Labor Day  
 Oct. 17 – 18              PIR  
 Nov. 28 – 29              Thanksgiving break  
 Dec. 24 – Jan. 1          Christmas break  
 Feb. 21                      Basketball Districts  
 April 10 – 13              Spring Break  
 May 22                      Last day of school, early dismissal at 11:00 a.m.

### Grading Periods

End of 1<sup>st</sup> quarter ..... 10/25/2019  
 End of 2<sup>nd</sup> quarter (end of first semester) ..... 1/17/2020  
 End of 3<sup>rd</sup> quarter ..... 3/20/2020  
 End of 4<sup>th</sup> quarter (last day of school/end of second semester) ..... 5/22/2020

## **Accident Reports**

### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the Office. Form 3431F

## **Activities at School**

All activities sponsored by an organization of the school must be supervised by a member of the faculty. A faculty member must be present when the school facilities are used by the student group. The sponsor is responsible for student conduct and the school facilities. A faculty member or adult supervisor **MUST** be present when a student enters the school building after school hours. School organizations are not permitted to sponsor public dances. Eligibility rules apply to **ALL** extracurricular activities. Student organizations will not schedule events or activities for Wednesday after 5:30 (church night) or on Sunday.

## **Activity Tickets**

Activity tickets are available for students to purchase. Activity tickets entitle a student to attend all home football, volleyball and basketball games. Activity tickets are not required to be purchased. If a student plans to attend most of the football, volleyball and basketball games, the activity tickets are very cost effective and also a great convenience. Exclusions are concerts or school plays. Ticket cost for grades K - 6 is \$20.00.

## **Articles Prohibited in School**

Many problems arise because students bring articles and play things which are hazards to safety or distractions to other students. No toy guns, squirt guns, sling shots, fireworks, peashooters etc., will be permitted in school.



## **Arrival/Dismissal Time**

Parents should help students in grades K – 3 plan their arrival so they arrive at school no earlier than 8:00 a.m. The morning bell at the Bolin School for grades K – 3 will ring at 8:20 a.m. with class beginning at 8:25 a.m. The morning bell at the Grandey School for grades 4 – 6 will ring at 8:07 a.m. with classes beginning at 8:12 a.m. Students shall leave the grounds immediately upon being dismissed and go directly home, unless permission has been granted otherwise.

## **Attendance**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and 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. See Policy 3122, and 3123.

Parent or guardians are to call the morning of the absence to the High School office at (406) 635-5533. If you do not contact the school, you will be receiving a phone call in reference to the absence.

1. Students have two (2) days per day of absence to make-up work.
2. If a student knows they will be gone in advance, they need to obtain assignments from their teachers prior to the absences.
3. Absences will be classified as excused or unexcused by the Superintendent.
  - a. An excused absence is one which is caused by illness, death in the family, unavoidable circumstances or good cause excused in advance.
  - b. An unexcused absence is one which is willfully caused, without good reason, by either parent or student.
  - c. The classroom teacher and principal/superintendent may not issue credit to a student for excessive absences during any quarter of the school year and retention may be necessary.
4. Parents are encouraged to make doctor and dental appointments after school hours or on holidays/vacations. If no other time is available, students shall be excused to keep an appointment during school hours if a written excuse is sent to the teacher by the parent or the office. Prior notification is necessary. The school discourages student absences from school to go shopping etc. or such things that can be done after school hours.

## **Bathroom Etiquette**

It is strongly encouraged that students who attend Terry Public Schools be capable of using the restroom facilities properly and efficiently. When accidents occur, it causes a distraction to the learning process and brings negative attention to the student. It is not the responsibility of the school or the classroom teacher to train students how to properly use the restroom facilities. This should be a learned behavior from home. Note that teachers will not clean up a student who has had an accident. When teachers tend to student accidents, it takes that teacher away from the rest of the students. When a teacher is away from the students, it takes away from their learning. If a student has an accident, the teacher will notify the parents of the accident and parents will need to come to the school with a change of clothes and tend to their child. Once the child is tended to, he or she will return to the regular classroom.

