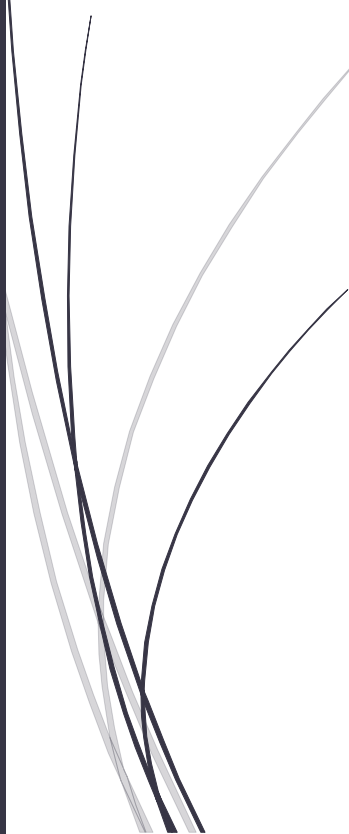




2017-2018 School Year

# Student Handbook



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## GREETINGS

2  
3 This handbook is prepared for the students, parents/guardians and staff of Boulder Elementary School in order to  
4 make the teaching and learning process more effective and pleasant. It should help you become acquainted with the  
5 policies and procedures of the school and its activities.  
6

7 At Boulder Elementary, all students should have the opportunity to recognize and practice academic, physical and  
8 social skills. We will promote a positive learning environment for the growth of self-worth and a respect for others  
9 and their property. Students will learn and practice academics, decision-making and social skills. These ideals are  
10 integrated within an atmosphere of appreciation for education, personal safety and well-being. Students and their  
11 parents/guardians should accept responsibility for their education and respect the rights and individuality of others  
12 while maintaining their own individuality and independence.  
13

14 In order for any society to function effectively and meaningfully, there must be some set rules, regulations and  
15 standards with which we all must comply. Therefore, the following basic guidelines are established:  
16

17 *Boulder Elementary School District #7 will not discriminate against any student on the basis of sex, race, marital*  
18 *status, national origin or disability in any area of school operation or activities. This is inclusive of programs,*  
19 *facilities, textbooks, curriculum, counseling, library services or extracurricular activities.*  
20  
21

## RELEASE OF DIRECTORY INFORMATION

22  
23 *“Regarding student records, federal law requires that ‘directory information’ on my child be released by the*  
24 *District to anyone who requests it unless I object in writing to the release of this information. This includes release*  
25 *of directory information to military recruiters and post-secondary institutions. This objection must be filed within*  
26 *ten school days of the time this handbook was given to my child. Directory information ordinarily includes the*  
27 *student’s name, address, date and place of birth, participation in officially recognized activities and sports, weight*  
28 *and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most*  
29 *recent previous school attended. **This information needs to be consistent with Policy 3600P, 3600F1.***  
30 *In exercising my right to limit release of this information, I have completed the Student Directory Information*  
31 *Notification and returned it to the school.*  
32  
33

## RIGHTS CONCERNING A STUDENT’S SCHOOL RECORDS

34  
35  
36 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18)  
37 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:  
38

- 39 1. The right to inspect and copy the student’s education records, within a reasonable time  
40 from the day the District receives a request for access.
- 41 2. The right to request amendment of the student’s education records which the  
42 parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or  
43 improper.
- 44 3. The right to permit disclosure of personally identifiable information contained in the  
45 student’s education records, except to the extent that FERPA or state law authorizes  
46 disclosure without consent.
- 47 4. The right to a copy of any school student record proposed to be destroyed or deleted.
- 48 5. The right to prohibit the release of directory information concerning the parent’s/  
49 guardian’s child.
- 50 6. The right to request that information not be released to military recruiters and/or  
51 institutions of higher education.

- 1 7. The right to file a complaint with the U.S. Department of Education, concerning alleged  
2 failures by the District to comply with the requirements of FERPA.  
3  
4

5 The name and address of the office that administers FERPA is:  
6 Family Policy Compliance Office  
7 U.S. Department of Education  
8 400 Maryland Avenue, SW  
9 Washington, DC 20202-4605  
10

11 It is our intent at Boulder Elementary to implement and refine as necessary, programs to assure that:  
12

- 13 1. All children are presented a quality education.  
14  
15 2. All children belong, regardless of abilities or disabilities, and have the opportunity to participate in all  
16 classroom and extracurricular activities appropriate to their grade level.  
17  
18 3. All students will receive a comprehensive, yet flexible, system of programs and services.  
19  
20 4. All necessary and appropriate support services and resources will be available for students.  
21  
22 5. All parents will be given the opportunity to be involved in the school community and to participate in their  
23 child's learning experience.  
24  
25  
26

## **BOULDER ELEMENTARY SCHOOL BOARD GOALS**

27  
28 The Boulder Elementary School Board has been having strategic meetings during these meeting they have  
29 designated two goals for the 2016-2017 school year as a means to improve student success. These goals are:  
30

- 31 1. Improve student Achievement.  
32 2. Improve perception of the district.  
33  
34

## **FIVE YEAR COMPREHENSIVE GOALS**

35  
36 Boulder Elementary School has developed a Five Year Comprehensive Plan. Listed below are the goals for the  
37 plan. Each year, the staff, board and parents review the goals and revise the plan as appropriate based on the needs  
38 of our students. If you would like to review the entire plan, please contact the school office or the district office.  
39

### **DISTRICT GOALS INCLUDE**

- 40 1. Improving student achievement.  
41 2. Improving perception of the district.  
42  
43

### **KINDERGARTEN THROUGH SIXTH GRADE GOALS INCLUDE**

- 44 1. Improving basic math skills  
45 2. Improving reading skills  
46 3. Improving home/school communication  
47 4. Reduce bully type behaviors  
48  
49

### **SEVENTH THROUGH EIGHTH GRADE GOALS INCLUDE**

- 50 1. Improving organizational skills  
51

2. Accountability and improving work ethics

## BOARD AND STAFF

### Boulder Elementary School Phone Number 406-225-3316

#### BOARD OF TRUSTEES

Bob Warfle	Chair	bob.warfle@bgs.k12.mt.us
Erik Rykal	Vice Chair	erik.rykal@bgs.k12.mt.us
Carrie Harris	Trustee	carrie.harris@bgs.k12.mt.us
TJ Eyer	Trustee	tj.eyer@bgs.k12.mt.us
Peg Hasner	Trustee	peg.hasner@bgs.k12.mt.us

#### ADMINISTRATION

Maria Pace	maria.pace@bgs.k12.mt.us	102	Principal/Superintendent
Britton Mann	britton.mann@bgs.k12.mt.us	100	District Clerk
Niki Conroy	niki.conroy@bgs.k12.mt.us	101	Secretary

#### BOULDER ELEMENTARY SCHOOL TEACHING STAFF

Stephanie Carey	stephanie.carey@bgs.k12.mt.us	112	Kindergarten
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Rachel Culver	rachel.culver@bgs.k12.mt.us	110	Second
Cheryl Breker	cheryl.breker@bgs.k12.mt.us	121	Third
Cam Warfle	cam.warfle@bgs.k12.mt.us	115	Fourth
Melody Grant	melody.grant@bgs.k12.mt.us	119	Fifth
Kessie Strausser	kessie.strausser@bgs.k12.mt.us	120	Sixth
Bruce Dyer	bruce.dyer@bgs.k12.mt.us	105	7&8 Math, Technology
Sam Heaton	sam.heaton@bgs.k12.mt.us	122	7 <sup>th</sup> /8 <sup>th</sup> grade Social Studies, P.E. 7 <sup>th</sup> /8 <sup>th</sup> Math Practice
Connie McCauley	connie.mccauley@bgs.k12.mt.us	106	Science, Fine Arts,
Nichole Sullivan	nichole.sullivan@bgs.k12.mt.us	123	English/ YDI Special Education
Sarah Rieder	sarah.rieder@bgs.k12.mt.us	114	Special Education
Lisa Sonsteng	lisa.sonsteng@bgs.k12.mt.us	103	Library/Technology
Matthew Bowman	matthew.bowman@jhs.k12.mt.us	125	Band 5 <sup>th</sup> – 8 <sup>th</sup> Grade
Debbie Sheehan	debbie.sheehan@bgs.k12.mt.us	111	Spanish, Paraprofessional
Tim Harper	tim.harper@bgs.k12.mt.us	127	P.E., AYA
Jason Sullivan	jason.sullivan@bgs.k12.mt.us	130	Counselor, Elementary Education
Rochelle Hesford	rochelle.hesford@bgs.k12.mt.us	227	21 <sup>st</sup> Century Program Coordinator

