

# **LAME DEER ELEMENTARY SCHOOL HANDBOOK**

## **SECTION 1 – ADMISSION AND ATTENDANCE**

**MONTANA LAW STATES THAT KINDERGARTEN STUDENTS MUST BE FIVE YEARS OLD ON OR BEFORE SEPTEMBER 10 OF THE CURRENT YEAR.** First grade students must be six years old on or before September 10 of the current year. Entering the child in school at the appropriate age has proven to be in his/her best interest.

### **\*Birth Certificate is mandatory for Kindergarten and Preschool Enrollment**

All students attending Montana schools must be fully immunized or they will be excluded from school. The only exceptions to this law are a documented medical exemption or an exemption for religious beliefs. Both exemptions must be filed with the proper authorities annually. Diseases which each child must be fully immunized against are: diphtheria, pertussis, tetanus, poliomyelitis, rubella, and measles. Other immunizations may be suggested, but not required.

Pupils who elect regular enrollment outside of the public school system and who are subsequently not eligible for State Average-Number-Belonging aid as measured by the state foundation program shall not have access to General Fund programs and activities of Lame Deer Public Schools.

### **ATTENDANCE.....YOU MISS SCHOOL, YOU MISS OUT!**

Regular attendance in school is a requirement. Students who have excessive absences do not make acceptable progress and are prone to failure. Excessive absences also create extra tasks and work for the teaching staff, thus reducing their effectiveness for other students. Parents and students need to treat this issue seriously. Excessive absenteeism will be handled in accordance with District Policy. Irregular attendance, tardiness or truancy may result in a disciplinary action, retention or referral to the Prosecutor's Office (See Code below).

### **ATTENDANCE**

**It is the philosophy of the Trustees that attendance and educational success are definitely related. The responsibility for attendance must be jointly shared by the parent and student. The attitude taken by the Lame Deer Public Schools is that attendance is mandated by law until the child is 18 years of age or a high school graduate.**

#### *Northern Cheyenne Tribe Juvenile Code*

#### *7-5-4 Failure to Send Children to School & 7-5-5 Truancy*

*7-5-4 Failure to Send Children to School – Any person who shall, without good cause, neglect or refuse to send a child under his care, between the ages of six and eighteen years, to school unless that child has graduated from high school, shall be guilty of this offense.*

*Failure to send children to school is a Class C offense.*

*7-5-5 Truancy – Any person between the ages of six and eighteen years of age, who shall, without good cause, neglect or refuse to attend school shall be deemed guilty of an offense. The Judge may, in his discretion, hear and determine the case in private and in an informal manner, and, if the accused is found to be guilty, may in lieu of sentence, place such truant for a designated period under the supervision of a responsible person selected by him or may take such other action as he may deem advisable in the circumstances.*

*Truancy is a Class C offense.*

**ABSENCE - EXCUSED**

- Our attendance records are kept on a computer program and keeping up to date accurate attendance is a requirement for generating funds from the state. Therefore, excused absences will be given only if notification to the office is made by a telephone call, office visit, or a note within **two days** of the first day of absence. The elementary office phone number is 477-6379, Ext. 365.
- Vacations must have prior approval from the building Principal.

**ABSENCE - UNEXCUSED**

Any absence without prior approval that is not accompanied by a telephone call or parental note or does not meet the requirements described in Board Policy will be considered unexcused.

**REASONS FOR EXCUSED ABSENCES MAY INCLUDE:** (Notes from parent/guardian must be in the office within two (2) days after the absence.)

- Illness (in some instances the school may ask for medical verification).
- Serious illness or death in the immediate family.
- Regularly scheduled medical or dental appointments.
- Emergency situations approved by the Principal.
- Requirements to satisfy the law.
- Pre-arranged absences requested by the parent and for which student work is made up in advance.

**THE FOLLOWING ABSENCES WILL BE CONSIDERED UNEXCUSED:**

- Missing the bus.
- No note/late note (note received from parent/guardian/physician two (2) days after the absence are considered late).

**PERFECT ATTENDANCE...YOU MISS SCHOOL, YOU MISS OUT!**

Students who attend school each and every day will be considered for perfect attendance. One tardy under 30 minutes will maintain a student’s perfect attendance status. Incentives, special privileges, and field trips may be awarded to students throughout the year who have maintained perfect attendance.

**ABSENCES – NOT CONSECUTIVE – PER SEMESTER**

<b>One to Three Days</b>	<b>Four Days</b>	<b>Eight Days</b>	<b>Twelve Days</b>
Teacher will send note home with HSC	Staff will notify Secretary and a warning letter sent with the HSC.	Attendance Meeting with Teacher, Parent, Principal, HSC, and Counselor to develop a plan/contract.	Attendance record will be submitted to Prosecutor’s Office.

**ABSENCES - CONSECUTIVE**

<b>3 Consecutive Days</b>	<b>4 Consecutive Days</b>	<b>8 Consecutive Days</b>	<b>10 Consecutive Days</b>
<p><b>Staff</b> will notify the Secretary.</p> <p><b>HSC</b> will make a home visit.</p> <p><b>Secretary/Receptionist</b> will begin to track the student on Attendance Program daily.</p>	<p>Warning letter will be delivered by the HSC.</p>	<p>Attendance Meeting with Teacher, Parent, Principal, HSC, and Counselor to develop a plan/contract.</p>	<p><b>Student</b> will be dropped from the class roster on Day 11 according to the State Policy.</p> <p><b>Parent/Guardian</b> will be taken a letter about student being dropped.</p> <p>Attendance records may be turned over to the Prosecutor's Office, depending on reason for absence.</p>

**TARDINESS**

Attendance/tardiness reflects a student's dependability and develops habits for his/her future life. School success is greatly affected by a good attendance record. **Tardy is defined as students not in their seats ready for class to begin when the bell rings.** Tardiness has a disruptive effect in the classroom. This disruption affects teachers and other students in the class as well as the tardy student. Every effort will be made to encourage students to be in class on time every day.

Students who are tardy after 8:15 A.M. must come to the office for an admit slip upon arriving at school. The most important subjects are taught in the morning because research says that is when students learn best. Excessive morning tardies will result in your child missing some important lessons. ***Please make sure to have children at school by 7:50 A.M. for breakfast or by 8:10 A.M. if not eating breakfast.***

- **Excused** – the student has the right to make up all missed assignments, without exception. These tardies are cleared with a telephone call from parent/guardian, have prior approval and/or a note from parent/guardian or physician.
- **Unexcused** – those tardies not accompanied by a telephone call or note from a parent, or lacking prior approval. Unexcused tardies will be considered a matter of discipline involving student, parents, teachers and Principal. Examples of unexcused tardies include: waking up late, missing the bus, no clean, dry clothes or the car not starting.

