



# Student–Parent Handbook

SY 2015–2016

**WGE STAFF**

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**WGE SCHOOL BOARD**

<b>Name</b>	<b>Position</b>	<b>e-mail address</b>
Casey Heupel	Chair	board@westglacierelementary.org
Dawn LaFleur	Vice-Chair	
Michele Colliander	Trustee	

**SCHOOL CONTACT INFORMATION**

160 Old River Bridge Road  
P.O. Box 309  
West Glacier, MT 59936  
406-888-5312 (phone)  
406-888-5141 (fax)  
www.westglacierelementary.org

**DELINEATION OF DUTIES**

West Glacier Elementary is a teacher-led school, meaning that the duties typically associated with a school principal are divided among the teaching staff, with assistance from the school clerk. Parents wishing to discuss one of the topics shown in the table below should contact the person to whom that topic has been assigned.

<b>Individual</b>	<b>Duties</b>
<b>Mrs. Booher, Cooperating Lead Teacher</b>	School Board Relations, Public Relations, Classified Personnel, Students, Scheduling, Budget
<b>Miss Markuson, Cooperating Teacher</b>	Extracurricular Activities, Hot Lunch, Technology, Field Trips
<b>Mr. Mills, Cooperating Teacher</b>	Grants, Newsletter, Assembly, Yearly Reports
<b>Mrs. Wieringa, Cooperating Teacher</b>	Curriculum, Testing, Building Operations and Maintenance
<b>Mrs. Click, Business Clerk</b>	OPI Reporting, Scheduling, Technology, Field Trips, Hot Lunch, Building Operations & Oversee Maintenance

# ***Welcome to West Glacier Elementary!***

## **School/District Vision Statement**

West Glacier Elementary, through a safe, respectful, and nurturing environment, empowers and challenges every child to reach their greatest potential by providing a diverse and dynamic curriculum.

## **School/District Mission**

The community, parents, and staff of West Glacier Elementary are committed to creating an environment that encourages continual growth socially, academically, and personally. This partnership will use challenging and engaging curriculum that focuses on each individual child, enabling them to become responsible, respectful, and successful students and citizens, and to encourage them to become life-long learners.

## **School/District Philosophy of Education**

The focal point of West Glacier Elementary is the student. The Board of Trustees will provide leadership to create, maintain, and improve the school for the children's educational needs, guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with community, parents, school staff, educational partnerships, and students. The community of West Glacier Elementary must work every day to help our young people question, invent, anticipate and dream so that they will be prepared to succeed and to make a difference. The school recognizes that a child learns best at his or her own rate according to ability and that learning is best accomplished by using a variety of teaching approaches, encouraging students to challenge themselves in a safe environment. West Glacier Elementary will provide a balanced program including academics, creative arts, physical education, and the use of technology. The following goals have been established in order for our students to learn and develop personally, academically, and socially to their highest potential.

All students will:

1. Attain high academic standards;
2. Develop personal and social responsibility;
3. Contribute responsibly to society;
4. Engage in life-long learning;
5. Effectively communicate ideas and knowledge;
6. Use problem-solving skills in a changing world;
7. Challenge themselves to push past failures for ultimate success.

Philosophy Adopted February 8, 2011

## **Board of Trustees Mission Statement**

The Board of Trustees, as representatives of this community, will strive to provide the necessary resources and leadership to create and maintain a high quality learning environment for all students.

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## **ABSENCES AND TARDIES**

We value our students and their education, and strive to make each day the most valuable learning opportunity that we can. When a student is absent, it creates gaps in learning—and since our ultimate goal is to educate, we ask that your student miss as little school as possible. Being late also disrupts the learning process. Students and their parents/guardians should make every effort to be to school every day on time and be ready to learn. School begins promptly at **7:40 AM**, and we ask that all Grizzlies be here by that time. In the event that a student is late, the parent/guardian must escort the student into the main entrance facing Old River Bridge Road and sign their student in at the front desk. Prior to 7:40 AM, the west entrance will be used to enter the building except in cases of inclement weather. If the duty person is not on the playground, then bring your child to the main entrance facing Old River Bridge Road.

If your student will be absent, please notify the office as soon as possible. Make-up work is expected to be completed for all days a student is absent. If a planned absence will last for more than one day, then students will receive missed assignments when they return. Students will be expected to complete missed assignments in a reasonable amount of time. Not all student learning opportunities can be made up, and there are times when students just miss out when absent.

In addition, excessive absences and/or tardiness negatively impact a student's ability to learn and may cause a student to be retained. In order to circumvent such an outcome, a meeting will be called between administrative staff, faculty and the parent/guardian if attendance becomes an issue. By policy, a child who is absent for more than ten consecutive days will be dropped from enrollment and must be readmitted upon his/her return unless extenuating circumstances prevail. Such cases will be reviewed on a case-by-case basis.

No student will be released during a school day without a written note or verbal permission from the parent/guardian regarding the time and purpose. Parents/guardians are requested to sign their student out on the form provided at the front office during the school day to keep disruption to a minimum.

Unexcused absences or suspected skipping of school by any student will be cause for administrative action and possible truancy officer intervention. The Flathead County superintendent is WGE's truancy agent.

By state law, WGE is required to contact the parents or legal guardians of a child if he/she is absent. We appreciate your assistance in tracking absences by calling West Glacier Elementary at 888-5312 if your child will be out of school.