#### BOULDER ELEMENTARY SUPPORT STAFF

Kay Heaton	kay.heaton@bgs.k12.mt.us	114	Paraprofessional
Kelly Jeske	kelly.jeske@bgs.k12.mt.us	114	Paraprofessional
Lisa Giulio	lisa.giulio@bgs.k12.mt.us	128	Food Service Manager
David Deskins	david.deskins@bgs.k12.mt.us	126	Head Custodian
Jeffrey Rudolph			Custodian
Chriss Wilkinson			Custodian

#### PRICKLY PEAR SPECIAL EDUCATION UNIT

Casey Bayes			Psychologist
Jari Wock	113		Speech & Language
Joe Darrah			Occupational Therapist
Angela Zendron			Physical Therapist



1  
2

## **GENERAL INFORMATION**

3  
4

### **SCHOOL HOURS**

5 K-8<sup>th</sup> grades Monday through Thursday- 8:18-3:18; Friday- 8:18-2:18  
6

7

### **BUS SCHEDULE**

8 Contractor: Harlow's School Bus Service, Sandra Hays, Mgr. 225-3344  
9

10 **Basin Route Driver:** Kay Heaton

11 **Valley Route Driver:** Sandra Hays  
12

13

### **TELEPHONE MESSAGES**

14 The school encourages parents/guardians or friends not to disrupt staff or students during class time except for  
15 emergencies. Staff can be reached in the morning, during lunch, during preparation time and after classes. Students  
16 should be reached at those times also. The school office will take a message and deliver it at the most convenient  
17 time. You may also contact staff by e-mail if this is more convenient for you. Every attempt will be made to return  
18 calls and e-mails in a timely manner.  
19

20

### **SCHOOL NEWSLETTER**

21 Throughout the school year, a school newsletter will be produced and sent home with students. Copies of the school  
22 newsletter may be picked up at the post office, bank or at the school if your child does not bring the newsletter  
23 home.  
24

25

### **STUDENT INSURANCE**

26 School accident insurance will be available to students on a volunteer basis at the family's expense. Check with the  
27 main office for more information on insurance.  
28

29

### **ATTENDANCE**

30 Our school is committed to the philosophy that every student should attend every class every day. In today's rapidly  
31 changing employment scene consistent attendance is one of the few requirements common to almost all jobs.  
32 Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to  
33 participate in-group discussions, developing an appreciation for the views and abilities of others and forming the  
34 habit of responsible, regular attendance is legitimate objectives for any course. Absences: In applying the  
35 provisions of this policy, the district recognizes two basic types of absence from school: 1.) Excused and 2.)  
36 Unexcused  
37

38

### **EXCUSED AND PRE-ARRANGED ABSENCES**

39 These are absences authorized by the parent or guardian and for which the district requests advance notice of the  
40 absence and that students arrange for their homework prior to the absence. Once the office is notified of this type of  
41 absence, students will be given a homework form which the teachers will complete with the anticipated missing  
42 assignments. Timelines for missed work during this type of absence are outlined below these absences may include,  
43 but are not limited to illness or accident, family emergencies or business, and family trips or outings  
44  
45

46 In general, if a child is absent due to illness or injury, the district requests that parents notify the school office by  
47 phone on the first day of the absence and subsequent days as is appropriate. A note sent back with the students the  
48 following day is acceptable, however, the district is required to verify all unknown absences, so parents who don't  
49 telephone the office may receive a call to verify an absence. Please provide the school with a phone number where  
50 you can be notified of your child's absence. This may be a work number or message phone if there is not a phone in  
51 the home.  
52

1 **Makeup Work for an Excused or Pre – Arranged Absence**

2 All work must be made up within the following guidelines unless other arrangements are made with the teacher. In  
3 the case of illness, parents are asked to give teachers one full day to gather assignments for students who are ill.  
4 Assignments may be picked up in the office at the end of the day if the request is made before noon the day of the  
5 absence. IF the request for assignments is made after noon the day of the absence, assignments will be in the office  
6 to be picked up after noon the following day. Work not made up within these guidelines will result in failing grades  
7 for that work.

- 8 1. One-day absent- make up work due in two school days  
9 2. Two days absent- make up work due in three school days  
10 3. Three days absent- make up work due in four school days  
11 4. Four days absent- make up work due in five school days  
12 5. Five days or more absent requires arrangements to be made with the teacher.

13  
14  
15 Parents are strongly encouraged not to take children out of school for extended periods during the school year. They  
16 are reminded that students are expected to do all assigned work. In general, the district requests two school days  
17 advance notice in order to prepare material and are not expected to provide assignments for more than three days in  
18 advance, unless special arrangements have been made through the office of the principal. Students who are absent  
19 may expect grades to be adversely effected due to the dynamic nature of the classroom. Rarely can substitute  
20 activities replace this environment.

21  
22  
23 **UNEXCUSED ABSENCE**

24 Any absence from class or school without the knowledge and authorization of a parent, guardian and/or knowledge  
25 of a school official. Unexcused absences are considered truancy under state law. Acute or frequent truancy will  
26 involve appropriate civil authorities. Students will receive zeros for the work missed. The principal may meet with  
27 the parent to determine if additional consequences would be appropriate.  
28

29  
30 **REWARDS FOR GOOD ATTENDANCE**

31 Students who have no absences or one absence from a class in any quarter will be given special recognition. The  
32 Board will acknowledge students who have no absences or one absence in any quarter with a certificate. Teachers  
33 may choose to reward students for perfect attendance- no absences or any kind and no unexcused tardies on a  
34 weekly or monthly basis through special activities and/or recognition.  
35

36  
37 **TARDIES**

38 If your child will be tardy to school through circumstance beyond their control, send a note with the student  
39 explaining the circumstances. Generally, reasonable and legitimate reasons will be excused. Tardiness between  
40 classes will usually be considered unexcused and three tardies within the same quarter excused or unexcused is  
41 considered inappropriate and the appropriate consequence will be utilized. Tardiness of 15 minutes or longer will be  
42 considered an absence.  
43

44  
45 **EXCESSIVE ABSENCES**

46 Students will be allowed a maximum of ten absences regardless of category in any class in any semester. The parent  
47 or guardian will be notified by letter or phone call from the school office when the fourth, sixth and eighth absences  
48 have been reached. When students are absent eight days they will be considered truant and a copy of the truant letter  
49 will be sent to the Jefferson County Superintendent of Schools and the Jefferson County Attorney. The principal  
50 may schedule a conference with the parent or guardian to establish an accounting of the days (periods) missed.  
51

52 When a student is absent ten days a copy of the truant letter will be sent to the Jefferson County Superintendent of  
53 Schools and the Jefferson County Attorney. When a student has exceeded the ten-day limit the parent or guardian  
54 shall appear before the Board of Trustees to show cause why credit for work should be allowed for any excess  
55 absences. Cause may be justified by mitigating circumstance beyond the control of the student and parents and may

1 include, but is not limited to, extended illness or serious injury. The principal will determine when the primary  
2 mitigating factors of illness or injury are not medically related. Credit for work missed will be granted or denied at  
3 the sole discretion of the Board. Students will be retained after ten days missed or will be promoted based upon  
4 proof of competency of skills missed during that period of absences. The exam will be designed and given by  
5 teachers whose classes were missed during the ten days. If the parents do not appear at the Board of Trustees  
6 Meeting when their child(ren) reach the ten day limit the student will be considered truant and the school may  
7 pursue prosecution under 20-5-106. School Laws of Montana 20-5-106 Truancy (1) Whenever the attendance officer  
8 discovers a child truant from school or a child subject to compulsory attendance who is not enrolled in a school  
9 providing the required instruction and has not been excused under the provisions of this title, he shall notify in  
10 writing the parent, guardian, or other person responsible for the care of the child that the continued truancy or non-  
11 enrollment of his child shall result in his prosecution under the provisions of this section. If the child is not enrolled  
12 and in attendance at a school or excused from school within 2 days after the receipt of the notice, the attendance  
13 officer shall file a complaint against such person in a court of competent jurisdiction. (2) If convicted, such person  
14 shall be fined not less than \$5 or more than \$20. In the alternative, he may be required to give bond in the penal sum  
15 of \$100, with sureties, conditioned upon his agreement to cause the enrollment of his child within 2 days thereafter in  
16 a school providing the courses of instruction required by this title and to cause the child to attend that school for the  
17 remainder of the current school term. If a person refuses to pay a fine and costs or to give a bond as ordered by the  
18 court, he shall be imprisoned in the county jail for a term of not less than 10 days or more than 30 days.

19  
20 Excessive absences, excused / unexcused combined may also result in the retention of a student.

## 21 22 **CLOSED CAMPUS**

23 For the safety of our students, Boulder Elementary School has a closed campus. Students are not allowed to leave  
24 the campus during school hours unless the principal has a written note or verbal conformation from home and  
25 approves the request. This policy is applicable before school, at lunch and during recess. The school will contact  
26 parents concerning students who leave school grounds without approval. The school will then notify the police  
27 concerning the student(s) who left school grounds without approval.