### **CONSEQUENCES FOR TARDIES**

<b>1- 3 TARDIES</b>	<b>4 TARDIES</b>	<b>5 – 9 TARDIES</b>	<b>10 TARDIES</b>
<b>Warning</b> will be given by the teacher.	<b>Teacher-Parent Communication</b> – phone call or note sent home.	<b>After School Detention</b> will be assigned.	<b>Principal-Parent Communication</b> – conference will be set up.

### **APPOINTMENTS**

Medical and dental appointments during school hours are discouraged. However, if medical or dental appointments are necessary during school hours, please follow these procedures:

- All students must be picked up by a parent/guardian at the school building office.
- Students visiting doctors in another town during school hours must bring a note from the doctor or parent which states the time of the appointment.
- Local doctors may be visited by appointment. Please have an appointment slip signed by the doctor or nurse before returning to school.

If any student has a serious medical problem, please inform the office immediately.

### **DISCRETIONARY NON-RESIDENT STUDENT ATTENDANCE POLICY**

Except as otherwise provided by law, admission to the District, as a non-resident student is a privilege. The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the discretionary admission of non-resident students.

1. Except as provided by law, admission to the District, as a non-resident student is a privilege, unless required by MCA 20-5-321. As such, the District will screen all discretionary non-resident students and only consider those who meet the criteria set forth in this policy.
2. The Superintendent is hereby given the authority to recommend to the Board any student's admission, in accordance with this policy. The Board shall make the final decision on admission.
3. All students whose legal residence is outside of the District and who do not qualify for mandatory attendance will be denied enrollment, with the following exceptions:
  - A. Foreign exchange students, per existing District policy
  - B. Children in the immediate family of nonresident District employees
  - C. Students residing outside the District provided they:
    - Are in good standing with the most recently attended school in terms of academics, conduct, and attendance
    - Are able to demonstrate a record free of truancy

- Are able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year
  - Have passing grades in the school previously attended
  - Have correctly completed the non-resident student application process
  - Present no other educationally related detriment to the students of the District
4. The Board will not admit any student prior to viewing that student's records from the student's previous school districts.
  5. The District has the option of accepting a non-resident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.
  6. New non-resident students, or non-resident transfer students, who are not subject to reapplication requirements in section 7 below, will be admitted only until the end of September for the Fall Semester and will be admitted only until the end of January for attendance beginning in the Spring Semester. Admission of non-resident students after those dates will not be allowed.
  7. Every student who attends the District as a non-resident student must reapply for admission by June 15. Admission in one school year does not imply or guarantee admission in subsequent years.
  8. The District will not admit non-resident students, when to do so would require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes.
  9. All resident students who become non-residents due to a move from the District by their parents/guardians may continue attendance for the semester, barring registration in another District. At the completion of the semester, the student must apply as a non-resident student.
  10. The Board reserves the right to charge tuition for non-resident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. An "entity" is defined as either: (1) the parent/guardian; or (2) a school district. Any waiver of tuition must be applied equally to all students whose tuition is paid the same type of entity (i.e., if the District charges students tuition in those circumstances where the resident district pays, but waives tuition in those circumstances where the parent/guardian is responsible for tuition, the tuition waiver shall be applicable to all students who parents/guardians bear the responsibility for payment).
  11. All non-resident students will be considered ineligible transportees for school transportation services. (MCA 20-10-101)
  12. The Board may declare an emergency that, in its opinion, necessitates the removal of all non-resident students from the schools.
  13. The Board will not admit any student who is expelled from another school district.

## **SECTION 2 – ACADEMIC PROGRAM**

### **ACADEMIC REPORTS**

#### **NOTIFICATION OF ACADEMIC WEAKNESS**

Notification of academic weakness forms will be sent on any student who is performing below grade expectancy. This not only includes students who are doing “D” or “F” work, but those students who have high absences, are missing assignments, have low test scores or when the student’s attitude may be interfering with his/her grades and/or general conduct. Early intervention is the key to helping children succeed. Parents are encouraged to meet with their child’s teacher.

#### **MID-TERM REPORTS**

Mid-term reports will be mailed home for each student at the mid-term of each quarter.

#### **REPORT CARDS**

Report cards are mailed home at the end of each quarter with the exception of the First Quarter. There will be a Parent/Teacher Conference - Open House and report cards for the First Quarter will be handed out at that time.

#### **RETENTION POLICY**

Any elementary school student who fails to satisfactorily complete lessons or assignments during the school year will be recommended for retention at the discretion of that student’s teacher and the principal. A meeting will be held between the parent/guardian, the teacher, and the building principal. After considering information from all parties, the final decision will be made by the building principal.

The parent/guardian will be notified by telephone call whenever a conference is needed because of concern about absences or grades. If the parent cannot be reached by telephone, a letter may be sent or a home visit made by the Home School Coordinator. Teachers may request that the student be tested to see if special services are needed. Further letters warning of the possibility of retention will be sent by the teacher and a conference requested with the parents during the second and third quarters if the students’ grades/absences do not improve. During the fourth quarter, the teacher will recommend retention and request a final conference with the parents. The parents may indicate their approval or disapproval on the consent form at this time. However, the school administration will make the final determination.

#### **ASSEMBLIES AND FIELD TRIPS**

The purpose of assemblies and field trip experiences are to enhance classroom instruction. In order to participate, students are expected to maintain passing grades and appropriate behavior.

## ACADEMIC INCENTIVE PROGRAMS

The elementary staff has developed and implemented several programs to inspire students to achieve academic success. The following programs are examples: **Honor Roll, 20/20 Reading Program, 95% Attendance Club, and BEE BUCKS Store.**

## GRADING PERIODS

<i>September 24, 2008</i>	<i>First Quarter Midterm</i>
October 28, 2008	END OF FIRST QUARTER
November 4, 2008	Parent / Teacher Conference 4:00-7:00
<i>December 2, 2008</i>	<i>Second Quarter Midterm</i>
January 16, 2009	END OF SECOND QUARTER
	<b>END OF FIRST SEMESTER</b>
<i>February 20, 2009</i>	<i>Third Quarter Midterm</i>
March 20, 2009	END OF THIRD QUARTER
March 26, 2009	Parent / Teacher Conferences 4:00-7:00
<i>April 2, 2009</i>	<i>Fourth Quarter Midterm</i>
May 29, 2009	END OF FOURTH QUARTER
	<b>END OF SECOND SEMESTER</b>

## PIR AND VACATION DAYS

PIR stands for Pupil Instruction-Related Days. Students are released from school so that teachers can attend professional development trainings. **This Schedule is subject to change.** In the event of changes, notice will be sent home with the students.