Please refer to Appendix A, Student/Teacher/Parent Contract, for additional information.

## **ACCIDENTS AND ILLNESSES**

In the event that a student becomes ill or is injured while at school, he/she will receive immediate care/intervention from a staff member. If the occasion warrants, the parent/guardian will be notified. If the child must be sent home, then the school will not release a student until we are certain that a designated adult is present in the home to receive the child and ensure his/her safety and well-being. The emergency medical release and liability waiver form on file with the school should have a secondary contact in case the parent/guardian cannot be reached. We ask that you update that form if contact information changes during the academic year.

## AWARD CEREMONIES AND SPECIAL EVENTS

West Glacier Elementary is a dynamic little school with several unique opportunities for its students and community, which may include:

What	Who	When
Bicycle Trip to Glacier NP	K–6 and Chaperones	September
Missoula Children’s Theatre	School and Community	October
Pumpkin Patch	School and Community	October
Harvest Dinner	School and Community	November
Winter Program	School and Community	December
Geography Bee	4–6	January
Spelling Bee	5–6	February
Ski Trip(s)	K–6 and Chaperones	January–March
Glacier Institute/Ravenwood	K–6 and Chaperones	April
Hockaday Museum	K–6 and Chaperones	April/May
Annual BBQ	School and Community	May
May Day Baskets	School and Community	May
Swimming Lessons	K–6 and Chaperones	May
Field Day	School and Community	June
End of Year Awards Ceremony	School and Community	June
Kindergarten Graduation	School and Community	June

Special events are dependent on community/parent volunteers and fundraising, and may vary year-to-year depending on community and student response. We hope that you will help us continue to provide these and other special events this academic year.

## BUSSING

Bus transportation is provided to students living within School District #8. The route runs from Glacier Haven to West Glacier Elementary and then to Columbia Falls, to the junior and senior high schools. Parents living in-district who are further than three miles from school or the nearest bus stop, whichever is closest, may apply for individual transportation reimbursement in June of each year. Families who move into the district must request individual transportation contracts within two weeks of enrollment at school. Contact the clerk for information and required paperwork. Students are expected to behave appropriately on the bus. Students who are disruptive are at risk of losing bus privileges and of being permanently removed from the bus.

### ***West Glacier Elementary Bus Rules***

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in the case of an emergency.
4. Students shall be on time for the bus both morning and afternoon.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.

9. Students shall not extend their hands, arms, or heads through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones, loud or vulgar language is prohibited.
12. When arriving at school, students are expected to go immediately to the playground unless foul weather precludes outdoor supervision.
13. If it is 10 degrees or colder out or wind/precipitation is such that outdoor activity is restricted, students will enter through the north doors facing Old River Bridge Road, place their belongings in their lockers and report to the gym. The morning transportation supervisor and/or cooperating lead teacher reserve the right to determine if transportation supervision shall be inside or out.

On field trips, K–2 students will sit in the front of the bus accompanied by their teacher, and 3–6 students will sit in the rear of the bus accompanied by their teacher. Additional chaperones will be assigned accordingly.

### **CLASSROOM PARTIES**

Parents/Guardians host three holiday parties per year (Fall, Winter and Valentine’s Day), as well as a school picnic. Holiday parties should be held during the last hour of the school day in order to minimize disruption to the school day and should be coordinated with the classroom teacher(s) and administration. Parent/Guardians are asked to sign up to volunteer to help host those events well in advance. It is advised that at least two parents host each party.

### **COMPUTER USE**

Appropriate use of Internet and other computer services at West Glacier Elementary are outlined through district policies, classroom guidelines, and the WGE Internet agreement. This agreement is signed annually. Please refer to Appendix D to review the Acceptable Use Agreement and related information. Students violating any of these protocols will lose computer privileges accordingly.

### **CUB CAMP**

We offer a self-sustaining after-school program called Cub Camp for our students. Cub Camp runs from the end of the academic day until 5:00 PM Monday through Thursday. A fee of \$3.50 per day will be charged for all students attending Cub Camp to provide the supervision and a daily snack. Any students who are not riding the bus and who are not picked up by 4:15 will be considered participants in Cub Camp and will be assessed the \$3.50 fee. Invoices will be sent out at the end of each trimester for all unpaid fines and fees including Cub Camp. If fines and fees are not paid, then grades maybe held. If you are simply running late to pick up your child, then please call the office as soon as possible and the Cub Camp fee may be waived. For more information regarding the program or policies, please check with the cooperating lead teacher or the Cub Camp supervisor.

### ***Tentative Cub Camp Schedule***

<b>Day</b>	<b>Snack</b>	<b>Activity</b>
Monday	Granola, Yogurt and Fruit	Gym or Outside Play
Tuesday	Veggie Dip and String Cheese	Computer
Wednesday	Celery, Peanut Butter, Raisins & Grahams	Games in the Griz Room
Thursday	Leftovers, Chips & Hummus and/or Salsa	Gym or Outside Play

### **DRESS AND CLOTHING**

Students are expected to wear proper clothing for the season (i.e., warm clothing, boots, hats, mittens, snow pants, etc. for winter) and for an educational community (see below under personal appearance). Parents/guardians are asked to ensure that their child leaves home appropriately dressed. In the event that a child's clothes become wet or soiled during the course of the school day, or he/she comes inappropriately dressed, the parent/guardian may be contacted and asked to bring a change of clothes, or alternates may be provided from the school. Each student should have a clean pair of non-marking soled tennis shoes kept on campus for gym and indoor recesses.