## 28 **SCHOOL LUNCH/BREAKFAST PROGRAM**

29 Hot lunch is provided for students at Boulder Elementary School. Prices for lunch are \$2.15 for students and \$3.00  
30 for adults. Breakfast is served from 7:50-8:10. Prices for breakfast are \$1.00 for students. Extra milk with cold  
31 lunch or just extra milk will be \$.25. Free and reduced pricing is available for students by inquiring with the school  
32 secretary. Parents will be notified once a student lunch balance has reached \$25.00, at that point, parents will have  
33 2 school days to pay the outstanding balance in full. If the balance is not paid in full, the student will no longer be  
34 served a lunch at the school.

## 35 36 **VIDEO VIEWING**

37 Teachers may show videos for educational purposes that are unrated or rated 'G' to all students. Videos that are  
38 rated 'PG' may be shown to students in kindergarten through sixth grade with parental permission. Videos rated 'PG'  
39 may be shown to students in seventh and eighth grades. Staff is expected to preview all videos prior to viewing in  
40 class to assure they are educationally appropriate.

## 41 42 **FUNDRAISING**

43 All fundraising associated with organizations or groups sponsored by the Boulder Elementary School or outside  
44 organizations wishing to use the facility or students for fundraising, must receive the approval of the administration  
45 before beginning.

## 46 47 **LOST AND FOUND**

48 Lost and found articles are usually taken to a special location near the office. An attempt will be made to return the  
49 items to the rightful owner. You can help this process by marking all the articles your child brings to school. We  
50 encourage you to check the lost and found area when you visit the school.

# SCHOOL GUIDELINES AND DISCIPLINE

## BUS TRANSPORTATION AND EXPECTATIONS

The school will make every reasonable effort to provide bus transportation for all students living more than three miles from school. All bus riders and parents are reminded that the operation of bus routes is a prerogative of the Board and is not a required service. The following behavioral expectations are established to govern bus riders.

1. All riders shall remain seated while bus is in motion.
2. Keep head, arms and hands inside the bus.
3. The bus driver is in complete charge and may assign seats as he/she sees fit. He/she shall be accorded the same courtesy and respect as a teacher in the classroom. Any disobedience or impudence will be regarded as a serious matter and be treated as such.
4. No profanity or obscenity will be tolerated.
5. Riders may be held financially accountable for any damage done to the bus.
6. Students are responsible for meeting their bus on time.
7. Students are responsible to follow all safety procedures while at bus stops and during loading and unloading.
8. Use of tobacco, alcohol or illegal substances by students is expressly prohibited on the bus.
9. Students are expected to dress appropriately for weather conditions. Bus drivers may refuse to allow riders who fail to comply with this regulation.
10. Students are expected to follow *all* school behavioral expectations on buses and at stops.

## SCHOOL BUS DISCIPLINE

The driver has the responsibility for good discipline in the school bus or private vehicle. If reprimand or disciplinary action is necessary, the driver will stop the vehicle prior to such action. Students will never be put off the bus to walk home for disciplinary reasons. Drivers may stop the bus until alternative transportation can be provided. Chronic offenders or incorrigible passengers will be reported to the building principal who may suspend bus privileges for up to the balance of the school year. Drivers may assign student so specific seats as an aid to good discipline and orderly evacuation in case of accident. Any passenger that is physically handicapped *may* be assigned a seat near the bus door.

## EXTRACURRICULAR BUS AND FIELD TRIP REGULATION

1. All above rules must be complied with. In addition-
2. Students are not allowed to get into cars or leave the activity unless granted permission by the supervisor.
3. Students are expected to ride to and from activities on the assigned bus. Any deviation from this practice will require a prior consent form signed by the principal or advisor in the principal's absence. A coach may use good judgment in this matter when unexpected situations occur.

## CAMPUS POLICY ON BEVERAGES AND FOODS

Sanitation problems are created by careless disposal of gum, candy or foods in drinking fountains, on floors, in lavatories and lockers. Therefore, these items are not permitted on the school grounds or building, except in the following situations:

1. Class parties or dances
2. During lunch in the cafeteria
3. Special occasions
4. As a student incentive

## DRESS CODE

Although Boulder Elementary does not have or want a formal dress code, this is a public institution and cannot allow anything or everything to be worn during the school hours or activities. Students will be asked to call home for a change of clothes if necessary. School time or work that is missed will be required to be made up. The following is a minimum list that is restrictive to students:

1. Clothing that has a written message that is offensive and/or promotes the use of drugs, alcohol, tobacco, and violence or sexual innuendos.
2. Mesh shirts are allowed, but only if worn over a tee shirt or shirt.

3. Tank tops with spaghetti straps or tube shirts.
4. All tops, (shirts, blouses, etc.) must be long enough to cover the midriff.
5. Clothing judged to be in poor taste, interferes with the learning process, or creates a health or safety hazard for students or others, is subject to review by the staff or administration.
6. Hats may be worn outside and removed inside the building during school hours.
7. Students may wear shorts to school; however common sense rules need to be applied.
  - a. Shorts must approach knee length, be hemmed with no side slits.
  - b. Shorts that are worn for physical education or sports programs should not be worn during the school day.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for any school property entrusted to their care, including lockers and desks. Any vandalism damage or excessive wear beyond what could be reasonably expected may result in disciplinary action, including but not limited to, a fine. School authorities may inspect and search school property and equipment owned or controlled by the school without advance notice or student permission.

### **PLAYGROUND EXPECTATIONS**

Each classroom will post playground expectations. At the beginning of school each classroom teacher will review these rules with students. The main emphasis for playground rules is safety. It is very important that all students know the expectations and follow them.

### **INCLEMENT WEATHER POLICY**

The building principal will monitor weather. The principal will determine if the weather is too cold for students to be out during the school day.

### **BICYCLE, SKATEBOARDS, ROLLER BLADES, SCOOTERS, ETC.**

Students are not to ride bikes, etc. on school grounds. Bikes are to be parked in the designated spots and left there until the student checks out of school for the day. For the safety of students bikes need to be walked across the playground.

### **ELECTRONIC DEVICES SUCH AS GAMES, MUSIC PLAYERS, ELECTRONIC TOYS, CAMERAS, ETC.**

Items such as electronic devices such as games, music players, electronic toys, radios, etc. should remain at home. The school will not be responsible for the loss or destruction of such property. Students who are using these items during the school time will have them confiscated by the teacher and the items will be returned to the student at the end of the year.

### **CELL PHONES**

Boulder Elementary School recognizes that this is the technological era and cell phone usage is a common trend. Students are permitted to use cellular telephones outside of the building before and after school. Any other use requires specific permission to be granted by school personnel.

Students must comply anytime a request is made by school personnel to stop using a cellular phone. If such a device is observed by staff, excluding the use outside the building before and after school, the device shall be confiscated until released by an administrator; administrator may assign a detention or determine another form of consequence. The administrator may release directly to the student or the students' parent or guardian. An exception to this procedure may be granted by the school administrator for purposes relating to health and / or safety. Any use of or possession of a cell in the classroom or in the locker room will result in the confiscation of a cell phone, which will be returned only to the students' parent or guardian.

### **BEHAVIOR STANDARDS**

Good discipline is essential to learning. Students are expected to behave in a manner that demonstrates respect for themselves and others. They are expected to work and play responsibly and to respond constructively to direction by school authorities. Students are expected to contribute to a friendly and pleasant learning environment.

1 **SCHOOL WIDE STUDENT BEHAVIOR GUIDELINES**

- 2 1. Respect property, yours, others and the schools’.
- 3 2. Demonstrate appropriate behaviors that do not interfere with anyone's education, including your own.
- 4 3. Treat everyone with respect and courtesy.
- 5 4. Follow all established behavior expectations, both in the classrooms and the school.
- 6

7 **CREATING A SAFE AND CARING ENVIRONMENT**

8 A strong, positive approach to discipline nurtures healthy relationships and a caring environment for learning and

9 teaching. The message students will be given is that, "we care enough about you not to let problem behaviors

10 interfere with teaching or learning." Staff members and students should make every effort to correct behaviors that

11 interfere with learning and teaching in a prompt manner. Timing is important to prevent students from practicing

12 behaviors that interfere with learning and to prevent further consequences.

13

14 **STUDENT DISCIPLINE**

15 When appropriate, staff is encouraged to use teachable moments to address daily behaviors. For routine disciplinary

16 violations, adults acting in the capacity of supervision of students may remove students from the classroom; detain

17 students during recess or after school hours for not more than thirty minutes on one or more days. Twenty-four hour

18 advance notification to the parent/guardian is required if a student is staying after school or as worked out with the

19 parent/guardian. Teachers should make every effort to contact parents/guardians early if there are behavioral

20 concerns within the classroom. Attempts to problem solve and correct the behavior should be applied prior to

21 detaining students.