<b>August 20</b>	<b>FIRST DAY FOR STUDENTS</b>
<b>September 1</b>	<b>LABOR DAY – NO SCHOOL</b>
<b>September 17</b>	<b>Dismissal 2:15 p.m.</b>
<b>September 18-19</b>	<b>PIR – NO SCHOOL</b>
<b>September 22-26</b>	<b>Native American Week – Activities all week</b>
<b>October 1</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>October 16 – 17</b>	<b>MCEL/MEA – NO SCHOOL</b>
<b>October 15</b>	<b>Dismissal 2:15 p.m.</b>
<b>October 22</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>October 27-31</b>	<b>RED RIBBON WEEK – Activities all week</b>
<b>November 4</b>	<b>Parent Teacher Conferences 4:00-7:00</b>
<b>November 6</b>	<b>Life Touch Pictures – siblings begin at 8:00 a.m.</b>
<b>November 12</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>November 26 - 28</b>	<b>THANKSGIVING - NO SCHOOL</b>
<b>December 3</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>December 22 – Jan 2</b>	<b>CHRISTMAS VACATION – NO SCHOOL</b>
<b>January 5, 2009</b>	<b><i>Classes resume</i></b>
<b>January 21</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>February 4</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>February 18</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>March 4</b>	<b>PIR – Early Dismissal 1:15 p.m.</b>
<b>March 26</b>	<b>Parent / Teacher Conferences 4:00 – 7:00</b>

April 1  
April 9-14  
May 6  
May 25  
May 29

PIR – Early Dismissal 1:15 p.m.  
SPRING BREAK – NO SCHOOL  
PIR – Early Dismissal 1:15 p.m.  
MEMORIAL DAY – NO SCHOOL  
*LAST DAY FOR STUDENTS*

## **SECTION 3 – STUDENT SERVICES**

### **Title I**

Title I schools are selected according to a targeting procedure set up by the Office of Public Instruction under the guidelines of the U.S. Office of Education. Title I services will be part of the school-wide inclusive education plan.

### **LIBRARY AND MEDIA SERVICES**

The Library is a source of many services. Its main function is to further the schools objectives by providing reference and resource materials for the varied subjects of interest to students and teachers. These resources include books, videos, magazines and newspapers. The library is also a teaching center where students receive instruction in library skills. The school library is a reading center and a place for enjoying books, investigating problems, studying and using audiovisual materials and equipment

### **SCREENING SERVICES**

Lame Deer School District No. 6 screens students for disabling conditions during the school year and conducts other health screenings as needed. Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered or referrals made for further evaluations.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program aims to identify troubled students and connect them with the helping services available to them in school or in the community. The confidential service that student assistance programs provide is based on an educational premise: Students who receive help and support to deal with pressing personal concerns will be able to focus their remaining energy more efficiently on their schoolwork and important tasks of developing academically, socially, and emotionally.

There will be situations that occur which will be referred to the Student Assistance Team in the respective building. The program of assistance may replace the discipline as stated in this policy.

### **SPECIAL EDUCATION SERVICES**

Lame Deer Elementary School recognizes the rights of ALL children to an education. The 1997 Individuals with Disabilities Education Act provides help for children with disabilities by outlining specifically designed school programs to meet each child's individual needs. Because children with disabilities have a wide range of individual needs, many different kinds of Special Education services are available. They include:

Speech Therapy  
Comprehensive Assessments  
Adaptive PE  
Behavior Therapy  
Homebound Services

Preschool  
Resource  
Occupational Therapy  
Physical Therapy  
Screening

For further information, contact the Special Education Director or Principal.

### **HEALTH SERVICES AND REQUIREMENTS**

**Immunizations:** In accordance with the Montana Immunization Law (MCA 20-5-402-403-406-407-409-410) all children entering school must be adequately immunized and dates of all immunizations must be in the school health record.

All children entering Kindergarten and Preschool must have a State Certification Form (blue) completed by a health care provider (physician or immunization clinic) or provide an acceptable document from a health provider or school, before admission to school.

If a student is transferring from one school to another, they need to take a photocopy of their immunization record from the old school to the school to which they are transferring. If the student has no record in hand, he/she cannot enter school.

Unless an annual notarized affidavit is furnished and on file that immunization is contrary to the religious beliefs or medical condition of the signer and/or student, or a written statement from probable durations of the medical condition or circumstances which make immunizations inadvisable, the following immunizations are required:

- a. Four doses of DPT (at least one (1) dose to be given after the fourth birthday)
- b. Three doses of polio (at least one (1) dose to be given after the fourth birthday)
- c. Measles, Mumps, Rubella (MMR #2, Dose (2) to be given prior to Kindergarten entry.)
- d. Tdap booster must be given to all children between their 11<sup>th</sup> and 12<sup>th</sup> birthdays (prior to entering grade 7).

#### **Parents are responsible for updating health records to include:**

1. Immunizations
2. Recently identified health conditions
3. Parent/guardian contact information

### **MEDICATION POLICY**

School District No. 6 requests that medication be given at home whenever possible. If prescribed medication has to be taken at school, it will be dispensed by the nurse, secretary or the principal. The prescribed medicine must be given to the nurse or office in the original container with physician directions.

Any student who wishes to see the school nurse **MUST** obtain a pass from his/her classroom teacher.

## **SCHOOL FIRST AID**

After visiting the school nurse, a student may need to lie down if not feeling well. If the child does not feel well enough to return to class in a short time, a parent will be contacted to pick the child up from school. Therefore, it is important that the school be kept informed or a current phone number where parents/guardians can be contacted. All minor injuries will be taken care of by the school nurse. Accidents must be reported to the school nurse as well as the Principal. Parents will be contacted and requested to take over the responsibility for any care that goes beyond “First Aid”. **It is imperative that the school have emergency phone numbers in case the parent/guardian cannot be reached.**

## **HEAD LICE POLICY**

Because head lice are so easily spread from one child to another, children with head lice (or eggs, often referred to as “nits”) cannot remain at school. If a child has head lice, parents will be asked to come to the school to pick him/her up or he/she may be transported home by our Home School Coordinator. The child will not be allowed to return to school until proof of treatment is provided. The school nurse will need to recheck the child’s head immediately upon his/her return. In the event that head lice are a recurring problem, assistance from the Public Health Nursing Program may be necessary.