### **ELECTRONIC DEVICES**

Students and parents/guardians are responsible for any and all objects brought to the school. If a student opts to bring an electronic device (phone, portable gaming device, etc.) to school, then the device should remain off and out of sight while on school grounds or on a school-sponsored trip. If a staff member sees the device or it becomes a disruption, it may be confiscated and retained in the office for the parent/guardian to pick it up.

### **ENROLLMENT**

Students enrolling in kindergarten must be five years of age on or before September 10 of the school year when first enrolled. First-grade students enrolling in the district for the first time must have reached six years of age on or before September 10 of the school year. An enrollment card must be filled out completely for each new student. Health information sheets are to be filled out completely by the parents/guardians. Please update information as necessary throughout the year. Birth certificate and immunization records must be presented at time of enrollment.

For students transferring from another district, a parental release form must be signed to allow records to be released.

Proof of immunization must also be presented before admission can take place. Medical and religious exemptions are allowed with specific forms to be completed prior to attendance, and each year following. Placement will be made temporarily based upon school records. Evaluation and final placement will be made within one month of the day entered.

Out-of-district students may apply for admission to West Glacier Elementary. An application must be submitted to the Board of Trustees. The cooperating lead teacher is given the authority to grant temporary admittance until the board formally grants or refuses admittance at the next regularly scheduled meeting. Please refer to the board policy regarding standards and criteria.



### **FEDERAL IMPACT AID**

West Glacier Elementary participates in the Federal Impact Aid Program. This program provides funding for schools impacted by federal activities. A survey form is sent home in December to count federally connected students. Those who qualify must have parents that live and/or work on federal land. This can be an important source of funding and we appreciate your cooperation in returning surveys promptly.

### **FIELD TRIPS/PERMISSION SLIPS**

At the beginning of the school year, a permission slip that is inclusive of all field trips for the year is signed and placed in each student's file. Without the signed permission slip on file, a student will be excluded from field trips until such time that it is signed and filed. If a parent/guardian would not like their child to participate in a specific field trip and has the blanket permission slip on file, a note must be submitted to the administration at least two academic days prior to the event so that an alternate activity can be planned for the student.

### **FREE/REDUCED MILK**

West Glacier Elementary participates in the Federal Free and Reduced Milk Program. This program not only provides milk to our students but also qualifies us for other need-based funding. A registration form is provided annually with your registration packet. We ask that 100% of our families apply, regardless of whether they want to participate in the free/reduced milk program, because the free and reduced lunch applications also help fund other school programs. Families may apply for free or reduced milk at any time during the school year but all parents/guardians are asked to submit an application at the beginning of the academic year. If families qualify, reduced milk is available for students at fifteen cents per carton.

### **GRIEVANCE PROCEDURE—STUDENT/PARENT/STAFF**

A due-process procedure is contained in school board policy for issues that cannot be otherwise resolved. If you are not satisfied with the resolution of a conflict with a staff member or with a school policy, then the due-process procedure outlines the steps to be taken. In summary, grievances from students, parents, community members or staff members should be made according to the chain of command. If the grievance is not resolved and has reached the site administration, then it will be forwarded onto the Board of Trustees via writing. The grievance may then be put on the agenda of the next board meeting. Board meetings concerning a grievance may move to Executive Session if the board chair determines that confidentiality is at issue. From there, the board may make a resolution or may refer the grievance to the county superintendent for further investigation and/or resolution. (See policy 1700)

### **HEALTH SCREENING SERVICES AND MEDICATIONS**

Children enrolling in school are required by law to be adequately immunized against Diphtheria-Tetanus-Pertussis (DTP), Polio, Measles, and Rubella. If your student(s) have a religious exemption to vaccinations, please contact the school for proper forms.

When a student is suspected of having a contagious disease or head lice, he/she will be asked to leave the classroom. The parent will be requested to seek diagnosis and treatment from a physician before the child may return to school. (See Appendix B)

Health screenings offered through the school include: vision, hearing, scoliosis (6th graders only), height and weight. A nurse from the Flathead City-County Department visits once per year to review records and any questionable screenings for referrals.

Parents/Guardians should notify the school if students are on any medications. Medicine will be administered with a doctor's order and parents' release slip only. Forms are available in the school office to present to your doctor. This includes non-prescription drugs, such as Tylenol, cough syrup, etc. For medication to be administered, it must be in its original container, with the child's name, date, name of medication, time to be administered, doctor's name and possible side effects as applicable. The medication will be kept in a locked office and will be administered by two staff members. The person(s) administering the medication will record information on a prepared log.

Cough drops are permissible. Students may keep them in their possession during the day for their own personal use.

### **LIBRARY PROCEDURES**

The library contains many types of materials, such as picture books, fiction and non-fiction, reference materials and tapes which can be checked out by students, teachers, and parents/guardians. Students may check out up to three books at a time. When students return their books, they may then check out new books. Reference books, such as encyclopedias, atlases and almanacs, are to be used in the library or classroom. They may be checked out with special permission and must be returned the next academic day. Technology, teaching materials, and parenting literature may not be checked out by students.