22

23 Preceding the assessment of such a consequence, the teacher shall inform the student of the nature of the offense

24 charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an

25 opportunity to explain or justify his/her actions to the teacher. Following the time detained, the teacher shall meet

26 privately with the student to problem solve in order to prevent the behavior from occurring again.

27

28 **REFERRAL FOR DETENTION**

29 Disciplinary offenses will be handled through multiple phases of consequences such as detentions (lunch, recess,

30 after school), ISS (In School Suspension), referral to the counselor, and OSS (Out of School Suspension). Students

31 who are late or fail to go to the detention room, or who do not follow the rules while in the detention room, will

32 receive another incident form. Parents will be notified if their child fails to return the signed reflection form.

33 Students will be responsible for the reflection process on the incident form.

34

35 Inappropriate offenses that students will be disciplined for are as follows: Not following directions, Takes others

36 things, Disrespect towards adults, Failure to report to assigned area, Refusal to work with others, Provokes or

37 agitates others, Doesn't follow school rules, Copies from others, Obscene gestures or materials, Foul language,

38 Gum/Objects in mouth, Three tardies (Unexcused/Excused), Other

39

40 **Lunch Time Detention (K-8 grade):**

41 Lunchtime detention is during lunch recess. Students will complete the bottom portion of the incident form in order

42 to reflect upon their behaviors during detention. They will not speak to other students.

43

44 **After School Detention:**

45 After School Detention is held Monday through Thursday, 3:20-3:45 p.m. and on Friday from 2:20-3:45 p.m. The

46 detention supervisor may choose to have students help out in their classroom or do some activity to make the school

47 a better place. It will be the responsibility of parent to provide transportation for these students. If an after-school

48 detention is assigned on the day of an extra-curricular activity, the students may not attend the activity until they

49 have finished serving the time.

50

51 **Suspension:**

52 The exclusion of a student from participation in his/her regularly scheduled classes by administrative order for a

53 period of time not to exceed ten days.

54

1 **In School Suspension (ISS):**

2 ISS is held during the school day in a separate room away from their classes. Students in ISS will receive 100%  
3 credit for work completed. Students who are serving ISS the day of an activity or on Friday if the activity is on  
4 Saturday may not participate or attend.  
5

6 **Out of School Suspension (OSS):**

7 OSS is the time students are not allowed to attend school due to their inappropriate actions. Students will receive  
8 credit for assignments while serving there out of school suspension, with the condition that 100% of the assignments  
9 given will need to be completed. Upon arriving back in school, from out of school suspension, the student will turn  
10 in all assignments to the principal before 8:15 a.m. if the assignments are not turned in the student will receive a zero  
11 for the out of school suspension day. Students who are serving OSS the day of an activity or on Friday if the activity  
12 is on Saturday may not participate or attend.  
13  
14

15 **General Information Regarding Incident Forms**

- 16 1. Once an incident form has been completed and reviewed by the Administrator, the prescribed consequences  
17 can only be modified or altered by the Principal. In addition to the student receiving honor level  
18 consequences, the administrator may contact the student for disciplinary purposes on the first offense.  
19 Administrative intervention for the 2<sup>nd</sup> and subsequent offenses will result in a student meeting with  
20 administrator, family contact or consequences deemed appropriate by the principal, including the  
21 aforementioned consequences as defined.  
22 2. All procedures outlined for minor and serious offense represent the school district’s plan for simple  
23 discipline. The Principal is the final authority on all matters of simple discipline. No appeals are permitted  
24 unless the educational status of the student is changed, usually through an extended out of school  
25 suspension or recommendation for expulsion.  
26

27 **PLEASE SEE APPENDIX A FOR AN EXAMPLE OF THE INCIDENT REPORT AND HOW THESE**  
28 **RELATE TO THE SCHOOL WIDE HONORS LEVEL SYSTEM!**  
29

30 **SEVERE OR SERIOUS BEHAVIORS**

31 Office referrals are to be reserved for severe or serious misbehaviors, resulting in a direct referral to the  
32 administrator.  
33

<b><u>Behavior</u></b>	<b><u>Definition</u></b>
<b>Vandalism of a serious nature</b>	Damage to school property, which is deliberate or intentional.
<b>Extortion and/or intimidation:</b>	Behavior that creates a hostile educational environment
<b>Weapons/Theft:</b>	Theft that would be severe enough to involve law enforcement. Weapon charges are outlined under Gun – Free Schools
<b>Physical Assaults or Threats:</b>	Intentionally, knowingly or recklessly causing physical injury to another person. Written or verbal threats, watching or encouraging physical violence or any act that substantially interferes with a students’ educational opportunity or performance.
<b>Sexual Harassment:</b>	Behaviors that are sexual in nature (verbal, gestures, touching etc.) that creates an uncomfortable learning environment.
<b>Substance Abuse:</b>	Processing, selling, buying, transmitting, distributing, being under the influence, possession of paraphernalia, misuse of prescription drugs or otherwise using tobacco products (including alternative nicotine and vapor products), alcohol or other drugs. Any student involved with alcohol and/or unlawful drugs will be referred to law enforcement officials (Trustee Policy 3316, page 35). (Policy3310)

1 **Consequence**

2 **First Offense:**

- 3 1. Student will receive five days out of school suspension.  
4 2. Upon returning to school the next day a meeting will be held with student, parent, homeroom teacher and  
5 principal to establish behavioral expectations.  
6

7 **Second Offense:**

- 8 1. Student will receive ten days of out-of-school suspension.  
9 2. The Superintendent shall be informed of students all reaching this level.  
10 3. The student, parent, principal will meet with the School Board concerning the behavior and excessive absences  
11 from school.  
12 4. Upon completion of the School Board meeting the student, parent, homeroom teacher and principal will meet to  
13 establish behavioral expectations.  
14 5. If a student is on an IEP, and IEP review meeting will be held.  
15

16 **Third Offense:**

- 17 1. Out-school suspension until student and parent meet with the School Board.  
18 2. Possible penalties could be long-term academic suspension or expulsion.  
19 3. Long-term suspension might run from 10-20 days.  
20 4. Parents can receive student's work from the office each Friday.  
21 5. Successful completion of work would be required for re-entry.  
22 6. Any further violation would lead to another meeting with the Board for expulsion.  
23

24 **Severe Clause:**

25 Any act committed that is considered Extreme or dangerous may be taken to the Board at any point in the process  
26 for possible suspension and/or expulsion and /or referral for prosecution.  
27

28 **Expulsion:**

- 29  
30 1. The definition of **expulsion** is any removal of a student for more than twenty (20) school days without the  
31 provision of educational services. Expulsion is a disciplinary action available only to the Board.  
32

33 Trustee Policy 3300 states that a student may be expelled from school only by the Board, and only after the  
34 following due process procedures have been followed:  
35

- 36 1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider  
37 the recommendation for expulsion, by registered or certified mail at least five (5) school days before the  
38 date scheduled for the hearing. The notice shall include the time and place of the hearing; information  
39 describing the process to be used to conduct the hearing; notice of the  
40 Board's intent to conduct the hearing in executive session unless the parent or legal guardian waives the  
41 student's right to privacy.  
42  
43 2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion  
44 hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to  
45 the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The  
46 Superintendent shall determine if the request shows good cause.  
47  
48 3. At the hearing, the student may be represented by counsel; present witnesses and other evidence, and cross-  
49 examine witnesses. Formal rules of evidence are not binding on the Board.  
50  
51  
52  
53  
54  
55



1 **BULLYING – HARASSMENT – INTIMIDATION - HAZING**

2 The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment,  
3 intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.  
4

5 **Definitions**

- 6
- 7 2. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service  
8 contractors or others engaged in District business, such as employees of businesses or organizations  
9 participating in cooperative work programs with the District and others not directly subject to District  
10 control at inter-District and intra-District athletic competitions or other school events.
- 11 3. “District” includes District facilities, District premises, and non-District property if the student or employee  
12 is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or  
13 athletic events, where students are under the control of the District or where the employee is engaged in  
14 District business.
- 15 4. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or  
16 physical health or safety of a student for the purpose of initiation or as a condition or precondition of  
17 attaining membership in or affiliation with any District-sponsored activity or grade-level attainment,  
18 including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled  
19 substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep  
20 deprivation, or any other forced activity that could adversely affect the mental or physical health or safety  
21 of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any  
22 obscene or physically burdensome article, assignment of pranks to be performed, or other such activities  
23 intended to degrade or humiliate.
- 24 5. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or  
25 physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”)  
26 or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes  
27 with a student’s educational benefits, opportunities, or performance, that takes place on or immediately  
28 adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any  
29 official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted  
30 intimidation of a student or staff member or an interference with school purposes or an educational  
31 function, and that has the effect of:
- 32 a. Physically harming a student or damaging a student’s property;  
33 b. Knowingly placing a student in reasonable fear of physical harm to the student or  
34 damage to the student’s property.  
35 c. Creating a hostile educational environment.  
36 d. Substantially and materially disrupts the orderly operation of a school.
- 37 6. “Electronic communication device” means any mode of electronic communication,  
38 including but not limited to computers, cell phones, PDAs, or the internet.  
39