Head lice happens! It has nothing to do with personal hygiene or cleanliness at home. Outbreaks of head lice are common and can easily be treated. The most common way lice are transmitted is through direct head-to-head contact. Lice do not jump or fly. Lice can only survive on humans. It may be suspected that a child has head lice if you see him or her scratching usually behind the ears or at the nape of the neck. If it is suspected that a child has head lice, it would be beneficial to keep him/her home until treated. Home remedies do nothing to get rid of head lice. Lice treatment shampoos kill lice and their eggs. After shampooing it is important to comb out and remove all the eggs. The house should also be treated. The most important step in controlling head lice is to teach children how to avoid getting them! Children should be taught not to borrow or share personal items from other children (combs, brushes, hats, barrettes, etc.).

## **SCHOOL BOOKS AND EQUIPMENT**

- Each student is expected to respect school property and help maintain all school equipment in the best possible condition.
- Each student is responsible for any equipment or books issued to them. Books will be covered to protect them. Any wear or damage beyond normal use will be the financial responsibility of the student. Students will be held financially responsible for replacement costs of lost books.
- Library books fall in the same classification as the above. Library books are to be checked out only in accordance with the rules posted in the library. Library books should be turned in to the librarian in charge. It is the student’s responsibility to see that the book is checked off from his/her name.
- All lockers assigned to students must be neat and clean. If you choose to padlock your locker, a key or combination must be turned in to the office.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch will be provided to all students attending Lame Deer Elementary School.

# **SECTION 4 – POLICIES AND REGULATIONS**

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Rights and Privacy Act allows for inspection and review of educational records by the parent or guardian and provides for procedures by which educational records can be amended.

- A. A school must allow parents to inspect and review their student's educational records maintained by the school. This is done by making an appointment with the secretary or administrator and reviewing the records in the presence of that official.
- B. Parents may request that a school correct records believed to be inaccurate or misleading. This request must be made in writing to the administrator, and within **five (5)** school days of reviewing the record.
- C. The school must have **WRITTEN PERMISSION** from the parent before releasing information from a student record, except as specifically designated as directory information and considered public information in FERPA law.
- D. Directory Information includes such things as display of student work, projects, listing of participants in school programs and activities, and acknowledgments within publicized media.

## **TITLE IX**

As provided in the Constitution of the State of Montana, Lame Deer School District No. 6 is committed to equality of educational opportunity. This district is also committed to equal employment opportunity. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicaps, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided in the law.

LEGAL REF. 10/3/95 Constitution of State of Montana: 1972 Education Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Sections 503 and 504; 1975 Age Discrimination Act; Vocational Educational Guidelines. Board Policy #705.

## **SEX DISCRIMINATION GRIEVANCE PROCEDURES**

When a student believes that they are being discriminated against because of sex, that student may submit the complaint to the Title IX District Coordinator. If the grievance is not resolved informally at that level, it may then be presented to the building principal, where another attempt to resolve it will be made. If the grievance is not then resolved, it may then be filed in writing to the Superintendent. The Superintendent shall respond formally to the aggrieved party within **thirty (30)** work days.

When a non-student believes that they are being discriminated against because of sex, that person may submit the complaint to the building principal. If the grievance is not resolved informally at that level, it may then be presented to the Superintendent, where another attempt to resolve it will be made. If the grievance is not then resolved, it may be filed in writing to the Board of Trustees. The Board shall then consider the grievance at their next regularly scheduled Board Meeting. The Board shall respond within **thirty (30)** days of the date of appeal.

Upon exhaustion of remedies available within the School District, the aggrieved party may commence an action before the County Superintendent of Schools pursuant to the Uniform Rules for School Controversy.

### **SEXUAL HARASSMENT**

The Lame Deer Public Schools recognizes its responsibility to maintain a working environment free from all types of discrimination, including sexual harassment in any form by any employee of this district, management or non-management, certified or classified, contracted or temporary, male or female, or any student.

Sexual harassment, a form of sex discrimination, means any comments, gestures or physical contact of a suggestive or sexual nature which are unwelcome by the person for whom they seem intended, when submission to or rejection of such conduct by an individual:

- is made either explicitly or implicitly a term or condition of the staff member's evaluation or employment; or
- is used as the basis of a denial or promise of promotion, career enhancing opportunities, employment decisions affecting a staff member; or
- has the effect of unreasonably interfering with staff member's work performance or otherwise creates an intimidating, hostile, or offensive working environment.

Any employee or student who believes he/she is being subjected to sexual harassment by anyone connected with his/her work is required to report the matter promptly, as provided in discrimination procedures above. Principals and/or Superintendents shall investigate all reports as provided in District Policy.

Students are to refrain from making comments, writing notes, drawing pictures, or inappropriate touching of others or making gestures that could be interpreted as sexual harassment by other students. Students are responsible for their own actions in this regard. Students should report incidents of suspected sexual harassment to the building principal as soon as possible after their occurrence.

### **SECTION 504 – HANDICAPPED REGULATION**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that "No otherwise qualified individual with handicaps in the United States....shall, solely by Reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal

financial assistance or activity conducted by an Executive agency or by the United States Postal Service.

### **PUBLIC CONCERNS RESOLUTION**

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statutes, or Board policy.

Public Concerns Resolution Forms, known as Board Policy #4310 P, may be obtained from the Secretary or Receptionist at the school office. The process will then proceed through the appropriate chain of command for a timely resolution at the lowest possible level.

### **CHILD ABUSE AND/OR NEGLECT**

Recognizing the potentially harmful effects of child abuse and neglect, Lame Deer Public Schools hereby support those sections within the Montana Criminal Act, which are concerned with the reporting of suspected cases of child abuse and neglect. Realizing the seriousness of child abuse and neglect, this school requires compliance with this law by all school teachers, officials and other employees who work during regular school hours (MCA 41-3-210).

Any of the above named employees who fail to report known or suspected cases of child abuse or neglect, or who prevent another person from reasonably doing so, are civilly liable for the damages proximately caused by such failure or prevention in accordance with the Montana Criminal Act (MCA 41-3-207).

This law provides for all records concerning reporting of child abuse or neglect to be confidential and immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acts in bad faith or with malicious purpose (MCA 41-3-203).

When a teacher, school official, or other employee who works during regular school hours suspects child abuse or neglect, that person should immediately notify social services. (Board Policy)

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Management Plan is available for review by parents, teachers and employees. The school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a Management Plan was prepared which details the response actions that this district will take regarding asbestos containing materials found. The Management Plan is available for inspection in the District Office without cost or restriction during normal business hours. It is the policy of this school district that a safe environment will be maintained for students, teachers and employees.