If a student has three books checked out, then they may not check out any other books until one of the books is returned. Books that are lost or damaged will be charged with an appropriate replacement fee. Grades may not be released at the end of the year if all library materials are not returned and/or paid for.

### **LOST AND FOUND**

Personal items left at school will be placed in a lost and found basket in the hall. Clothing and other items not picked will be donated to charity twice a year, once before winter break and once at the end of the school year.

### **LUNCH AND SNACKS**

Students will bring a sack lunch each day and eat in a designated area. Students are encouraged to bring healthy choices. An alternative, such as cold cereal or Cup of Noodles, is provided for a nominal fee if a student forgets his/her lunch at home. Hot lunches will be sold Wednesdays during the school year as volunteer staffing permits. Hot lunches are self-sustaining and require a volunteer effort. If you are interested in helping with the hot lunch program, please call the office, 888-5312.

Whether or not hot lunch is provided, students need to bring enough healthy snacks for a morning and afternoon snack period. Fruit, nuts, jerky and other quick and easy snack foods are encouraged. WGE asks that you refrain from packing sugary beverages or foods, as research has shown that they adversely impact student performance. Snacks should not require heating or other preparation, although three microwaves are available for students to warm foods during the lunch period.

West Glacier Elementary has a free and reduced milk program for its students (see **Free/Reduced Milk**, above). If families do not qualify for free or reduced milk pricing, then milk is twenty-five cents per carton. Guests and staff may also purchase milk for twenty-five cents per carton, based on availability. Milk is offered to students during lunch and snack times. Chocolate milk is offered Thursdays at lunch only.

Free and reduced forms are available in the office.

### **NEWSLETTER AND WEBSITE**

A monthly newsletter is published on the last Thursday of each month and can also be accessed via our website at [www.westglacierelementary.org](http://www.westglacierelementary.org). The purpose of the newsletter is to keep students, parents/guardians and the community informed of activities and events taking place within the school. If you would like something put into the newsletter or on our website, please call or e-mail the office so that it may be reviewed for inclusion. Information for our printed newsletter needs to be received no later than the week prior to publication for consideration. The administration reserves the right to edit all submissions to the school newsletter.

Additionally, WGE has a Facebook page at <https://www.facebook.com/WestGlacierElem> with up-to-date information and photos of school events.

### **PERSONAL APPEARANCE**

Personal appearance includes dress, grooming and personal hygiene. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process.

Dress and grooming shall be in keeping with sanitary and safe practices. Students are expected to maintain a dress code that demonstrates common sense, self-respect and respect for others.

1. Shorts/skirts/dresses are to be longer than the student's longest finger when arms hang at sides.
2. Hats, bandanas or other headgear are not to be worn in the building. These items are to be removed upon entering the building and placed in lockers. In addition, hats are not to be visible at all within the school building during the school day. These items must be kept in a backpack, locker or vehicle and not carried in the hallways. If they are visible, hats will be confiscated and turned into the office where an administrator will return them to the student.
3. No coats or jackets are to be worn in classrooms. Leave these items in lockers or carry them in a book bag. Teachers may use discretion in the wearing of coats in classrooms based on climate conditions.
4. Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed.
5. Bracelets, necklaces or other clothing that has spikes, long chains, or other objects that may be injurious are a safety hazard and are not to be worn.
6. The length of shirts must extend beyond the belt level and the student's midriff must not be visible. If the midriff shows at all when you move, then that shirt should not be worn to school. Shirts and dresses must fully cover the back and chest area and have adequate shoulder straps. Single-strap or spaghetti-strap shirts and dresses are not allowed.
7. All undergarments must be covered and not worn as outer garments.
8. Students in violation of the dress code will be required to change into school-provided clothing or have a parent/guardian bring appropriate clothing to school.

## **RECESS PROCEDURES–INDOOR/OUTDOOR**

Students will not be allowed outside during recess in the event of severe lightning and thunderstorms, extreme blizzard conditions, rainstorms or in temperatures colder than 0 degrees Fahrenheit. During cold or inclement weather, we do not require students to stay outside for long periods of time. However, we do believe that it is healthy for body and mind to get some fresh air and exercise during the day. If weather permits, all students are expected to go outdoors during recesses. If students are to stay inside for health reasons during the regular recess period, then they must have a note from a parent/guardian and/or a doctor. Under such circumstances, the student will stay in the area designated by a WGE staff member during the recess period. All students in Kindergarten through second grade must have snow pants, boots, gloves, hats and coats to be released from the porch when snow is on the ground. Such attire is also advised for students in third grade and above.

## **SCHOOL BOARD MEETINGS**

Regular school board meetings are scheduled on the first Tuesday of each month at 5:15 PM. Occasionally, meetings may be rescheduled. Special and work session meetings may be held on an as-needed basis. All school board meetings are open to the public. A time will be provided in the agenda for members of the public to address agenda items as well as to comment on other issues. If you wish to have an item added to the agenda, please contact the board chair, the clerk, or cooperating lead teacher at least 7 days prior to the scheduled meeting (see policy 1420). Meetings are posted a minimum of 24 hours before they occur. The school board is ultimately responsible for what happens in your school. The best way to stay informed about the workings of the school is to attend school board meetings. The school board can also be reached via email, [board@westglacierelementary.org](mailto:board@westglacierelementary.org), or the USPS at P.O. Box 309, West Glacier, MT 59936.