## **Behavior (See PAW PRIDE)**

Good manners and courtesy are as important as good grades. We feel that manners are a reliable sign of good character in students that have been encouraged by parents. With this thought in mind, we wish to work with parents to develop a strong basis of manners daily by the students. From this basis comes respect for schoolmates, teachers, administrators and self.

Schoolwide expectations are that students will be safe, respectable and responsible in all school settings. The staff or administrator has the responsibility to determine the best way to bring about the desired change in student behavior. The teacher has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building and on the school grounds. If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to an administrator who has the responsibility to use reasonable measures to maintain control within the classroom, building and grounds.

The following are examples of student behavior that violate school policy should they occur at school or during school activities. Consequences, with administrative discretion, will be administered for any of the following (this is not intended to be all-inclusive). This is meant as a supplement to classroom, recess and bus rules.

Level 1	
Behaviors that: <ul style="list-style-type: none"> <li>• Primarily impact the student</li> <li>• Do not require administrator involvement</li> <li>• Do not significantly interfere with the educational environment</li> <li>• Do not appear chronic</li> </ul>	
Behaviors <i>may</i> include:	Consequences <i>may</i> include:
Not following directions Off task Not doing class work Damaging materials Not in designated area Littering	Timeout in room Parent contacted/note home Moving seat Loss of privileges Doesn't earn class-wide reward Problem solving discussion Reteach/practice expectation Walking ticket
Level 2	
Behaviors that: <ul style="list-style-type: none"> <li>• Interfere with the educational environment (classroom/assembly/school activities/etc.)</li> <li>• Put others at risk or harm</li> <li>• May require administrator involvement</li> <li>• Are chronic Level 1 behaviors</li> </ul>	
Behaviors <i>may</i> include:	Consequences <i>may</i> include:
Disrespect to adults or peers (disrespect, insubordination, defiance, talking back, gestures, etc.) Leaving assigned area without permission Talking Throwing objects Vandalism/Destruction/Minor Theft Not keeping hands, feet and other objects to yourself Rowdy behavior (running, pushing, shoving, horseplay) Fighting Excessive tardiness/truancy	Parent contacted/note sent home Problem solving worksheet Loss of privileges Lunch detention Apology Time out in another teacher's room/hallway Restitution Reteach/practice expectation Walking ticket
Level 3	
Behaviors that: <ul style="list-style-type: none"> <li>• Violate Terry Public Schools policies and/or Montana State Laws</li> <li>• Are chronic Level 2 behaviors</li> <li>• Require Administrative involvement</li> <li>• Knowingly and willingly...</li> </ul>	
Behaviors <i>may</i> include:	Consequences <i>may</i> include:
Actions that cause physical harm Having or using weapons Having or using drugs/alcohol/tobacco Major theft or vandalism Trespassing, arson, bomb threats or blackmail Bullying/intimidation Leaving the building without permission Sexual harassment/possession of pornography Spitting/exchange of bodily fluids Other behaviors that may be deemed unsafe or illegal	Parent contacted/parent meeting Detention and/or suspension Reverse detention Parent escort at school events Loss of privileges Restitution Law enforcement contacted Expulsion

## **Bicycles**

Bicycle stands are provided for bicycles at the school. Once a student reaches the school grounds, they must dismount and walk the bikes across the playgrounds to the bike stands. The bicycles are to remain in the racks during school hours. We encourage parents to stress proper bicycle operation and safety to their children.

## **Bus Expectations**

1. All riders on the school bus **MUST** be seated at all times. This means facing forward and sitting on their bottoms while the bus is moving.
2. All riders are to use an inside voice that is not distracting to the driver. All conversations must be appropriate and no profanity will be allowed.
3. All riders are to treat everyone with the utmost respect, keep hands to themselves and absolutely no fighting, name calling, etc.
4. Other rules as deemed necessary and appropriate within district parameter, by the bus driver, to ensure safety of all passengers.

## **Bus Procedures**

1. The school transportation program is for students.
2. Encourage your student to behave properly on the bus and respect the driver. The driver of the bus is knowledgeable and skilled in bus operation, but safe operation is dependent on the behavior of the passengers. School bus transportation is a privilege, not a guaranteed right. The privilege of riding the bus can be temporarily or permanently revoked for violation of bus rules and regulations on the bus.
3. Problems and suggestions for improvement of the pupil transportation program are welcome by school officials.