## **GUN-FREE SCHOOL**

In accordance with the provisions of the Gun-Free Schools Act, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless otherwise notified by the Board of Trustees, upon recommendation from the District Superintendent. Therefore, a student shall not possess or transmit any object that can reasonably be considered a firearm, dangerous weapon, and any explosive, incendiary or poisonous gas on the school property.

The Building Principal or District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. All conditions which render it incapable of being fired must be followed. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by IDEA or Section 504, lawful procedures for changes in placement must be followed for suspension of greater than forty-five (45) days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with MCA 20-5-202. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such a placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

## **TOBACCO FREE SCHOOLS/WORK PLACE**

In accordance of the provisions of the Montana Tobacco Free Schools and Clean Air Act, Lame Deer Public Schools are "Tobacco Free." In the interest of students, staff, and community members, no use of tobacco will be permitted in or on school buildings or grounds. Prohibition of tobacco use is applicable to all hours.

## **SECTION 5 – STUDENT CODE OF CONDUCT**

### **CODES OF CONDUCT**

Lame Deer Public Schools intends to provide an orderly environment conducive to learning and based on principles of student involvement and participation, personal responsibility, respect for other and good citizenship. Ongoing disruptive behavior on the part of any student is an infringement on the rights of other students.

### **GROOMING AND DRESS**

Students are expected to maintain a standard of hygiene acceptable for school. Clothing worn should be seasonable and appropriate for classroom activities. Clothing with inappropriate logos will not be permitted.

### **HATS, CAPS AND BANDANNAS**

Hats, caps and bandannas are not to be worn in the school building during school or related activities.

### **FIREARMS AND WEAPONS**

Students will not carry any knives at any time while on school grounds or in the school building. Pursuant to Montana and Federal Statutes, no weapons (as defined in Montana and Federal statutes) are allowed on school property. Any student of the Lame Deer School District bringing firearms or illegal weapons on school property or at a school activity shall be subject to immediate suspension until long-term suspension hearing can be convened. Authorities will be notified.

### **DRUGS, TOBACCO, AND ALCOHOL**

Students are not allowed to use or possess tobacco, drugs, or alcohol on school property or at school activities. This also includes school activities away from home. Violation of this shall result in punishment to be administered in accordance with District Policy.

### **GENERAL CONDUCT**

All students will:

- Use appropriate hallway, cafeteria, and classroom manners.
- Show courtesy and respect.
- Follow directions when given.
- Use school materials and equipment appropriately.
- Keep the school and grounds free from paper and other refuse.

### **STUDENT CONDUCT IN LUNCHROOM**

Students will:

- Enter the lunchroom in a quiet and orderly manner.
- When being served, take the nearest plate. Don't forget the silverware.
- Sit down quietly and limit visiting to table mates.
- Keep hands and food out of other people's plates.
- Keep feet under the table and sit up straight.
- Clean their plates before asking for seconds.

### **STUDENT CONDUCT ON PLAYGROUND**

Students will:

- Be involved in constructive playground activities.
- Remain on the playground during recess. They may re-enter the building only with the permission of the playground supervisor.
- Wear clothing and footwear appropriate for playground and weather conditions.
- Follow directions the first time they are given to ensure safety.
- Report being bothered, harassed, or threatened by other students to the playground supervisor immediately.

### **SAFETY COMES FIRST!**

The following activities are prohibited:

- Fighting
- Tackle games of any kind
- Throwing dirt, rocks, snowballs, wood chips or other dangerous objects
- Any activities that involve riding on the backs and shoulders of other students or carrying of other students
- Sliding on ice
- Inappropriate use of playground equipment
- Climbing on fences or poles
- Inappropriate language (swearing), gestures or spitting
- Playing in puddles when it is sloppy wet
- Playing outside the designated area of the playground
- Possession of any dangerous or illegal drug, tobacco or alcohol

### **PLAYGROUND CONDUCT DISCIPLINE CONSEQUENCES**

- Verbal warning
- Time Out to "Walk the track"
- After-school detention assigned
- Serious Infraction – sent to Office, consequences determined by Principal.

### **STUDENT CONDUCT ON BUSES - POLICY**

**Riding is a Privilege, Not a Right** – District #6 is concerned with the safety of your child. One of the areas we are especially concerned with is safety while on the school bus. Bus drivers, schools, parents and the students themselves each have responsibilities in ensuring the District #6 buses remain a safe method of transportation for your child.

**Driver Responsibility and Authority** – Drivers assigned to transport students on District #6 are licensed and certified by the State of Montana as “school bus drivers”. In addition, drivers have undergone training in safety, first aid and emergency procedures. Drivers are authorized to give directions, enforce rules and standards, which will promote safety and security for all passengers

**School and Teacher Responsibility** – The first week of school is designated as School Bus Safety Week. To ensure the safety of your child, all students in grades kindergarten through sixth grade will be provided with school bus safety training by their classroom teachers. They will be taught the following concepts.

- Transportation by school bus is a privilege, not a right.
- District policies for student conduct and school bus safety.
- Appropriate conduct while on the bus.
- The danger zones surrounding a school bus.
- Procedures for safety boarding and leaving a school bus.
- Procedures for safe vehicle lane crossing.
- School bus emergency and vehicle lane crossing.
- 

**Student Responsibility** – Students are responsible for maintaining bus safety by following both school bus and bus stop safety rules. Every student who rides the school bus should know and practice the rules of school bus safety.

**Notice** – Students will be given a copy of school bus and bus stop rules during the school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

**RULES AT THE BUS STOP:**

- Get to the bus stop 5 minutes before your scheduled pick up time. The school bus does not wait for late students.
- Respect the rights of others while waiting at your bus stop.
- Keep your arms and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- After getting off the bus, move at least 10 feet away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal you before crossing the street
- No fighting, harassment, intimidation or horseplay allowed.
- No water balloons allowed.
- No use of alcohol, tobacco or drugs.
- Do not damage the school bus.

**RULES ON THE SCHOOL BUS:**

- Observe same conduct as in the classroom

- Be courteous; use no profane language or gestures.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Use of tobacco, drugs or alcohol is strictly prohibited.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.
- Students stay in a quiet line at all bus stops until bus comes to a complete stop.

**PARENT RESPONSIBILITY** – For our bus safety policy to be most effective, it is important that every parent cooperate with our bus safety policy. Parents should:

- Become familiar with district rules and policies regarding bus safety.
- Help your students understand safety rules and encourage them to follow them.
- Recognize your responsibility for how your child behaves.
- Support safe riding and reasonable discipline.
- When needed, help students in boarding the bus or in crossing streets.
- Respect the rights of others.
- Let us know about any bus safety concerns you have.
- Watch bus stops.
- Support all efforts to improve bus safety.