## **SCHOOL CLOSURE–EMERGENCIES**

In the event the school closes due to adverse weather or emergency conditions, announcements will be made on local radio stations via the Flathead County Superintendent's office. School closures are also posted at <http://flathead.mt.gov/schools/closures.php>. According to policy, if School District #6 closes, then West Glacier Elementary is also required to close. If students are at school and travel conditions become hazardous and/or the bus does not run its usual route, emergency measures will be taken. If emergency travel only is declared, there will be no school according to Flathead County procedures. The school updates its emergency management plan annually, which is available in the office. Emergency drills are conducted with students regularly, as required by law.

## **SCHOOL ELECTIONS**

The district holds at least one election annually for trustees. If you wish to run for a seat on the school board, you must circulate and file a petition with the clerk at least 40 days prior to the regular school election on the first Tuesday in May. Any registered voter who lives within the district may be a candidate. Normally, a trustee's term is three years, with one seat opening each spring. WGE currently operates with a three-person board.

## **SCHOOL FACILITIES USE**

The school may be used by for-profit and non-profit organizations. Application for use must be approved by the cooperating lead teacher. A cleaning deposit will be requested and a per usage fee charged according to policy. Requests for fee waivers need to be brought before the board of trustees at a regular meeting. The group assumes responsibility for care of the building and equipment.

Arrangements will need to be made with the site administration to obtain access to the building and pay all fees and deposits. A clearance checklist is expected to be completed. Summer use must be approved in advance. (see Policy 4330 F)

### **SCHOOL PICTURES**

School pictures are taken twice each year. Individual pictures are taken in the fall, and class pictures are taken in the spring. Purchase is not necessary, although all students will be photographed.

### **SCHOOL SECURITY**

The doors to the school will remain locked during regular business hours in accordance to policy #4325. Visitors may access the school by using the intercom system located in the vestibule of the north entrance or by calling the school, 888-5312.

### **STUDENT CONDUCT**

In a school, rules exist to protect the rights of all students and to provide an atmosphere conducive to learning. All students are expected to respect the rights of other students, to be respectful of authority and to exercise self-control.

The entire staff has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have a school wide discipline plan. This school plan provides the framework by which individual classroom discipline plans are developed. At the beginning of the school year, students and staff go over school rules, with additional review periodically. In addition to these school wide procedures, each classroom teacher has developed classroom procedures at the beginning of each year. All procedures must be consistent with state laws and board policy. Teachers will give parents/guardians a written copy of their classroom expectations and procedures and the consequences or corrective actions that may be taken to improve student behavior. The mildest effective consequence will be attempted first. Appendix E contains the general disciplinary matrix for West Glacier Elementary.

#### ***WGE's Core Principles***

1. Warmth, positive interest and involvement are needed on the part of adults in the school.
2. Students need clear understanding of the rules and consequences. They need to be clarified and thoroughly discussed.
3. Adults need to consistently apply the same rules. Appropriate nonphysical and non-hostile negative consequences should result when infractions occur.
4. Adults are the important role models for students and need to model positive behavior toward each other and the students.

Should parents/guardians have questions about discipline issues, they should contact their child's teacher. A meeting with parent/guardian, teacher and the cooperating lead teacher may be arranged upon parent request. Also, West Glacier Elementary has in place a Student Assistance Team (SAT) that may convene at the request of a parent or staff member. The SAT will collaboratively work to solve both academic and behavioral difficulties that a student may be experiencing.

The school-wide rules (MBI Code of Conduct) are attached (Appendix C).

These rules will be discussed with all students at the beginning of the year and periodically revisited. Examples of appropriate and inappropriate behavior may be used to demonstrate the expectations outlined.

### **TELEPHONE USE**

School telephones are primarily business phones. Children will be permitted to use the phone only when necessary and with permission from a staff person. Students should only use the phone in the front office so that all calls may be monitored and be least disruptive to the educational environment of the classroom. Plans for after school activities and needs for the day's activities should be arranged prior to arriving at school. Excessive use of the school phone by students will not be permitted.

Parents/guardians should feel free to call the school at any time in an emergency. School staff will pass on messages during recesses, lunchtime or after school.

Cell phones may only be used prior school or after school. During the academic day, and during Cub Camp, cell phones should remain out of sight and in the off position. If a cell phone is left on or visible during the academic day, or at Cub Camp, the phone will be confiscated and held in the office until the parent/guardian comes to retrieve it. (See Policy 3630)

WGE takes no responsibility for personal items brought to campus.

### **TOBACCO, DRUG AND ALCOHOL POLICIES**

West Glacier Elementary has policies regarding the use of tobacco, illicit drugs and alcohol by staff and students. We are a "Tobacco Free School." This means that smoking or chewing is prohibited in the building, on the grounds or at any school function by any person.

Illicit drug use and alcohol use by students is a serious offense that may result in expulsion. The school board has definitive policies on such offenses. Penalties for illicit drug or alcohol use by staff members are likewise spelled out in school board policy. (See Policy 3310)

### **TRAFFIC AND PEDESTRIAN SAFETY**

Students who walk to school should stay to the right of the traffic lane. The road coming toward the school has some big curves that can block vision of the drivers. Students who are walking in the roadway are putting themselves in serious danger. Crossing the railroad tracks is not a safe route of travel. For this reason, it is necessary for all students to be escorted across the tracks by parents or an adult if crossing.