## **Cell Phones**

Cell phones and all electronic devices with calling capabilities (iPad, iWatch, smartwatches, etc.) are to be used only before and after school. They are to be turned off and stored in lockers or backpacks at all other times.

## **Classroom Visits**

Visits from school age friends or relatives of students will not be allowed.

## **Closed Campus Policy**

The Grandey School has a closed campus over noon hour for students. Grandey School students shall not leave the school grounds during school hours, including noon hour, without permission from the teacher, written permission from parent/guardian or for good cause known to the teacher.

Violation of this policy will result in detention. Any student leaving campus is required to sign out in the High School office.

## **Complaints by Students/Parents**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available on the website and Superintendent's office.

## **Conduct in Hallways (See PAW PRIDE)**

With the passing of some students between periods, the orderly movement of students becomes a matter of great importance. Students should observe the following rules:

1. No congregating of students in groups so that others are forced to go around or find it difficult to pass through.
2. No pushing or tripping of students will be allowed.
3. No running in the halls or the stairs. Please keep to the right and proceed in a single file.
4. All students will be expected to line up and pass into the building in an orderly, quiet fashion. All groups returning to or going from the building for band, physical education etc. must do so quietly and orderly to keep the building noise at a minimum.

## **Counseling Program/Counseling Office**

The Counselor's office at Terry Schools is located in the office of the High School. Guidance services are available for every student to help with educational, vocational and personal concerns. The counselor is a "pupil helper". Services provided include guidance, counseling and testing to help the student better understand him/herself in regard to his/her own interests, abilities and aptitudes. The counselor will guide students with educational planning and will interpret test scores to students and parents.

Each class K – 12 will be a part of a counseling program. For grades K – 6, the counselor will schedule with the regular classroom teachers and will provide class counseling on a rotational basis.

## **Crosswalks**

All students are to use the marked crosswalks between the Grandey and Bolin schools. Students will be required to walk in an orderly manner staying in the crosswalks. Students will walk their bike across the streets in the crosswalk and on the sidewalks. Crossing Guards will be posted during the morning and after school. Students will be expected to follow their direction for proper behavior while crossing.

## **Detention – Grandey School**

Detention will be held by the teacher that granted the detention and scheduled accordingly. Detention can be scheduled to include lunchtime, before school or after school. Excessive detention may result in suspension from school. If a student received detention, the parents will be notified by mail that their child will be serving detention, the reason for detention and also the date and length of time the detention will be served.

## **Dogs and Pets**

Dogs are wonderful pets for children and we certainly do approve of them; however, on the school grounds, dogs can and do constitute a very real hazard to your youngsters. If you have a dog, please make it a point to see that it does not follow your child to school.

## **Dress Code**

The control of student grooming is a parental matter; however, it is essential that some school rules should exist so that the learning atmosphere will not be disrupted by student dress and the health and safety of students shall not be jeopardized. Students clothing must be clean, neat and in good repair; comfortable and in good taste. Clothing must be modest and not offensive or embarrassing to any teacher to whom the student owes responsibility and in no way shall the clothing take away from the educational environment. Clothing advertising alcoholic beverages and/or tobacco products and containing inappropriate language and/or messages will not be worn. Student's hair must be neat and clean. No student will wear a coat or jacket to class unless the jacket is part of an outfit or if the teacher feels the climate in the classroom warrants additional clothing. Students will not wear hats, caps or other head covering inside the buildings during regular school hours (8:00 am – 4:00 pm Monday – Thursday and 8:00 am – 3:00 pm on Fridays.) Violation of student attire rules will result in the students being sent to the office and/or asked to change. Additional violations will result in detention.

## **Families and Students in Housing Transition**

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA).