40 **Reporting**

41

42 All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee,  
43 or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing,  
44 harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her  
45 concerns to the building principal or the District Administrator, who have overall responsibility for such  
46 investigations. This report may be made anonymously. A student may also report concerns to a teacher or  
47 counselor, who will be responsible for notifying the appropriate District official. Complaints against the building  
48 principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator  
49 shall be filed with the Board.  
50

51 The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has  
52 been taken.  
53  
54  
55  
56

1 **Exhaustion of administrative remedies**

2  
3 A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning  
4 gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above,  
5 may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.  
6

7 **Responsibilities**

8  
9 The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and  
10 third parties and for the development of administrative regulations, including reporting and investigative procedures,  
11 as needed.  
12

13 **Consequences**

14  
15 Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including  
16 expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and  
17 including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to  
18 appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also  
19 be referred to law enforcement officials.  
20

21 **Retaliation and Reprisal**

22  
23 Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint,  
24 or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of  
25 Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense  
26 and will result in disciplinary action or other appropriate sanctions.  
27

28 **INTERROGATION AND ARREST OF STUDENTS**

29 The parent/guardian is to be notified prior to a minor student being arrested or interrogated at the school. A parent,  
30 guardian, legal counselor or administrator shall be present during the questioning of a minor student or students  
31 unless the parent or legal guardian verifiably waives this requirement.  
32

33 At no time shall the principal allow a police officer to take a minor student from the school building without (1.)  
34 warrant; (2.) a court order; (3.) an arrest; (4.) written permission from the parent or legal guardian

35 **LOCKER SEARCHES**

36 School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school  
37 activity on or off School District premises. The building principal or designee is authorized to search a student,  
38 locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school  
39 sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity,  
40 or while transit on school bus or other transportation by the District.  
41

42 A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school  
43 policy or school rules.  
44

45 School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections.  
46 School authorities shall determine appropriate action, including notification of parents, notification of law  
47 enforcement authorities and commencement of disciplinary proceedings.  
48

49 Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence  
50 the student has violated or is violating local, state or federal law or a rule of the District. Reasonable suspicion  
51 requires that independent facts exist and are able to be articulated. Considering factors that include the following  
52 may form reasonable suspicion: eye witness observation by school personnel, information received from a reliable  
53 source, and/or suspicious behavior by the student coupled with the student's past history and school record.  
54  
55

1  
2 **SUBSTANCE ABUSE POLICY**

3 The Boulder Elementary and Jefferson High School Boards of Trustees understand that chemical problems interfere  
4 with school behavior, successful academic achievement and the fullest development of each individual. They  
5 recognize the need for an orderly school environment in an attempt to provide the maximum opportunity for  
6 achievement. The Board is committed to providing for a drug free school environment and work place. This  
7 commitment encompasses drug and substance abuse education, identification, intervention and referral programs as  
8 well as disciplinary procedures for those who would abuse alcohol, unlawful drugs and other controlled substance.  
9 Students and employees are not to use, be under the influence of or manufacture, distribute, dispense, sell or possess  
10 alcohol and/or unlawful drugs or controlled substances at any time while on school premises, property or as any part  
11 of the activities of the school.

12  
13 **Intervention/Disciplinary Procedures for Students:**

- 14  
15 1. A student who manufactures, distributes, dispenses or sells alcohol and/or unlawful drugs or controlled  
16 substances to another person on school property or as part of any of its activities will be subject to discipline,  
17 including possible suspension and/or expulsion from school and/or referral for prosecution.  
18 2. A student who uses, is under the influence of alcohol, unlawful drugs and/or a substance that are abused; or  
19 has possession of alcohol and/or unlawful drugs or paraphernalia on school property or as part of any of its  
20 activities will be subject to discipline, including possible suspension and/or expulsion from school and /or  
21 referral for prosecution.  
22 3. The principal may extend the offer of a Chemical Dependency Evaluation and/or participation in an  
23 approved substance abuse rehabilitation program in lieu of more serious disciplinary action. Failure to  
24 comply with requirements established by the principal would cause the disciplinary action to be enforced.  
25 4. Students identifies as 'Chemically at Risk' may be referred for a chemical dependency evaluation and/or  
26 participation in an approved substance abuse rehabilitation program. Students do not have to be obviously  
27 under the influence of alcohol or drugs while on school property or as part of its activities to be identified as  
28 'Chemically at Risk'. Students identified as 'Chemically at Risk' two or more of the following actions  
29 identify can/may:  
30 A. Poor attendance and grades  
31 B. Signs of poor health and cleanliness  
32 C. Signs of excessive disobedience and disruption  
33 D. Signs of excessive mood changes  
34 E. Except that those who have previously abused alcohol, unlawful drugs and/or substances shall be  
35 considered 'Chemically at Risk.'  
36 5. Repeat violations by the same student will be considered progressively more serious AND may result in  
37 more serious disciplinary consequence.  
38 6. Policies relating to extra-curricular activities will be included in the student handbook.  
39

40 **Substance Abuse Policy for Extra-Curricular/Organizational Activities:**

41  
42 These rules have been adopted for the following reasons:

- 43 1. To promote a positive image of our student body among all people.  
44 2. To help students avoid the negative effects of chemical abuse both physically and mentally.  
45 3. To help protect the safety of students during the time they are not competing in activities.  
46 4. To encourage a long-term, healthy lifestyle for the benefit of individuals and the community.  
47 5. To help athletes concentrate on the next performance or opponent rather than being disrupted by internal  
48 turmoil created by discipline breakdowns.  
49 6. To encourage students to obey the law.  
50

51 **FIREARMS AND WEAPONS POLICY**

52 A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or  
53 looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board,  
54 however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the  
55 criminal justice or juvenile delinquency system of any student who brings a firearm to school.

1  
2 If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination  
3 must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a  
4 disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.  
5

6 Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with 20-5-202,  
7 MCA, see also SEVERE OR SERIOUS BEHAVIORS.  
8

### 9 **POSSESSION OF A WEAPON IN A SCHOOL BUILDING POLICY**

10 Any person(s) who possesses, carries or stores a weapon in a school building, except as provided below, shall be  
11 referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In  
12 addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on  
13 the grounds of allowing the minor to possess, carry or store a weapon in a school building.  
14

15 For the purposes of this section only, the following terms are defined: "school building" shall be defined as all  
16 buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon"  
17 shall be defined as any type of firearm, a knife with a blade four (4) or more inches in length, the exposed blade of  
18 any knife that would cause physical harm, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or  
19 brass or other metal knuckles.  
20

21 The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school  
22 building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to  
23 the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry  
24 or store a weapon in a school building. This policy does not apply to law enforcement personnel.  
25  
26

## **EDUCATIONAL PROGRAM**

### 27 28 **CLASSIFICATION OF STUDENTS**

29 Students are classified by grades. Boulder Elementary uses kindergarten through eighth grade classifications based  
30 on criteria such as age, maturity and performance.  
31

### 32 **PROMOTION/RETENTION OF ELEMENTARY STUDENTS GRADES K-8**

33 The Board and staff recognize that the rate of physical, social, emotional and academic growth will vary among  
34 individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be  
35 recognized in classroom programming.  
36

37 After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the  
38 next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating  
39 minimum competency in basic skill subjects (math and/or language arts) in relation to ability and grade level.  
40 Retention should not be considered, except in these instances where there is a strong likelihood that the student will  
41 benefit with minimum social and emotional disruption.  
42

### 43 **Promotion/Retention of K-4 Students**

44 Criteria to be considered on an individual basis for pupil retention are:

- 45 1. Attendance records
- 46 2. Grades
- 47 3. Work and study habits
- 48 4. Physical development
- 49 5. Social development
- 50 6. Emotional development
- 51 7. Readiness
- 52 8. Parental attitude towards retention
- 53 9. Previous retention

1 10. Use of remedial resources

2 11. Others as appropriate

3  
4 Whenever retention is being considered, no sooner than the end of the first semester but no later than the end of the  
5 third quarter, the teacher will confer with the principal regarding the students who should be considered for  
6 retention.

7  
8 Parents/guardians shall be invited to meet with the principal, teacher and/or counselor. Information will be  
9 presented to explain the student's progress to date. Parents will be advised on how they might assist the student  
10 during the balance of the school year.

