

2015-2016 Gardiner Public School

District 7



K-6 Parent/Student Handbook

2015-2016 Changes to Gardiner Elementary Handbook

- Pg. 6 Emergency Closing notice to be sent via Infinite Campus and Facebook
- Pg. 7 Report Cards to be sent 2 times; at Semester
- Pg. 23 Cell Phone usage allowed during passing and at the discretion of the teacher
- Pg. 24 Dress Code changed to reflect JH/HS handbook
- Pg. 25 Eligibility changed to 2 week check

Acknowledgement of Receipt of Student Handbook

By signing below I acknowledge receipt of the Gardiner Schools student handbook.

Parent/Guardian Signature

Date

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Gardiner Public School - Mission Statement

Our Mission is to be a community learning center where students will:

Acquire basic life skills built on an academic foundation,

Become contributing citizens,

Cultivate a life long desire to learn and

Develop individual talents and abilities.

CHAIN OF COMMAND

Conflict Resolution Process

In order to resolve conflicts at the lowest possible level, please observe the Chain of Command:

Level 1 – Student meets with Teacher or Adult Employee

Level 2 – Student and Parent/Guardian meet with Teacher

Level 3 – Student and Parent/Guardian with Teacher and Principal

Level 4 – Student and Parent/Guardian meet with Teacher and Superintendent

Welcoming Message

Dear Parents/ Guardians and Students:

It is our pleasure to welcome you to Gardiner Elementary School. The faculty and staff join me in welcoming you as an important part of our elementary school. We are certain this year will be one of excitement and satisfaction. We look forward to assisting you in meeting and successfully overcoming each new challenge.

The pages of this handbook are designed to assist you in understanding our school policy and procedures. If you should still have questions after reading the handbook, please call the school office. We believe that open and clear communication is important to the success of our educational system.

We feel Gardiner School has an excellent facility, faculty, staff, and students. In addition, the support of our parents and community encourages high expectations in all aspects of our academic and extra-curricular programs. We continually strive to provide an education, which allows each student to realize his/her full potential. It is our belief that by working together we can reach our collective and individual goals for all students. Have a great year and we look forward to celebrating with you the achievements of our students.

Gardiner School Staff

Gardiner Elementary Handbook

Expectations

Strive for your best achievement
Be responsible for your own learning
Be cooperative
Treat others and property with respect

Purpose

The purpose of this handbook is to provide information to our K-6 parents/guardians. This information will help provide students, parents/guardians, teachers, and administrators an understanding what the expectations are; methods for consistency and openness for communication.

General statements of philosophies

Our school recognizes the differences and similarities that exist among our students and aids these students in attaining the maximum training to prepare each individual for the future.

Our school strives to inspire and challenge all students to a higher level of personal development and academic achievement. Our school should reflect a willingness to experiment with new ideas and techniques that may help achieve its stated goals.

Our school recognizes the importance of assisting parents/guardians in the development of positive self-esteem and self concept of all students.

Schools act *in loco parentis* for those students who choose to enroll in the local district. This doctrine allows schools to exert authority over students and to hold them to behavioral standards of conduct the local board may adopt in the policy/handbook process. The policies and procedures governing student discipline vary significantly between individual school districts in Montana. Unlike many other states, Montana does not require individual school districts to adopt codes of student conduct. Therefore, local school boards are empowered, within the confines of established law, to adopt disciplinary procedures at their discretion.

Enrollment



It is the intent of Gardiner Public School to provide the best possible educational environment for each student.



One of the key components in outstanding education is the success level of each child. For this to be maximized, it is imperative that children be in the least restrictive environment, i.e., their grade level placement should be commensurate with their abilities. With this in mind and to be in compliance with Montana Law, School Law Section 20-5-109, the Gardiner School District will adhere to the following policy for placing students who enroll from non-accredited, non-public schools or from a home school situation.

In order for any student to enroll in a public school, the State of Montana requires presentation to school officials of a birth certificate, social security card, and current immunization records.

When a child enters the district from a home school or non-accredited school, the following steps will serve as guidelines to help assure proper grade and/or subject placement for the benefit of the child:

- 1) The chronological age of the child in relation to normal grade level placement.
- 2) All previous records will be reviewed with special consideration given to achievement testing results.
- 3) An interview with the child and/or parents.
- 4) A brief skills inventory assessment may be given to determine how the skills of the child correlate with skills expected of students in specific grade levels.

Skills inventories will be developed by the teaching staff within each grade level and will assess the students in the following areas:

- A) Math
- B) Language
- C) Reading (oral and for comprehension)
- D) Writing
- E) Listening
- F) Following directions
- G) Other major skill areas as deemed necessary by grade level personnel.

The building administrator may ask a representative of the teaching staff to help conduct the assessment. The administration will make a final determination for grade level placement.