*Examples of being homeless are:*

- Lack of a fixed, adequate or regular nighttime residence

- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter, etc.)
- Living with another family because you cannot afford your own housing
- Living in a hotel/motel because you cannot afford your own housing
- Camping out in a tent or RV
- Children awaiting permanent foster care placement or a family reunification
- Living in a car, park, public place, abandoned building, bus station or a similar location
- Living in substandard housing (no electricity or running water)
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian)
  - Runaways
  - Children/youth denied housing by their families
  - School aged unwed mothers living in housing for unwed mothers

*Students who are experiencing any of the above descriptions may be entitled to the following services under Title X of the ESEA:*

- Students will be guaranteed the right to immediate enrollment while all records are obtained
- Students qualify for free breakfast/lunch.
- Students may receive transportation services from their temporary residence to the school in which they are enrolled.
- Students may stay enrolled in school for the remainder of the school year, even if living situation changes as long as it is in the best interest of the child.
- Students are eligible to receive additional tutoring through Title I.
- Students are guaranteed equal access to all programs including, but not limited, to; student government, honor societies, clubs, band, choir and athletics

Determination of homelessness will be made on a case-by-case basis. Please contact Angie Williams, Superintendent/K-12 Principal, for further information or assistance.

\*Note Terry Board Policy #3125

## **Firearms and Weapons**

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

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Refer to Policy 3311

### **Food Items**

Terry Public Schools recognized the importance of its students maintaining and demonstrating a healthy lifestyle. Our suggestion for classroom celebrations is to have healthy snacks and drinks brought to share with classmates instead of chips, candy, etc. Food and drink items will be allowed in the classroom at the discretion of the classroom teacher (K – 6).

### **Homework**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

### **Illness/Communicable Disease**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school or County nurse so that other students who may have been exposed to the disease can be alerted. If a child becomes ill or is hurt at school, he/she will be under supervision, and the parents will be contacted and asked to pick the child up. If a child is well enough to come to school, the child is well enough to participate in recess.

[Further information may be found at policy 3417 in the District's Policy Manual]



## **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, rubella (measles), mumps, rubella, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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 statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious domination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate letter signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy 3413]

## **Lice Policy**

Head lice infestations must be addressed in public schools if a healthy environment is to be maintained. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after infestation is detected.

In the interest of health and welfare of students enrolled in Terry Public Schools, no student will be permitted to attend classes with the general population if they are infested with head lice. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. A child may return to school after being successfully treated so that no live lice are present.

## **Lost and Found**

Take care of your child's personal property by labeling each item with their name. If they lose something, please report it to your teacher and the office. Those finding articles should turn them in to the main office. Please DO NOT leave clothes, money and/or valuables in the restrooms or dressing rooms. Turn money or valuables over to the teacher or coach during an activity that

requires such. Unauthorized borrowing is discouraged. All items turned in to the lost and found can be picked up at the main office. *Any unclaimed items will be donated or discarded at the end of each semester.*

### **Lunch/Breakfast Program**

The school lunch program allows students to purchase hot lunch at a very nominal cost. Food can be served at this low cost due to the volume served and by the program being subsidized by an appropriation from Congress.

Lunch Cost:    All Grades – \$2.50    Adults – \$3.50    Extra Milk – .35¢

Terry School provides a breakfast program to all students. Breakfast will be served starting at 7:45 a.m. in the Bolin lunchroom.

Breakfast:    All Grades – \$1.25    Adults – \$1.50    Reduced – .35¢

Terry Schools belongs to the National School Lunch Program. This provides free and reduced price meals as per special procedures and according to special income schedules that are adopted annually. The number of families enrolled in the school lunch program determines grant monies. We encourage all families to investigate the qualifications and to apply. Applications are available at the main office in the high school and will be mailed to each family prior to the first day of school.

Terry Schools has a computerized lunch accounting program. The meal tracker computer program keeps track of how much a student pays towards lunches and the cost of the meal is deducted from the account each time they eat. Each student is assigned a lunch number which they type into a key pad. We encourage each student to remember their lunch number. Students can pay into the lunch account with any amount, at any time.

A student is allowed to charge no more than \$25.00. After the \$25.00 is reached, the parent must send money to pay the charges or send meals from home with your child. If there are no available funds in the student’s account, he/she will be given a breakfast or lunch on account. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal. Deposit request letters will go out once per week via USPS, as well as a notification sent home with the student. If there are financial problems, please contact the school and we will implement a payment program. (See policy 8205)

Soft drink containers are not allowed in the cafeteria during lunch. If you bring your lunch from home, you may eat in the cafeteria lunch room, where you may supplement your lunch with milk which will be on sale. Milk can be purchased individually at the cost of .35¢ per carton and you may purchase more than one at a time. Students are to leave their place of eating neat and dispose of garbage appropriately while returning your tray.