11  
12  
13 At least two (2) weeks prior to the end of the school year, the parent, principal, teacher and/or counselor will again  
14 meet to review the latest progress and determine if the student's needs would be best served by promotion or  
15 retention. If the staff is in agreement that retention is in the best interest of the child, he/she may be retained in that  
16 grade the following year. He/she may be given credit for subjects by passing subjects failed, either by being tutored  
17 after school or by attending summer school. This would mean hiring a tutor who is certified to teach in Montana  
18 and payment would be an amount set by the tutor and student's parents. Documentation of a passing grade must be  
19 submitted to administration for approval prior to the start of the next school year if the child is to be considered for  
20 promotion.

21  
22 **Promotion/Retention Policy for 5-8 Grades**

- 23 1. If a student has a yearly average below 69 in two or more core subjects at any time throughout the school  
24 year, parents will be notified and the parent, teacher, principal and student will meet and discuss retention.  
25 The student will be required to attend an after school tutoring / study hall four days a week from 3:18 until  
26 3:55. They will continue to attend the tutoring / study hall and continue to be considered for retention until  
27 such time as they do not have an average of below 69 in two or more classes. Retention will be considered  
28 on a yearlong basis and parents will be kept apprised of their students' status as the year progresses. At a  
29 time no later than the middle of the fourth quarter, the parent, teachers, student and principal will meet to  
30 discuss the final status of students who have had below a 69 average in two or more core classes for a  
31 significant amount of time throughout the school year. When the teachers and parents are split in the  
32 retention of a student the principal will make the decision to retain or promote a student based upon core  
33 subject grades. The core subjects are English, math, science, history, geography and physical  
34 education/health. If a student is to be retained, he/she could be given credit for the class by passing subjects  
35 failed, by attending summer school. This would mean hiring a tutor who is certified to teach in Montana  
36 and payment would be an amount set by the tutor and student. The student involved would pay for this.  
37 Documentation of a passing grade must be submitted to administration and accepted by the Boulder  
38 Elementary School Board of Trustees.
- 39 2. When a student has a yearly average below 69 in two or more core subjects, at any time in the year, the  
40 teacher will confer with the principal regarding the students who should be considered for placement in the  
41 tutoring / study hall and / or retention; at this time, parents/guardians and the student shall be required to  
42 meet with the principal and teacher. Information will be presented to explain the student's progress to date.  
43 Parents will be advised on how they might assist the student during the balance of the school year as well  
44 as being informed of the enrollment in the after school study hall / tutoring session.
- 45 3. After the fourth mid-quarter, the parent, principal and teacher will again meet to review the latest progress  
46 and determine if the student has met the requirements for promotion.
- 47 4. It is recommended that students, who are being considered for retention, consult with the school counselor  
48 to address emotional and social concerns.
- 49 5. If in the case of a student who, in the opinion of the teachers and administration has exhausted all other  
50 resources and tries to do the work and can't pass, he/she may receive a grade of 'P' for passing.
- 51 6. If a student is retained they will not receive a diploma or participate in the eighth grade graduation  
52 ceremony from Boulder Elementary School.
- 53 7. Any fines or money owed to the school could cause withholding of diploma or promotion until such fines  
54 are taken care of.  
55  
56

1 **GRADING SYSTEM**

2 Report cards are issued every nine weeks.

3  
4 **Kindergarten**

- 5 B = Beginning Skill
- 6 D = Developing Skill
- 7 A = Acquired Skill (meets grade level expectations)
- 8 N = Needs more support and experience

9  
10 **Grades 1-8**

- 11 100-96 = A (4.0)
- 12 95-93 = A- (3.667)
- 13 92-90 = B+ (3.333)
- 14 89-88 = B (3.0)
- 15 87-86 = B- (2.667)
- 16 85-83 = C+ (2.333)
- 17 82-80 = C (2.0)
- 18 79-78 = C- (1.667)
- 19 77-75 = D+ (1.333)
- 20 74-72 = D (1.0)
- 21 71-69 = D- (.667)
- 22 Below 69 = F (0.0)

\* P = Passing \* F = Failing  
 \* some students may be on a pass/fail grading system.

23  
24 ***7/8 Grade Honor Roll Requirements***

Honor Roll is computed every nine weeks.  
 'A' Honor Roll = 3.667 and above  
 'B' Honor Roll = 3.0 to 3.666.

25  
26  
27  
28 **SEMESTER TESTING**

29 Semester tests can be an important tool in assessing student knowledge in a particular subject area. The district  
30 believes that the need and use of such testing should be determined by each individual teacher based on the needs  
31 and rigors of his/her instructional program and methodology.

32  
33 To facilitate semester assessments deemed appropriate and useful, the building principal will designate one or two  
34 regular class periods near the end of each semester for teachers to administer semester exams to students in their  
35 classes. Any teacher, giving semester tests, may develop criteria within his/her classes that provide for a student to  
36 earn an exemption from the test. No teacher will be required to administer semester assessments, nor will such tests,  
37 if utilized, alter the school schedule or the assigned schedule of any student. In all classes, student attendance will be  
38 required as it is on any normal school day.

39  
40 Teachers who opt to administer semester exams must communicate the details for use of the test and any exemption  
41 criterion to students and parents either by designation on the course syllabus or through a pretest memorandum or  
42 letter of notice. This notice or designation must specify the weighted portion of the final semester grade attributable  
43 to the test, or the manner in which the score will be utilized by the teacher in computing the final grade for any  
44 student required to take the exam. A copy of this communication must also be on file with the building principal  
45 prior to the time designated for the administration of the test.

46  
47 **HONOR PASSES 7<sup>TH</sup>-8<sup>TH</sup> GRADES**

48 Students who are on the honor roll (3.0 GPA) will receive an honors pass at the beginning of each quarter. This  
49 honor pass will act as a hall pass before school and at lunchtime, and will allow the student to leave the school  
50 grounds at lunchtime with a one-time parent approval. All students will turn in their honor passes at the end of each  
51 quarter. Any student who receives a detention, reflection, or office referral will automatically lose their honor pass  
52 for the remainder of the quarter. Other privileges for honor pass holders may be added in the future.

53  
54 **MIDTERM REPORTS**

55 Teachers are encouraged to report on student's positive performance during midterm reports or any time of the year.

1  
2 Midterm reports will be generated for all students in first through eighth grades every four and a half weeks if there  
3 is a reason for concern, or as requested by parent/guardian. The parent/guardian is to return the bottom portion of the  
4 midterm with a signature to the homeroom teacher.  
5

6 Students in fifth through eighth grades, who are failing two or more classes on quarter reports, may meet with the  
7 building principal to develop a plan to improve their grades. Upon recommendation from the building principal or  
8 as requested by parent/guardian, students who are failing two or more subjects may receive weekly progress reports.  
9 The parent/guardian will need to return weekly, the bottom portion of the report to the office indicating a plan of  
10 action and signature. This indicates to the staff that the parent finds the progress reports helpful and wishes to  
11 continue receiving them. If after a couple of weeks, the bottom portion of the report is not returned by the parent,  
12 the staff will send midterm and quarterly reports only  
13

14 Teachers are encouraged to report on student's positive performance during midterm reports or any time of the year.  
15

## 16 **CURRICULUM**

### 17 **Junior High Courses:**

#### 18 *Seventh Grade*

19 English/Literature

20 Science

21 Mathematics

22 Geography

23 Junior High Band

24 Art

25 Technology

26 Health Enhancement/PE

27 Spanish

28 Keys

29 Study Skills

#### 30 *Eighth Grade*

31 English/Literature

32 Science

33 Mathematics

34 US/ Montana History

35 Junior High Band

36 Art

37 Technology

38 Health Enhancement/PE

39 Spanish

40 Vocational Skills

## 41 **HOMEWORK ACCOUNTABILITY**

42 Students are responsible for completing assignments and turning them in on time. Teachers are responsible for  
43 making sure procedures for turning in homework assignments are explained to students, how to find out what  
44 assignments are missing and what help is available for completing homework. Homework should support what is  
45 covered in class and not be new concepts that have not been previously covered in class.  
46

## 47 **FIELD TRIPS**

### 48 **Junior High Reward Trips**

49 Near the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters, students in the 7<sup>th</sup> and 8<sup>th</sup> grades have the opportunity to participate in trips  
50 as a reward for appropriate behavior. While fun in nature, the primary focus of these trips will relate to curricular  
51 areas, such as health and fitness, life skills, science, and history. Eligibility for Reward Trips will be determined by  
52 a behavior points system. In each semester, students who receive 0 to 5 points will be eligible for that semester's  
53 trip. Those who receive 6 or more points will be ineligible. Students who do not participate in the trips will be  
54 expected to attend school on those days, where work related to the curriculum will be provided for them. Point  
55 numbers will be reset to zero at the beginning of the 2<sup>nd</sup> semester.