Upon arrival, students should go directly to the playground. Before-school supervision begins at **7:30 AM**; after-school supervision ends at **4:15 PM**. At that time, all remaining students will be enrolled in Cub Camp and assessed the \$3.50 fee.

In the event of inclement weather, the staff member on duty will make arrangements for the students to enter the building. Bus students are supervised both before and after school and all school rules are applicable while the students are on campus. Bus students will not be allowed to leave school property with an alternate means of transportation without written permission from their parent/guardian. Such changes should be arranged in advance and communicated clearly with administration.

Parents/Guardians who provide their own student's transportation should drop off their student west of the building no earlier than **7:30 AM** adjacent to the playground so that the staff member on duty can monitor their safety until school begins at **7:40 AM**. At approximately 7:40, the students will be brought inside. At the end of the day, students will be released through the west entrance and should be picked up no later than ten minutes after school has let out.

Parents/Guardians or community volunteers who need to park their vehicles are asked to park on the side of the road adjacent to the school and abide by the striped parking and non-parking spaces. WGE has two designated handicapped parking spots. During special events, additional spaces maybe marked temporarily designated handicapped parking. Overflow parking is located behind the building during events.

### **VISITORS**

Parents/Guardians are encouraged to visit our school. Arrangements for visitations should be made with the teachers at least one day in advance. Any arrangements for student visitors must be made in advance with classroom teachers and the administration should be notified. If a visit will be an interruption to the class, a teacher may deny a request. We believe that the exchange of students from other schools can be interesting and an educational experience for students, if it is understood that the student visiting our school is expected to participate in all activities and follow the school rules. All visitors must sign in at the front office upon arrival and sign out when leaving.

### **VOLUNTEERS**

All parents/guardians and community members are invited, and encouraged, to volunteer to work at the school. We ask that all those who have students in the school volunteer in some capacity during the academic year. Volunteers may help facilitate small group activities in the classroom, organize a holiday party, prepare a hot lunch, fix a bench or a myriad of other activities, all equally valid and necessary to make WGE a great place to be. Your participation in the school demonstrates to your student that you value their education and your time and talents are greatly appreciated. To find out more, stop in the office and/or pick up a volunteer sign-in form. We do ask all volunteers to please make sure to sign in and out every time they help out. Together we are building a brighter future!

If you would like to be a chaperone, please return the chaperone agreement form to the school. The chaperone agreement is valid for all trips made during an academic year. A new form must be signed each year. The form can be found on the school's website. A volunteer questionnaire is available in the office and/or you can call the school, 888-5312.

### **WEAPONS**

Weapons are forbidden on school property. Appropriate disciplinary or legal action will be pursued. (Montana Code 20 USC 3351, MCA 45-8-328.331-351.) The Provision of the Gun Free School Act addresses firearms in school. Weapons shall include but not be limited to guns, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons and drugs. (See Policy 3310)

## APPENDIX A

### Parent/Guardian, Student, Teacher & School Community Agreements

#### ***Parent/Guardian Agreement***

I want my child to succeed.

*Therefore*, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support the school discipline policy
- Establish a time for homework and review homework regularly
- Provide a quiet, well-lit place for study
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Read with my child and let my child see me read
- Contact my child's teacher when I have questions
- Make sure that my child is well fed and rested

#### ***Student Agreement***

It is important that I work to the best of my ability.

*Therefore*, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with the necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Respect rules of student conduct.
- Share information about school with my parents/guardians.

#### ***Teacher Agreement***

It is important that students achieve.

*Therefore*, I shall strive to do the following:

- Provide appropriate and meaningful instruction and homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

#### ***School Community Agreement***

Together we support the involvement of parents/guardians/students/teachers in the total school program for each child.

*Therefore*, we will strive to do the following:

- Facilitate an environment that allows for positive communication between the teacher, parent/guardian and the student.
- Encourage teachers to provide meaningful, challenging instruction for each student.
- Encourage the development and growth of a learning community for students, staff, parents/guardians, and interested community members.



## **APPENDIX B**

### **Protocol for Head Lice**

#### ***Description***

Head lice are tiny insects that live in human hair. They hatch from small eggs called nits, which are attached to the base of individual hairs. The nits hatch in about ten days and reach maturity in about two weeks. As the louse feeds on its host, it injects saliva into the wound resulting in local irritation and itching.

#### ***Physical findings***

Presence of nits (small, round or oval, white specks that are very adherent) on hair shafts less than 1/2" from scalp.

Presence of lice on scalp and hair.

#### ***Procedure***

1. Student suspected of having lice is referred to school nurse or designee for examination.
2. Parent is notified to take child home until 24 hours post-treatment. (Send home recommendations for Treatment of Head Lice sheet with child).
3. Nurse or designee checks other children in the classroom(s), as well as siblings of the host child(ren).
4. Records of each infestation should include: name, grade, teacher and date the student returned to school after successful treatment.
5. Proof of treatment is required on return to school. The child should be re-examined by the nurse or designee upon return to school and again in 7 to 10 days. Child will be admitted if no nits are present.