Please abide by lunchroom conduct rules. Throwing food, horseplay, putting food on the floor or leaving litter will result in disciplinary action. Students should not eat food outside of the lunchroom.

## Medications

No more than a daily dosage of prescription drug should be brought to school. ***No drug or medicine may be provided or administered by an employee of the district.*** A Montana authorization to carry and self-administer medication will be sent home with students and copies will be available in the office. If you would like your child to administer medication, please complete this form and have it signed by parent and doctor and return to the office. [Refer to policy 3416, 3416F]

## Paw Pride

- P Perform at your best. Give more than expected.
- A Always follow directions. Follow all School Rules.
- W Wear a smile. Share your smile.
  
- P Present a Paws-i-tive attitude. Show courtesy to all.
- R Respect others and property. Treat others the way you want to be treated.
- I Involve yourself. Participate in extracurricular activities.
- D Demonstrate Safety. Contribute to a safe and healthy learning environment.
- E Encourage everyone.

## Physical Education

**An extra pair of tennis shoes for P.E. class is required and recommended to be left at school.**

## Playground Rules

Children are required to go outside for recess, weather permitting. Recess periods are only fifteen (15) minutes in length and children need this time to relax away from the classroom. As a general rule, if a child is well enough to be in school, they are well enough to go out for recess. When the temperature or wind chill factor is below 0 degree, children ***may*** be kept inside; however, please be sure students are dressed appropriately for the cold.

Your child's health is one of our major concerns. Children should wear clothing suitable for playing outside daily when weather permits.

For safety and enjoyment of playground equipment, specific rules for each building will be explained to the students by their teachers.

Exhibit PAW PRIDE: Responsible, respectful and safety applies especially on the playground. Specific examples include the following:

- Throwing rocks, snowballs or any object is forbidden.
- Tackle football, camel fighting and other physical contact games will not be allowed.

### **Bolin**

1. No physical contact (ie. tackling, pushing and kicking).
2. Teacher picks teams.
3. No walking up slides.
4. One person down any slide at a time.
5. Only go down slides on your bottom.
6. You take out a ball/jump rope/etc., you put it away.
7. Only hang from the yellow monkey bars (do not crawl across the top).
8. Stay on blacktop if you are not wearing snow boots. No rolling in the snow without snow pants. Must wear hats and gloves in the winter. Coats are required in cool weather unless the teacher on duty permits.
9. Stay off the ice and out of puddles.
10. Walk around swings, not through, to get to the slide ladder.
11. No hanging on the hoops.
12. Stay off of the grass on the south side of the building.
13. Do not play farther than the center of the football field.
14. Stay off of the bleachers.
15. Play football on the football field only (not on the blacktop).
16. No kicking balls on the blacktop (field only).
17. Alert teacher if a ball goes in street (student does not retrieve without supervision).
18. Stay away from the 2<sup>nd</sup> grade windows and corners.
19. Line up immediately when the bell rings.
20. Do not dribble balls in line.
21. Only permissible toys from home are balls, jump ropes, baseball gloves (no cars or dolls).
22. No hard bats or baseballs. Whiffle bats/balls or tennis balls are acceptable.
23. No sticks.
24. Any student who wishes to play must be included.
25. Students do not enter the building without asking a teacher first. Bathroom visits should be made before recess. Drinks can wait until after recess (unless extremely hot outside).
26. The person on duty decides if recess will be held outside during rain/very cold weather. General rule of thumb is that recess is outside unless below zero or heavy rain. Indoor recess will be in individual classrooms before school, at 10:00 a.m. and 2:15 p.m. Indoor lunch recess will be held in the teacher's room with a movie.
27. Rule violations will result in a walking ticket served during that recess. If recess is nearly over, walking ticket may be extended to the next recess. Teacher on duty must notify the student's teacher if walking ticket is issued. Students must walk for at least ten (10) minutes (may be longer for repeated offense or due to severity of infraction).