### 50 **Points System:**

51 1 OSS = 10 pts.

52 1 ISS = 5 pts.

53 1 Detention = 1 pt.

54 3 Unexcused Tardies = 1 pt.

55 5 Zeros = 1 pt.

1 Students may also eliminate points. A quarter on the honor roll will eliminate 1 point and one quarter of perfect  
2 attendance will eliminate 1 point.

3  
4 The student's teacher(s) will meet to determine what constitutes exclusion from off-campus trips for grades K-6.  
5

## ACTIVITIES AND EXTRACURRICULAR

### ELIGIBILITY FOR ACTIVITIES

6  
7 The Principal or designee will check the grades on power school on every Wednesday afternoon at 3:00 during the  
8 sport season. If a student / athlete does not have a 2.00 or higher or has more than 1 "F" they will be eligible for  
9 participation in practice only; they will not be eligible to participate in that upcoming weeks contests or to travel  
10 with the team. The student is then responsible to obtain from their teachers what academic requirements will need  
11 to be accomplished in order to become eligible. If the student's grades have progressed to a level that the student is  
12 deemed eligible by the Wednesday afternoon 3:00 grade check, the student will be eligible to participate in that  
13 upcoming weeks contests only.  
14

15  
16 Each of the following Wednesday afternoons at 3:00 for the remainder of that sport season, this process will be  
17 repeated. If at anytime the students grade check report results in a GPA of less than 2.00 or reports more than one  
18 "F" the student will be ineligible for that weeks upcoming contests. It is the sole responsibility of the student to  
19 obtain from their teachers the required academic requirements needed to maintain eligibility. Students transferring  
20 from other schools will follow the same procedures as above and will be deemed not eligible for competition until  
21 the 1<sup>st</sup> Wednesday 3:00 grade check of their enrollment.  
22

23 Participants must be in attendance the day of a competition or on Friday if the competition is on Saturday. An  
24 exception may be made by the Principal or designee if the absence is excused and is not due to an illness. Students  
25 serving ISS or OSS the day of an activity will not be allowed to participate.  
26

27 The eligibility policy applies to 7<sup>th</sup> and 8<sup>th</sup> graders and 6<sup>th</sup> graders where they are allowed to participate.  
28

### ORGANIZATIONS AND ACTIVITIES

29 Boulder Elementary offers the following extra-curricular activities and organizations:  
30

<u>Extra-Curricular Activities</u>	<u>Organizations</u>
31 Girls and Boys Cross Country	
32 Girls and Boys Track and Field	
33 Boys Wrestling	Math Counts
34 Girls Volleyball	
35 Girls and Boys Basketball	

36  
37  
38 Students participating in extra-curricular activities must meet both the academic and behavior criteria listed above.  
39

### DANCES AND PARTIES

#### Dances:

40  
41 Students in grades six, seven and eight are allowed to attend school dances or parties. For safety reasons, once a  
42 student leaves a dance they may not return for any reason unless it is an emergency. Students who do not comply  
43 with requests made by the chaperones or who fail to demonstrate appropriate behaviors will be removed from the  
44 dance until their parent can be contacted to pick them up. In the event that a parent cannot be reached, the student  
45 will wait in the office until the dance is over and will not be allowed to attend the next dance. Attendance at dances  
46 is dependent on the demonstration of appropriate behaviors. Only Boulder Elementary students are allowed at  
47 dances unless previous arrangements have been made with the principal.  
48  
49

#### Class Parties:

50  
51 Classes may schedule parties through their teacher for special occasions. Parents are encouraged to help during  
52 class parties.



1  
2 **TRAINING EXPECTATIONS**

3 While it is recommended that all students follow these expectations throughout the year, the school will enforce  
4 them between the start of the fall practice season and the end of the last activity in the spring. They apply to all  
5 students involved in extracurricular and organizational activities.

- 6 1. NO ALCOHOL  
7 2. NO DRUGS/PARAPHERNALIA  
8 3. NO CHEWING  
9 4. NO SMOKING
- 10  Team hours and the penalty for not meeting them will be set by the coach as needed  
11  Any action detrimental to the school image will not be tolerated and may result in disciplinary action up  
12 to and including dismissal from the team.  
13  A student athlete is in violation of school athletic training rules numbers one, two, three and four above  
14 if they are participating in use of or in attendance where they are being used. The only exception to this  
15 rule is if the student athlete is at home or at a function where his/her parent(s)/guardian(s) are present  
16

17 **Consequences:**

- 18 1. **First violation:**  
19 After confirmation of the fist violation, the student shall be suspended from all extra-curricular  
20 activities or organizations for four weeks of an activity.  
21 2. **Second violation:**  
22 After confirmation of the second violation, the student shall be suspended from participation in any  
23 extra-curricular activities and organizations for the school year.  
24 3. **Self Report and Honesty Clause:**  
25 Students who self report the violation will receive consideration of a lesser severity than number two  
26 above.

27 **SPORTSMANSHIP**

28 To promote good sportsmanship and teamwork, athletes who are not demonstrating positive sportsmanship are  
29 subject to discipline by the coach.  
30  
31

**HEALTH AND SAFETY**

32  
33 **EMERGENCY NUMBERS**

34 In the event of a school closure, listen the following radio stations:

35 KBLL 442-6620  
36 KCAP 442-4490 or 442-1340  
37 KMTX 443-1053 or 442-0400  
38 KHKR 441-2104  
39

40 **BUILDING SECURITY/STUDENT SAFETY**

41 To ensure that the building remains a safe and secure place for your child to attend school, the following procedures  
42 will be enforced. We recognize that these procedures may cause some inconvenience, but the safety of the children  
43 is our main concern. Your cooperation and understanding are greatly appreciated.

- 44 1. Students are not allowed to be on campus earlier than 15 minutes prior to the opening bell time and should  
45 leave school grounds immediately after the closing bell.  
46 2. All visitors must check into the office as soon as they enter the building. Visitor tags will be issued and  
47 must be worn by visitor to help student and staff recognize them as authorized visitors.  
48 3. The front door and the door closest to the office will remain unlocked during the school day. Other doors  
49 will be locked except when being used by groups of students to pass to and from activities.  
50 4. Anyone on school property unknown to staff will be taken to the office for a visitors pass or local law  
51 enforcement will be contacted.  
52

1 **PICK-UP AND DROP-OFF AREA AND CROSSWALKS**

2 In order to avoid unintentional accidents and to ensure the safety our children, the following guidelines have been  
3 established.

- 4 1. For the safety of our students, parents/guardians and others are asked to drop students off and pick them up  
5 in the designated drop-off and pick-up areas in front of the school or in back of the school. Stopping in the  
6 middle of the street to drop students off or to pick them up is unsafe and against the law.  
7 2. We ask that you do not leave your automobile running and unattended where children may be.  
8 3. Students are expected to use the crosswalks before, after and during school hours for their own safety.  
9

10 Your support in assuring the safety of all children is greatly appreciated!

11  
12 **EMERGENCY DRILLS**

13 Schools are required to conduct emergency response drills, alternating between fire drills, earthquake drills, bomb  
14 threats and lock downs. These are conducted to practice safe evacuation of the school building.  
15

16 **HEALTH PROBLEMS**

17 Please notify the school of any particular health concerns or special considerations for your child.  
18

19 **ILLNESS**

20 Ill students will be sent home. When in doubt, the school will call home and ask the parent/guardian to make a  
21 decision as the whether a child should remain in school, go home, and/or receive medical attention. If the child is ill  
22 with a communicable disease, a report from a doctor or the Health Department may be necessary before the child  
23 returns to school. Emergency protocols will be developed and on file in the office and the classroom for students  
24 with IDEA or Section 504 disabilities which may require extra medical precautions. A doctor’s excuse is required if  
25 a student is to stay in during recesses for more than one day.  
26

27 **Guidelines for Communicable Diseases**

28  
29

Three Day Measles	Five days or doctor’s permit
Hard Measles	Ten days or doctor’s permit
Flu	One week or doctor’s permit
Chicken Pox	Nine days from onset
Scarlet Fever	After all eruptions are dry
Ringworm	Doctor’s permit
Impetigo	Doctor’s permit
Pedicuolosis	Doctor’s permit
Head lice	Treatment and nit free
Scabies	Doctor’s permit
Whooping Cough	Doctor’s permit
Pink Eye	24 hours after antibiotics started
Strep Throat	24 hours after antibiotics started

40  
41  
42

43 **MEDICATION POLICY**

44 The following policy for administering medication by school personnel:

- 45 1. Boulder School District No. 7 policy requires medication be given at home whenever possible. If not, the  
46 administration of medication to pupils shall be done only in life threatening circumstances wherein the  
47 child's health may be jeopardized without it.  
48 2. Parents and/or physicians will identify pupils requiring medication for the school nurse. Students observed  
49 by school personnel self-administering unauthorized medications should be reported to the school nurse.  
50 The school nurse will contact the parents.  
51 3. The family physician, which shall indicate the necessity of said medication being given to the child during  
52 school hours. Parents also need to sign this form.  
53 4. Parents may make arrangements to come to school to give the medication or in special cases the school  
54 nurse, doctor and parents may agree on a plan for administration of medication during school hours.