**CONSEQUENCES** – Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the discretion of the building principal or the principal’s designee. Parents or guardians will be notified of any suspension of bus privileges. Bus drivers are encouraged to use a variety of discipline tools available prior to referral to the building principal.

**Elementary (K - 6<sup>th</sup> Grade)**

- ❖ **1<sup>st</sup> Offense** – Warning
- ❖ **2<sup>nd</sup> Offense** – Three School Day suspension from riding the bus.
- ❖ **3<sup>rd</sup> Offense** – Five School Day suspension from riding the bus.
- ❖ **4<sup>th</sup> Offense** – Ten School Day suspension from riding the bus. Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

*NOTE: When a student goes 90 calendar days without a report, the student’s consequences may start over at the first offense.*

**VANDALISM/BUS DAMAGE**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. The school district may also pursue other available options.

### **CRIMINAL CONDUCT**

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

### **OTHER DISCIPLINE**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time, depending on the nature of the offense. Consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

### **DISMISSAL/BUS POLICY**

School begins at 8:15 A.M. each morning and on **Monday, Tuesday, Wednesday, Thursday** all students will load their buses at 3:15. On **Friday**, all students will load buses at 2:15.

### **BUS MESSAGES**

**Bus messages will be taken until 2:00 P.M. for all students Monday – Thursday, until 1:00 P.M. on Friday, and until 12:00 P.M. on Early Out PIR days.** This cut off time is necessary to ensure enough time to notify students, teachers, and drivers. Changes in bus destinations should be kept to a minimum. Emergencies can arise during the day that may prompt a change in a child's busing destination. However, in order to ensure proper busing instructions, a routine needs to be established. If parents are not home when your students arrive, a responsible person should be available. In the event that a child is returned to school, parents are responsible for picking them up as soon as possible. The last office employee leaves at 4:30 P.M. Cooperation in these policies can make school more enjoyable for students, parents, the teachers, and the office staff.

**\*Northern Cheyenne Social Service intervention may be necessary if a child is repeatedly brought back to school by the bus driver.**

**UNDER NO CIRCUMSTANCES MAY A STUDENT RIDE A BUS THAT WAS NOT ASSIGNED TO THEM OR BE DROPPED OFF AT A STOP DIFFERENT THAN THEIR REGULAR STOP WITHOUT A NOTE OR TELEPHONE CALL FROM THE PARENT / GUARDIAN.**

### **INCLEMENT WEATHER**

At times during the winter months the buses:

- Do not run
- Run only in-town routes
- Are late getting to their stops

During these times, it is in the parents' and students' best interest to listen to the local radio stations in Forsyth and Billings. An announcement as to which buses are running will be made on these stations. They will also report any school closings.

AM 790 KGHL Radio (Billings) 652-1132

FM 101.3 KIKC Radio (Forsyth) 326-2711 or 1-877-346-5452

FM 98.3 KZZS Radio (Sheridan) (307) 672-2399

## **SECTION 6 – ELEMENTARY DISCIPLINE/STUDENT RESPONSIBILITY PLAN**

### **LAME DEER ELEMENTARY SCHOOL DISCIPLINE POLICY**

The ultimate responsibility for a student's behavior rests with the student and his/her parents. School discipline is intended to foster student growth and school competencies while assuring each student of a safe, supportive environment in which to learn. In keeping with the Montana Behavior Initiative philosophy - discipline is an opportunity to teach and most effective teaching is done in a positive manner - disciplinary measures and consequences at the elementary are as positive as possible. Positive measures of disciplining students may include: individual conferences, refocusing, parent contacts, referrals for counseling or to our character education room, individual goal charts, behavior charts, assignment to Lunch or After School Academy, etc.

**\*Suspension is reserved for serious infractions listed on p. 26 as Non-Negotiables**

### **MBI INTRODUCTION**

Lame Deer Elementary School is a school that cares about kids and helps kids care about themselves. The Lame Deer Student Responsibility Plan is designed to create a positive atmosphere where students can learn and teachers can teach.

LDES subscribes to the positive behavior intervention philosophy of the Montana Behavior Initiative. Our MBI team promotes three overriding school expectations that we call the 3 B's:

***Be Safe***  
***Be Responsible***  
***Be Respectful***

1. **“BE SAFE”** – Everyone in our school is expected to conduct themselves in a manner that protects themselves and others.
2. **“BE RESPONSIBLE”** – Everyone in our school is expected to take care of themselves, their possessions, and the school. They are expected to always try and do their best.
3. **“BE RESPECTFUL”** – Everyone in our school is expected to treat other people as they would like to be treated (Golden Rule).

**\*Since we expect these behaviors, the staff will teach and model them daily.**

### **BEHAVIOR INCENTIVE PROGRAMS**

As part of our commitment to MBI, the elementary staff has developed and implemented several programs to recognize students who follow expectations and behave appropriately in the classroom as well as in common areas. The following programs are examples:

**Student of the Week, STAR Dollar Store, Bee Ticket Program, Principal's BINGO, Meaningful Work Program, etc.**

### **STUDENT ROLE**

Through the MBI process, our staff has established consistent school-wide behavior expectations for the common areas: hallways, restrooms, cafeteria, playground, buses, etc. These expectations are listed and posted on T-Charts throughout our school. Teachers teach and re-teach these expectations to their students continuously throughout the school year.

In the classroom, all students are expected to follow the teacher's expectations. When the students are in a "specials" class such as PE or Library, the students will follow the expectations of that teacher. All expectations are consistent with the MBI philosophy and teachers teach and re-teach them to their students consistently throughout the school year. All students and staff are expected to treat each other with mutual respect.

### **STUDENT RIGHTS**

- To have a safe and healthy learning environment. To learn in a drug-free, smoke-free, and violence-free environment.
- To be respected as individuals and to be treated fairly.
- To learn without disturbance or distraction.
- To have personal property respected and protected.
- To express views and be heard.
- To be taught by competent teachers and exposed to positive adult role models.
- To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

### **STUDENT RESPONSIBILITIES**

The health and safety of each student, as well as the development of good study habits, is essential for productive learning. In order to create a positive learning environment, we expect the following behaviors:

- Each student needs to be at school, on time, every day.
- Each student is responsible for his/her actions.
- Each student will show respect to other students, adults, and self.
- Each student will respect and take care of school and personal property.
- Each student is to be in control of himself/herself.
- Each student will complete all assigned work.
- Each student is to be actively involved in the learning process.