If a parent calls the school to report that their child has contracted head lice and is in the process of treatment, steps 3–5 will be followed.

## **APPENDIX C**

### **West Glacier Elementary MBI Code of Conduct**

#### ***Hallways***

Students arriving before 7:40 should go directly to the playground (weather permitting) and find the playground monitor

Upon doors being opened, place school items in locker and go directly to your classroom

Walk at all times

Use a zero to one voice

Respect others and their property

Keep hands, feet, and objects to oneself

Get all necessary items from lockers so as to be prepared and bring them to class

Lockers are left in a clean and orderly fashion

Floors are to be clean and clear at all times

Lockers will be empty except for gym shoes proceeding any holiday or weekend

Food will be taken home over weekends and holidays

#### ***Bathrooms***

Get job done and go directly back to class

Use a zero to one voice

Wash hands before returning to classroom for at least 30 seconds (sing the ABC's)

Place all trash in the garbage

Flush after every use (urinals too)

Make sure water is turned off after washing hands

Leave all doors unlocked after use

#### ***Lunchroom***

Wash hands first

Quietly pick up your milk as you enter

Sit down

Make room for others

Remain seated; raise your hand to be excused (including to use the microwave)

Walk at all times

Use quiet voices and good manners (including please and thank you)

EAT!

Clean your own space

Empty all liquids prior to throwing item away

Store leftovers in your lunch box on top of your locker to take home

Eat only what was packed in your lunch (no trading)

Raise your hand to be dismissed

***Playground***

Wait on the porch for teacher

Use the bathroom on the way in or on the way out

Keep hands and feet to oneself

Eat snacks on porch area only and dispose of trash properly

Use equipment properly and take in what you brought out

Keep grounds free of litter and treat property with respect

Stay in bounds

Follow instructions by staff the first time

Line up immediately after the bell rings with a zero voice by class

Settle differences peacefully

Treat trees and bushes with respect (no riding or climbing on them)

Stomp and wipe your feet outside and on the mat upon entering the building

## Appendix D

### Internet/Computer Use (Policy 2315)

#### ***Acceptable use of computers***

New technologies are shifting the ways that information may be accessed, communicated and transferred. Those changes may also alter instruction and student learning. West Glacier Elementary offers students access to the Internet.

#### ***Rules and Responsibilities***

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Computer and Internet use is provided for students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The administration, faculty, and staff of West Glacier Elementary may deny, revoke or suspend specific student access at any time.

Individual users are responsible for their use of the network. The use of the network must be in support of education and research and must be consistent with academic expectations of West Glacier Elementary. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening, or obscene materials, is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

Students will not be allowed to send or receive e-mail for non-school related reasons. Teachers may supervise limited e-mail communications for specific school projects.

The user is expected to abide by the following network rules of etiquette:

*Be polite. Do not write or send abusive messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges. Do not reveal the personal information about yourself or others; your safety and that of others is paramount. Do not communicate any credit card number, bank account number, or other financial information. Electronic mail (Email) is not guaranteed to be private. Staff that operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges. Do not use the network in such a way that would disrupt the use of the network by other users. Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in cancellation of user privileges.*

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

## Appendix E

Level ONE (white)

Student's Name \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Supervising Adult: \_\_\_\_\_ Date: \_\_\_\_\_ M T W T H

Other(s) Involved: \_\_\_\_\_

Level ONE		
<p><b>General Misbehavior</b></p> <ul style="list-style-type: none"> <li>○ Classroom disruptions</li> <li>○ Disrespectful actions</li> <li>○ Throwing things</li> <li>○ Rough &amp; tumble play</li> <li>○ Arguing</li> <li>○ Running in the building</li> </ul>	<p><b>Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ Passing offensive notes</li> <li>○ Gossiping</li> <li>○ Starting or spreading rumors</li> <li>○ Teasing about possessions, clothes, looks, etc.</li> <li>○ Insulting remarks</li> <li>○ Calling names</li> <li>○ Expressing superiority</li> </ul>	<p><b>Menu of Consequences</b></p> <ul style="list-style-type: none"> <li>○ School personnel handle</li> <li>○ Reminder/warning</li> <li>○ Time-out (refocus form teacher choice)</li> <li>○ Recess suspension</li> <li>○ Removal from class</li> <li>○ Phone call home</li> <li>○ Lunch detention</li> <li>○ Problem solving plan</li> <li>○ Re-teach expectations</li> </ul>
<p><b>Non-Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ Dirty looks</li> <li>○ Threatening or insulting gestures</li> <li>○ Ignoring or excluding others</li> <li>○ Hiding items from others</li> </ul>	<p><b>Physical Bullying</b></p> <ul style="list-style-type: none"> <li>○ Pushing/shoving/poking</li> <li>○ Taking items from others</li> <li>○ Blocking other's path</li> </ul>	

### Level One

- The adult addressing the behavior fills out behaviors in the discipline rubric.
- The menu of consequences is filled in by the intervening adult and given to the classroom teacher.
- The classroom teacher adds to the consequences as needed.
- If time allows use the reverse side for a quick note for the teacher to clearly communicate the behavior in question.
  
- A level one behavior form is filed by the **classroom teacher**.
- A chronic level one (3 repeated offenses) becomes a level two.
- Repetitive behaviors occur within a few weeks not over months.