- 1 5. The physician shall be requested by the parent/guardian to prescribe duplicate bottles of said medication if  
2 it is necessary that it be given during school hours. One bottle or inhaler will be kept at home and the other  
3 at school under the care of school authorities. Either bottles or inhalers shall contain name and telephone  
4 number of the pharmacy, student identification, physician's name and dosage to be given.  
5 6. Under no circumstances should school personnel provide aspirin or any other medicine or nostrum to  
6 students unless designated by the school principal to do so.  
7

8 The state of Montana recently signed into law a bill which allows school children to carry and self-administer  
9 asthma medication prescribed by their doctor. Copies of the form are attached at the back of the handbook.  
10

11 *Authorization forms for the school to administer medication are located in the back of this handbook or may*  
12 *be picked up at the office or from the school nurse.*  
13  
14

## PARENT/COMMUNITY INVOLVEMENT

### HOME ROOM PARENTS/GUARDIANS

15  
16 Each classroom will have parents who assist the classroom teacher with such things as parties, field trips, etc.  
17 Interested parents/guardians are encouraged to notify the teacher if they are interested in becoming a homeroom  
18 parent/guardian.  
19  
20

### CLASSROOM/SCHOOL VISITATIONS

21 We encourage you to visit your child's classroom. Send a note or call the teacher to schedule your visitation time.  
22 You are encouraged to schedule a conference when you have a concern about your child's educational program.  
23 Always check in at the school office and pick up your "special guest/visitor" pass before going to the classroom.  
24

### PARENT/GUARDIAN -TEACHER CONFERENCES

25 Parent/guardian-teacher conferences are held twice during the school year the dates are listed on the school calendar.  
26 Conferences with teachers are encouraged at any time by mutual arrangement.  
27  
28

### PARENT AND COMMUNITY VOLUNTEERS

29 Volunteers are an important part of the educational team in Boulder Elementary School District. We invite each of  
30 you to share your time and talents.  
31  
32

33 Volunteer opportunities are many and varied. Please consider one of the following:

- 34  Mentor a child
- 35  Tutor/Read with a child
- 36  Shelf library books
- 37  Guest teach a class
- 38  Share your occupation or hobby
- 39  Supervise an after school activity
- 40  Help with a field trip, special event, and fundraiser
- 41  Serve on a committee, such as the playground committee or handbook committee
- 42  Help in the workroom, copying, correcting papers, etc.  
43

44 All school volunteers who work directly with children will be asked to complete a criminal history background  
45 check. Please contact the principal if you would like to volunteer.  
46

### PARENT TEACHER GROUP

47 All parents are encouraged to be involved with the Parent Teacher Group. Monthly meetings are held to discuss  
48 how to support the school, provide fun activities for students and how to be actively involved in the school. For  
49 more information contact the school for specific meeting dates and times.  
50  
51

1  
2 **COMPLAINT PROCESS**

3 Complaints by parents/guardians or students involving school employees **may** follow this procedure:

- 4 a) go to employee first  
5 b) go to the building principal next if not resolved  
6 c) go to the superintendent next if not resolved  
7 d) go to the trustees next if not resolved  
8

9 Anytime a person has a complaint with personnel, that is brought before the principals or superintendent, a written  
10 record of the complaint will be made and kept in the personnel file. Documentation will include the action taken,  
11 employee's signature along with the employee's written response to the complaint. The issue will be discussed with  
12 the parties involved prior to any written documentation entering the file.  
13

14 Retaliation against any person who reports or is thought to have reported a violation, files a complaint, or otherwise  
15 participates in an investigation or inquiry is prohibited. Any retaliation shall be considered a serious violation of  
16 Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense  
17 and will result in disciplinary action or other appropriate sanctions.  
18  
19

20 **PUBLIC USE OF SCHOOL FACILITIES**

21 The Board subscribes to the belief that the public schools are owned and operated by and for its patrons. The public  
22 is encouraged to use school facilities. School facilities may be used by non-school groups for meetings of civic and  
23 educational nature or for activities essential for the promotion of a better community. Priority for the use of school  
24 facilities is: 1.) School activities and school groups, 2.) Non-profit groups and 3.) Groups that charge a fee  
25

26 All requests for the use of the school facilities will be made to the building principal. The building principal will be  
27 responsible for the coordination and scheduling of facility use by non-school groups. In the event that group abuses  
28 the facility or the rules governing the use of the facility, the building principal will have the authority to deny that  
29 group further use of the facility.

30 The Board reserves the right to charge for the use of any room or part of the District's facilities. When fees are  
31 charged they will be for the purpose of covering expenses and will be at the discretion of the Board. Those expenses  
32 likely to be considered will be for janitorial, heat or light cost or damage repair. Refundable deposits may be  
33 required at the discretion of the building principal. For-profit groups will be assessed a percentage charge for  
34 facility use.  
35

36 One person who is ultimately responsible to the principal for his or her group's use of the school facility will  
37 represent all groups. Any individual or group not covered by the District's liability policy will be required to  
38 complete a Use Agreement Form.  
39

40 Alcoholic beverages will not be allowed on the school grounds, at school activities or in the school buildings.  
41

42 **SUPPORT PROGRAMS**

43 **CHILD FIND**

44 Parents, who suspect that their preschool child may have a problem in one or more of the following areas, are  
45 encouraged to call Boulder Elementary School at 225-3316.

- 46 • Vision  
47 • Hearing  
48 • Speech and language  
49 • Motor development  
50 • Verbal development  
51 • Social growth  
52

1 **STUDENT SERVICES**

2 The following student services are available at Boulder Elementary School:

3  
4 **Special Education Resource:**

5 The Boulder Elementary School special education resource teacher and staff works with students who  
6 have special learning needs. In order to be eligible for the services offered, the student must have been  
7 referred for testing. If qualified and it is the opinion of the Child Study Team, the student will be  
8 admitted to the program. An Individualized Education Plan (IEP) is developed for each student who  
9 qualifies. Periodic reviews of the student's progress will help insure the awareness of progress and will  
10 allow for revision.

11  
12 **Title I:**

13 Our Title I program is a schoolwide model that is designed to meet the needs of all students who have  
14 not reached the level of performance in reading or mathematics that should have been attained.

15  
16 **Section 504:**

17 When the district determines that a student has a physical or mental impairment, which substantially  
18 limits one or more major life activities, a meeting is scheduled with the parent/guardian to design a 504  
19 plan. The purpose of the 504 plan is to design accommodations for that student so he or she can benefit  
20 fully from their school experiences.

21  
22 **School Nurse:**

23 A part time school nurse is available one week a month at Boulder Elementary School. The nurse  
24 completes vision screenings, reviews immunization records, checks weights and heights, and assists with  
25 auditory screenings. She is also available to give medication to students as appropriate.

26  
27  
28 **Speech Services:**

29 Speech services are available for students who qualify as Speech and Language Impaired. The  
30 speech/language pathologist will evaluate speech, language and voice disorders, participate as a  
31 member of a Child Study Team to determine if the student qualifies for services, design a  
32 speech/language program to be carried out for intervention, provide periodic follow-up and reevaluation  
33 of the student.

34  
35 Each year the school conducts a screening to identify students who may be in need of speech/language  
36 services. The speech/language pathologist may annually screen students in kindergarten, and any  
37 students when teacher concerns are brought to the speech/language pathologist. Parents will be notified  
38 of any unusual performance and recommendations as a result of the screening.

39  
40 **Occupational/Physical Therapy:**

41 Boulder Elementary School provides services to students who qualify for fine motor or gross motor  
42 services. Students are evaluated by a certified therapist who participates in the Child Study Team  
43 meeting to determine if a student qualifies, designs a program to be carried out for intervention, and  
44 provides periodic follow-up and reevaluation.

45  
46  
47 **Challenges/Gifted:**

48 Boulder Elementary School is committed to appropriately meeting the needs of all students and that  
49 includes accelerated programs for our gifted students.

50  
51  
52 **Guidance Services:**

53 Boulder Elementary School provides a counselor to assist students with problems either personal or  
54 school related. The purpose of the guidance program is to help students make satisfactory adjustment at  
55 school, help students evaluate their own abilities and talents as well as helping them plan for their future.

1  
2  
3  
4  
5  
6  
7

*Other services you may be interest in and the school can provide you with information are:*

- Family Social Services
- Prickly Pear Cooperative
- Family Outreach
- AWARE
- Altacare