### **CLASSROOM MANAGEMENT – TIME TO TEACH!**

- All classroom teachers will teach, model, and reinforce the school-wide and classroom expectations. Teachers will follow Time To Teach guidelines and use Teach To's in order to maintain safe, productive classrooms. Teachers will review the school discipline policy with their students at the beginning of the year and revisit it after vacations and at other times as needed throughout the school year. The Student Responsibility Plan including school-wide and classroom expectations will be sent home to the parents and guardians. Both the students and the parents or guardians will be asked to acknowledge (through their signature) that they have read, discussed, and understand the expectations and policies.
- All classroom teachers will use a positive reinforcement system that encourages individual and class compliance with school wide expectations across all settings.
- All classroom teachers will use REFOCUS (Time-In) as a step to teaching student compliance.
- All classroom teachers will hold daily class meetings to discuss classroom issues and resolve any conflicts or problems that arise.

### **LUNCH OR AFTER SCHOOL DETENTION**

Students may be placed in lunch or after school detention for inappropriate behaviors that occur in the classroom or outside on the playground. Any conduct that is considered inappropriate or that could be potentially dangerous to students can result in placement in lunch or after school detention. Students who earn lunch detentions will be served lunch in an alternate setting such as the counselor's office or the character ed room. Unless assigned by the Principal, after school detentions will be left up to the individual teachers.

### **REFOCUS**

Students may be assigned a 15-minute REFOCUS in their classrooms or in another teacher's classroom in order to calm down or just remove them from the problem situation/area. Failure to meet our school-wide expectations including acts of defiance, talking back to teachers/staff, pushing and shoving other students, and refusal to do school work are examples of behavior that may result in a REFOCUS. If a behavior seems to be repeated again and again, a referral to the school counselor, character ed coordinator, or Principal may be indicated.

### **RESPONSIBILITY CENTER**

The Responsibility Center offers a prevention-oriented environment that enables students to process obstacles to their school success. The focus is not punishment, but prevention. The center offers an opportunity for students to accept responsibility by being actively involved in recognizing their behavior choices and developing appropriate plans that will empower them to become successful in the school setting. As part of Lame Deer School's Character Education Initiative, students are learning to process how their behavior choices are reflected in the related character traits. The role of the Responsibility Center is to offer students alternatives, interventions, and support to help prevent or reduce disruptive behaviors in the school environment.

## **STUDENT BEHAVIOR REFERRALS**

Student behavior referrals will be written for major offenses when students are fighting, using obscene language, threatening or intimidating other students, stealing, destroying school property, or using alcohol, drugs, or possession of a weapon. These are Level III Offenses or NON- NEGOTIABLES. The parent(s) or guardian(s) will be notified in these instances. If the parents cannot be reached by telephone, the Home School Coordinator may take the student home with a note explaining the problem behavior / consequences.

### **LEVELS / DEFINITIONS OF MISBEHAVIORS**

<b>BEHAVIOR DESCRIPTION</b>	<b>LEVEL I OFFENSE</b>	<b>LEVEL II OFFENSE</b>	<b>LEVEL III OFFENSE</b>
	(Teacher/Staff members handle these) Call parents, time-outs, loss of privileges	(Character Ed. Handles these) 15 minute refocus, problem solving form, etc.	(Administrator's handle these) After-school detention, out-of-school suspension, etc.
Physical Contact	Unintentional contact with another child (kicking, hitting, pushing, or play fighting)	Intentional contact intended to harm or injure	Fist Fighting
Inappropriate Language	Unintentional profanity as an exclamation not directed at someone	Profanity directed at another student or staff member	Out of control use of obscene language or making threats to a staff member
Disrespectful / Insubordinate	Refusal to follow directions and/or talking back after the initial request	Refusal to follow adult directions or talking back after repeated requests	Refusal to comply with request to leave room to go directly to the office
Property Misuse/Vandalism	Misuse of or causing harm to materials and items (objects in toilets)	Deliberate destruction/damage of property (graffiti)	Property damage that requires restitution

Disruption	Any activity that interrupts the educational process after the initial request (sleeping, noises, talking, playing with toys)	Purposeful and/or persistent behavior causing a significant interruption in a class or activity (temper tantrums, screaming, throwing items)	Persistent problem behavior that stop instruction and require classroom evacuation
Weapons	Unintentional possession of weapons (pocket knife)	Possession of an object that can be construed to threaten, intimidate, or cause bodily harm	Using a weapon to threaten or cause bodily harm

## NON-NEGOTIABLES

**THERE ARE CERTAIN BEHAVIORS THAT ARE MORE SEVERE AND WILL NOT BE TOLERATED AT LAME DEER ELEMENTARY SCHOOL. THESE BEHAVIORS INCLUDE, BUT ARE NOT LIMITED TO:**

### **Behaviors**

#### **Fist Fighting**

**Possession of a weapon; an object that can be construed to threaten, intimidate, or cause bodily harm**

#### **Stealing or Extortion**

**Possession sale of or use of alcohol or drugs**

**Possession or use of tobacco products**

### **\*Consequences**

Out-of-school suspension depending on severity with Principal or designee to decide further steps.

Immediate suspension until long-term suspension hearing can be convened. Law Enforcement will be notified.

Suspension time to fit the violation, Restitution may be required.

Immediate referral for drug/alcohol evaluation. Suspension until long-term hearing is convened. Law Enforcement will be notified.

Immediate referral for drug/alcohol evaluation. Out-of-school suspension depending on severity with Principal or designee to decide further steps.

**\*The Principal may adapt consequences to fit the age and developmental stage of the student.**

## **LAME DEER ELEMENTARY ANTI-BULLYING PROCEDURE**

Everyone at Lame Deer Elementary is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school

### **Lame Deer Elementary defines bullying as:**

Bullying happens when someone with more power unfairly hurts someone with less power over and over again.

### **Examples of bullying include:**

- ❖ Hurting someone physically by hitting, tripping, pushing, and so on.
- ❖ Stealing or damaging another person's things.
- ❖ Ganging up on someone.
- ❖ Teasing someone in a hurtful way.
- ❖ Using put-downs, such as insulting someone's race or family, or making fun of someone for being a boy or a girl.
- ❖ Touching or showing private body parts
- ❖ Spreading rumors about someone.
- ❖ Leaving someone out on purpose or trying to get other kid not to play with someone.

### **Because everyone has the right to be respected and the responsibility to respect others, staff at our school will do the following to prevent bullying and help children feel safe at school:**

- ❖ Closely supervise students in all areas of the school playground.
- ❖ Watch for signs of bullying and stop it when it happens.
- ❖ Teach the Positive Action Program to all students in grades K-6.
- ❖ Teach the Second Step Program to all students in grades K-6.
- ❖ Look into all reported bullying incidents.

- ❖ Assign consequences for bullying based on the school discipline code.
- ❖ Provide immediate consequences for retaliation against students who report bullying.