In the event the teacher to whom the child is assigned recognized major discrepancies between the expected grade level skills and those of the student, a meeting may be called to discuss concerns with possible placement evaluation.

The parents or guardians will have input into all levels of the placement decisions. In the event the parents/guardians disagree with the building administrator's decision, they may appeal the matter to the superintendent of schools. If they still are not satisfied they may then request a hearing before the board of trustees.

New Student Policy and Procedures

In an effort to assist in facilitating a smooth transition for your child entering into the Gardiner School System, we would ask that you follow the procedures listed below.

- 1) Contact the school to notify of the estimated date of enrollment for your child or children.
- 2) The administrative secretary will take your information and begin to explain the process. If family contacts the school for enrollment purposed during the summer, the administrative secretary will request school records at that same time. She will give your name and phone number to the school counselor.
- 3) The school counselor will contact you to schedule a time for parent/child orientation. The orientation will consist of the following:
 - complete enrollment paperwork
 - meet the Principal, classroom teachers, and other staff members
 - K-12th grade student assessments will take place (for reading and math placement)
 - student handbook will be given and reviewed
 - school-wide expectations for the positive behavior program will be reviewed
 - school tour will take place

Student will begin school the following day.

Ways Parents/Guardians Can Help

General

1. It is our belief that a child well enough to go to school is well enough to participate in recess. Injuries would be considered an exception. Teachers need that time to prepare for afternoon classes, to tutor children needing extra help, or just to take a breather.
2. If you have any message for the teacher, please write a note or email instead of an oral message. Oral messages have a way of getting lost.
3. Label the child's clothes with his/her first and last name.
4. Do not send your children to school before 7:45 in the morning.
5. Encourage your child to come home immediately when school is dismissed.
6. It is a great help if the child knows where his/her parents/guardians can be reached from day to day. We realize this is not always possible but if you know in the morning that you will be gone, tell your child in case we have to contact you.
7. If your child is a bus child, please be sure that he knows each day what he/she is to do after school - bus or no bus.

School Day

School begins at 7:55 a.m. for all grades. Your child should not come to school before 7:45 a.m. in the morning unless they have an appointment with a teacher.

Grades 1-6 are dismissed at 4:01 p.m. Your child should not stay at school after he/she has been dismissed unless he/she is requested to do so by a teacher or is participating in an extra-curricular activity.

For parents/guardians needing to contact their children at school unless it is an emergency situation, we request your help to avoid class disruption by observing the following protocol:

- Contact and leave a message at the school office to have your child return your call. We will attempt to have your child return your call at the next recess/lunch break. Or:
- Call during the recess/lunch breaks which occur at the following time:
 1. Before school until 8:10 a.m.
 2. 1st recess for grades K-4 – 9:40 a.m.- 9:55 a.m.,

3. Lunch recess & lunchtime – 11:20 a.m. – 11:45 p.m.
4. Afternoon recess K-4 from 1:40 p.m. – 1:55 p.m.

If we have to contact the teacher during class this disrupts not only your child's learning but the entire class. Thank you for your consideration.



Emergency Closing



If you suspect the school may be closed due to weather conditions or any other emergency situation, **notice will be sent out via Infinite Campus and Facebook.**

Harassment Statement

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

Refer to Gardiner School Board Policy 3225.

Parent Teacher Conferences



Parents are encouraged to contact teachers and to schedule conferences whenever parents determine a need. The school schedules a conference during or after the first and third grading periods. In addition, progress can be monitored through infinite campus.

Student-Led Parent Teacher Conferences

Students during the first week of classes will fill out goal sheets for each course. As the course progresses students will continue to complete goal sheets and update those using test data from MAP, CRT, and SBAC. Then during parent teacher conferences, students will lead the discussion using their individual goal sheets. Students will receive up to 2% grade increase for leading conferences at the discretion of the teacher.



Reports of the Child's Progress

Report cards

Report cards will be given out **two** times during the school year, at the end of each **semester**. Further reports can be asked for either through the teacher or the office.

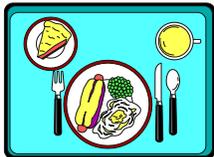
If a child is doing failing work before the end of each quarter, the teacher will contact the parents/guardians and notify them of the child's unsatisfactory progress at the end of the fifth week.

Grades and Grading

Each teacher will explain their grading procedure to parents/guardians early in the school year.

In the primary grades, in some subjects such as music, art, and physical education, S is used to mean satisfactory and U is used to mean unsatisfactory work. Students in the intermediate grades may receive P for passing and F for failing work. Minor differences may be used by some teachers depending upon subject area and how they test.

School Lunches



School lunch is operated within the framework of the National School Lunch Act as administered by the Office of Public Instruction, State of Montana.