### **Grandey**

- Students are only allowed to enter the buildings with permission.
- No candy or food items allowed on the Grandey playground or in the building.
- If you bring equipment out of the Grandey building, you must return it.

- Grades 4 – 8 may not use any electronics on the Grandey playground at any time. Cell phones, iPods, iPads, notebooks, handheld games, etc.

### **Football**

- Only touch, **no tackling, no exceptions**
- Football throwing or kicking is only allowed on the grass between the Grandey and High School sidewalks, **no exceptions.**
- Please be mindful of people and vehicles.
- Allow all players to throw, catch and be included in the game.
- Encourage and compliment players when someone does a good job. Negative talk or putdowns will result in leaving the football area.
- If a rule is broken, the student will be asked to leave the football area immediately.

### **Basketball**

- When on defense, give the player space. **No in your face defense.**
- Include all players in the game, including passing and shooting the ball.
- Pick teams evenly.
- If a rule is broken, the student will be asked to leave the basketball area immediately.

### **Slides**

- Only go down the slides on your bottoms, **no exceptions.**
- Use manners and common sense when playing on the equipment.

Grandey students are only allowed to stand on the west side of the High School building. There is to be NO sitting on the High School steps, standing around on the sidewalk leading to the High School or sitting on the High School lawn. Sitting or standing around on the grass is only permitted on the Grandey lawn in front of the Grandey blacktip and the Grandey building to the west of the High School sidewalk.

## **Promotion and Retention**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. [Policy 2421]

Student placement, promotion, or retention shall be made in the best interests of the student after careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures, such as age, physical size, ability, and level of academic achievement, shall be supplemented by a qualitative assessment of student motivation, self-image, and social adjustment. Students will not be promoted for purely social reasons.

Parents will be involved directly in the retention decision process. Recommendations for retention or promotion must be data driven. Data includes, but is not limited to, attendance, test scores, etc. Teaching staff and the administrator will make final decisions respecting promotion or retention. Decision may be appealed to the Board of Trustees at the next regularly scheduled board meetings following recommendations.

## **Protection of Student Rights [Policy 2132]**

### **Surveys**

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

### **Instructional Materials**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

## **Search and Seizure**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and

contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

#### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

#### **Drug Detection Dogs**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

### **Section 504 of the Rehabilitation Act of 1973 (“Section 504”)**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the school counselor to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

### **Sexual Harassment/Sexual Discrimination**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or Angela Williams, who serves as the District Title IX coordinator for students. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. For more information about the District's complaint procedure, see Policy 1700.

### **Bullying/Harassment/Intimidation/Hazing**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"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.

All complaints about behavior that may violate this policy shall be promptly investigated.

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. [See Policy 3226]



## **Shoes**

Because of the laws governing fires and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear snow boots, they should bring another pair of shoes to wear during the day. If it would be more convenient for your child to leave a pair of shoes at school during these months, that can be arranged with your child's teacher. This also makes it more convenient for physical education classes. **It is required that students have an extra pair of tennis shoes for P.E. class.** Be sure to mark these items with your child's name.

## **Special Education**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions under Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the principal to initiate an evaluation.

## **Telephone Use**

Students will be allowed to use the phone when necessary.

## **Textbooks**

You are responsible for keeping your textbooks neat and clean and for seeing that they are returned in the same condition when received. The value of each book is determined by its condition when issued. Fines will be assessed according to loss or damage.

## **Tobacco**

No student shall have in their possession any tobacco products on the school premises. A student who is found to have these items in his/her possession is liable for a three (3) day suspension.

## **Valuables**

It is recommended that you do not bring items to school including unnecessary amounts of money. If it is necessary to bring money or valuables, they should be given to the office or homeroom teacher to be placed in a safe place. Students should mark coats and personal belongings brought to school. It is more difficult to recover personal belongings that are not already marked.



## **Winter Dress Requirements**

During the winter months, we can receive a fair amount of snow and bitter cold temperatures. We ask that all students dress appropriately for the weather. We also have several requirements regarding students and winter dress that applies to recess.

Students are required to have a hat, gloves, snow pants, jacket and snow boots to be able to play in the snow. If your student does not have snow pants or snow boots, they will be required to stay on the blacktop area of the playground to ensure that they do not get wet and excessively cold.