**Students at our school will do the following things to prevent bullying:**

- ❖ Treat each other respectfully
- ❖ Refuse to bully others.
- ❖ Refuse to let other be bullied.
- ❖ Refuse to watch, laugh, or join in when someone is being bullied.
- ❖ Try to include everyone in play, especially those who are often left out.
- ❖ Report bullying to an adult.

**LAME DEER ELEMENTARY  
ANTI-BULLYING PROCEDURE  
CONSEQUENCES**

**Consequences for Bullying (K-2):**

- 1). Staff/Student conference to discuss the problem and alternative behaviors
- 2). Staff/Student Conference to discuss the problem and alternative behaviors.  
Staff/Student role-plays different scenarios.  
Student writes a letter of apology or fills out a bullying form.
- 3). Staff/Student Conference to discuss the problem and alternative behaviors.  
Student is moved to the “Safety Zone” as a time out (until the student is ready to return to the group with a commitment NOT to bully).

**Consequences for Bullying (3-6):**

- 1). Staff/Student Conference to discuss the problem and alternative behaviors.  
Student writes a letter of apology to the victim.
- 2). Staff/Student Conference to discuss the problem and alternative behaviors.  
Staff contacts parent or guardian.  
Student serves an after-school detention.
- 3). Staff/Student/Parent Conference to discuss alternatives.  
Staff will provide parents with bullying prevention information.  
Staff refers student to the school counselor.  
Disciplinary action may include after-school detentions, or Out-of-School Suspension.
- 4). Staff/Student/Parent/Counselor/Principal Conference to discuss alternatives.

Behavior Contract will be designed for the student.  
Disciplinary action may include after-school detentions, or Out-of-School Suspension.

### **LDPS STUDENT DISCIPLINE POLICY AND EXPULSION CRITERIA**

Lame Deer Public Schools stresses respect for the right of others, among them the right to a school and classroom environment, which facilitates learning. Students who, by their disruptive behavior, consistently deprive other of this right will be subject to disciplinary action, including suspension and expulsion from the school.

### **SUSPENSION AND EXPULSION**

The principal or her designee has the right to suspend; the Lame Deer School Board and its Trustees have the right to expel under the following criteria:

- Physical assault upon another student, member of the staff, board member.
- Carrying a weapon.
- Possession or consumption of alcohol, a controlled dangerous substance, or drug paraphernalia on school premises, or being under the influence of such substances on school premises.
- Conduct constituting a danger to the physical well-being of other students
- Continued and willful disobedience or open defiance of any authority figure employed by the school.
- Taking of another student's or a staff member's personal property, whether by theft, through force, or by intimidation.
- Habitual use of profanity or obscenities (unless as a direct result of a disability).
- Willfully causing damage to school property. No student shall be suspended or expelled unless the conduct, for which he/she is to be disciplined, is related to school activities and/or attendance and occurred on school property, including school buses. Disciplinary actions will have to no bearing on the student's academic standing, except in cases of academic dishonesty.
- These general guidelines for suspension and expulsion will be reviewed and modified, as appropriate by the Lame Deer School Board and its trustees together with the school administrator.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following corrective measures are authorized:

- Restrictive consequences implemented by the classroom teacher and other school staff.
- Out-of-School suspension in accordance with Board regulations.
- Expulsion of the student in accordance with Board regulations.

The pupil has the right to be informed of the reasons for corrective measures taken. Corrective measures should always be based on the necessity for helping the pupil make a better adjustment to living. Ref: MCA 20-4-301 and 302.

## **SECTION 7 - MISCELLANEOUS STUDENT INFORMATION**

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Parents are expected to inform the school of any change of address, telephone number or emergency contact person.

### **PARENTAL VISITS**

Parents are welcome to visit their child's classroom if prior arrangements have been made with the classroom teacher and/or Principal.

### **VISITORS**

**ALL VISITORS** must check in at the building office upon arrival at the school. The Receptionist will issue a "visitor's pass" to those who wish to visit classrooms, etc. It is important to the safety of our staff and students to know who is in the building and for what purpose.

### **TELEPHONES**

School telephones are primarily business phones and should be used as such. Except for emergencies, teachers and students will not be interrupted by phone calls. Messages will be taken and delivered to classrooms through teacher mailboxes.

### **LOST AND FOUND**

All articles found should be turned in at the office. Marking clothing and other belongings is a precautionary measure that parents may take to help insure that all lost items are safely returned to their rightful owners. Lost and Found bins are maintained in the school office. Students are encouraged to check for lost articles several times before considering them permanently lost.

### **GUM AND SUNFLOWER SEEDS**

Due to sanitation and litter problems, gum and sunflower seeds are not to be consumed or used inside the school buildings and/or property.

### **VALUABLE AND PERSONAL ITEMS**

All students are responsible for their belongings and the school supplies checked out to them. Cell phones, electronic devices, skateboards, hee-lies, games, etc. are not to be brought to school. If they are, they will be sent to the office to be kept until the end of the day, where the student will pick them up to take home.

### **CLASSROOM PROCEDURES**

Each teacher will fully instruct students upon their individual classroom procedures during the opening days of school. Teachers will model and practice these procedures for the benefit of all students using the **Teach-To's** from the **Time To Teach** program.

### **EMERGENCY DISASTER DRILLS:**

Lock downs, fire drills, disasters, natural or man-made, will be conducted throughout the year. Each student will conduct himself/herself in a manner that will not interfere with the safety of others. (MCA 20-1-401-402-404)

### **STAYING IN FOR RECESS**

If a child is too sick to go outside for recess, he/she should stay at home unless special arrangements have been made with the classroom teacher.

### **PRINCIPAL APPOINTMENTS**

Parent visits are always appreciated! However, it is also very important that the principal remain available for official school business. As with any professional office, appointments scheduled in advance are very much appreciated and given first priority.

### **PRINCIPAL'S RULE**

Any problems arising between teacher-student, parent-teacher or administration-teacher should be dealt with promptly. The **chain of command** is important as far as school personnel goes: **Teacher, Principal, Superintendent, and School Board**. Should a problem arise in the classroom, the parent should first contact the student's teacher. If handled correctly, few problems need to go any further. Together, teachers and parents will try to work out a solution. If, however, an agreement cannot be reached, the next step should be to fill out a Public Concerns Resolution Form (Board Policy #4310 P) and submit it to the Principal. The form can be obtained from the school Secretary or Receptionist.

**There may be situations, not described in this handbook or in the school policy manual that may occur during the school year. The Principal will rule on these situations as they occur and take appropriate action according to Board Policy.**