**Level TWO (green)**

Student's Name \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Supervising Adult: \_\_\_\_\_ Date: \_\_\_\_\_ M T W T H

Other(s) Involved: \_\_\_\_\_

Level TWO		
<p><b>General Misbehavior</b></p> <ul style="list-style-type: none"> <li>○ <i>Inappropriate language</i></li> <li>○ <i>Cheating</i></li> <li>○ <i>Minor physical altercation</i></li> <li>○ <i>Insubordination/defiance</i></li> <li>○ <i>Chronic Level 1 Behaviors</i></li> </ul>	<p><b>Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>through emails, notes, phone</i></li> <li>○ <i>Insults based on size, intelligence, race, ability, religion, ethnicity, athletic ability, gender, disability, sexual orientation</i></li> <li>○ <i>Fighting words</i></li> <li>○ <i>Intimidation through continuous gossiping, teasing or destructive humor</i></li> <li>○ <i>Slander</i></li> <li>○ <i>Chronic Level I Behaviors</i></li> </ul>	<p><b>Menu of Consequences</b></p> <ul style="list-style-type: none"> <li>○ <i>Phone call home</i></li> <li>○ <i>Conference with parents</i></li> <li>○ <i>Individual behavior plan</i></li> <li>○ <i>Counseling referral</i></li> <li>○ <i>Office referral</i></li> <li>○ <i>Suspension of recesses/lunch or other socializing opportunities</i></li> <li>○ <i>After school detention</i></li> <li>○ <i>School work assignments (litter)</i></li> <li>○ <i>Reparation for damages</i></li> </ul>
<p><b>Non-Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>Defacing property</i></li> <li>○ <i>Playing tricks to embarrass others</i></li> <li>○ <i>Stealing from someone</i></li> <li>○ <i>Chronic level 1 behaviors</i></li> </ul>	<p><b>Physical Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>Threatening physical harm</i></li> <li>○ <i>Fighting</i></li> <li>○ <i>Scratching/headlocks/biting/spitting/kicking</i></li> <li>○ <i>Tripping or causing a fall</i></li> <li>○ <i>Chronic level 1 behaviors</i></li> </ul>	

Level Two

- The adult addressing the behavior fills out behaviors in the discipline rubric.
- The menu of consequences is filled in by the intervening adult and given to the classroom teacher.
- The classroom teacher adds to the consequences as needed.
- If time allows use the reverse side for a quick note for the teacher to clearly communicate the behavior in question.
  
- A level two behavior form is copied. One copy is filed with the **classroom teacher** and one copy is sent to the **cooperating lead teacher**.
- A chronic level two (3 repeated offenses) becomes a level three.
- The cooperating lead teacher addresses the consequence in an interview with the student.
- Students with behavior plans may require differentiation: plans need to be followed and all supervisors need to know the plans.

**Level THREE (pink)**

Student's Name \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Supervising Adult: \_\_\_\_\_ Date: \_\_\_\_\_ M T W T H

Other(s) Involved: \_\_\_\_\_

Level THREE		
<p><b>General Misbehavior</b></p> <ul style="list-style-type: none"> <li>○ <i>Chronic level 2 behaviors</i></li> <li>○ <i>Fighting (mutual)</i></li> <li>○ <i>Drugs/weapons at school</i></li> <li>○ <i>Continued insubordination or defiance of school personnel</i></li> <li>○ <i>Damage or stealing property</i></li> <li>○ <i>Vandalism</i></li> </ul>	<p><b>Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>Prolonged harassment</i></li> <li>○ <i>Encouraging total group</i></li> <li>○ <i>Exclusion of someone by threatening others</i></li> <li>○ <i>Sexual harassment</i></li> <li>○ <i>Chronic level 2 behaviors.</i></li> </ul>	<p><b>Menu of Consequences</b></p> <ul style="list-style-type: none"> <li>○ <i>Office referral</i></li> <li>○ <i>In-school suspension</i></li> <li>○ <i>Out-of-school suspension</i></li> <li>○ <i>Parent meeting</i></li> <li>○ <i>Law enforcement contact</i></li> </ul>
<p><b>Non-Verbal Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>Destroying property</i></li> <li>○ <i>Arson</i></li> <li>○ <i>Arranging public humiliation</i></li> <li>○ <i>Writing graffiti about someone</i></li> <li>○ <i>Chronic level 2 behaviors</i></li> </ul>	<p><b>Physical Bullying</b></p> <ul style="list-style-type: none"> <li>○ <i>Making repeated or graphic threats</i></li> <li>○ <i>Extortion</i></li> <li>○ <i>Retaliation</i></li> <li>○ <i>Threatening to keep someone silent</i></li> <li>○ <i>Physical cruelty</i></li> <li>○ <i>Repeated acts of violence</i></li> </ul>	

Level Three

- The adult addressing the behavior fills out behaviors in the discipline rubric.
- The menu of consequences is filled in by the intervening adult and given to the classroom teacher.
- The classroom teacher adds to the consequences as needed.
- If time allows use the reverse side for a quick note for the teacher to clearly communicate the behavior in question.
  
- A level three behavior form is copied. One copy is filed with the **classroom teacher** and one copy is sent to the **cooperating lead teacher**.
  
- The cooperating lead teacher addresses the consequence in an interview with the student.