Free and Reduced Price Lunches: Applications for free and reduced price meals served to students must be requested on the proper form, duly completed and approved or denied by the District Superintendent. Any applicant whose application for free and reduced price meals is denied may request a hearing before the board to appeal the decision. No difference shall be made in any manner between students eating free and reduced meals in terms of lunch served, time of service or place of service. All certifications for free and reduced price meals shall be confidential to the appropriate officials.

Gardiner Schools provides hot lunches for \$2.50/day and \$.35 for one extra milk for grades K-6. Our lunch program is computerized. Please come into the Gardiner School office a week before school resumes to assure that your child has credit in his/her lunch account.

Student Absences

It is the belief at Gardiner School that attendance is very important and absences should be kept to a minimum.



Any child who has been absent from school for any reason must bring a written excuse from home, or the parent/guardian may call the school to notify us of the absence. If we do not hear from the parents/guardians regarding the absence, the school, by law, must try to contact the home.

Any child who becomes ill or is injured at school will be cared for at school if possible. If the parent/guardian can be reached and the school authorities feel that the child will be more comfortable at home, we will call the parents/guardians.

Visitation

General



The Gardiner staff members invite you to visit your school any time. We feel that we should know each other and that you should know your schools. It is only under rare circumstances that we may ask you to consider selection of another time for visitation. An example of this might be during achievement test week or days of heavy testing. Out of consideration for all personnel, it would be advisable to set up an appointment in advance.

Visitation Policy:

1. In order for the principal to meet you, we request that visitors check in at the office before visiting a classroom.
2. Parents/Guardians wishing to visit their student's classroom are encouraged to do the following:
 - a. Upon entering a classroom for visitation, situate yourself at the teacher's convenience. His/Her chief responsibility is the children.
 - b. Should you wish to look at your child's work, don't hesitate to ask the teacher, but wait for a time when he/she is free, such as a P.E. period, recess or noon hour. This is particularly important at the primary level because of the amount of individual help needed by students.
 - c. Feel free to bring problems to the teacher's attention, at an appropriate time and in an appropriate manner.
 - d. Please refrain from interacting with students during class time.
 - e. Please feel free to drop by the principal's office to discuss your visitations.

Please do not send children to school who are not officially enrolled in school to visit or for parties unless accompanied by a parent. Unexpected children place a heavy burden on the classroom teacher who already has his or her hands full.

Discipline

Gardiner School's discipline program emphasizes that:

1. No student has the right to interfere with another student's learning.
2. No student has the right to interfere with a teacher's teaching.
3. No student has the right to create an unsafe environment.

Discipline is a primary responsibility of the classroom teacher. Teachers are required to maintain good, orderly discipline within their room at all times.

Complaint Procedure

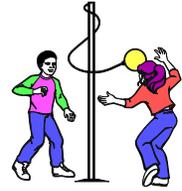
Any problems arising between teacher-student, parent/guardian-teacher or administration-teacher should be dealt with promptly.

The chain of command is important as far as school personnel goes: Teacher, Principal, Superintendent, School Board. Should a problem arise in the classroom, the teacher is the first to be approached. If handled correctly, few problems need to go any further. Do not be afraid to be frank with the teachers and to try to work out a solution together. The next step should be to see the principal, etc., through the chain of command.

At all times it should be remembered that the students, parents/guardians, teachers, and administrators are all human. We do make mistakes, but rarely are they intentional.



Playground Rules and Consequences



A student may receive a warning or time out for the following unsafe action :

Going down the slide head-first, standing on the swing, playing out of the boundaries, climbing on top of the tunnel slide, riding with another student on the trolley, sliding on ice, jumping off the swings, walking up the slide, and clogging up the tube slide.

A student may receive a warning or time out for the following misuse of equipment:

Hanging from the basketball rim, not bringing equipment in, using equipment in a manner other than it was intended, intentionally throwing equipment out of boundaries, throwing, kicking, or bouncing balls inside.

A student may receive a warning or time out for the following uncooperative behavior:

Refusing to follow directions, or exhibiting belligerent behavior.

A student may receive a time out, principal referral and or a parent conference for any action that harms or disrespects another person. Including but not exclusive:

Fighting, pushing, hitting, kicking, smearing with snow, throwing rocks or snowballs.

Any inappropriate action or response is not allowed.

Note: A "time out" will be during recess.





Transportation

Through the cooperative effort of parents, students and transportation personnel, Gardiner School has accomplished an enviable safety record for student transportation.

School Transportation Policy

Transportation by school bus is a privilege. This service is provided for those who wish to ride under the terms set up. Students who repeatedly break the rules or disregard the instructions of the driver will lose riding privileges.

School Transportation

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the following guidelines. No one is required to ride. Riding is a privilege.

The following information for parents and students states the regulations governing riding. Rules are made for the safety of students and must be followed. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this bulletin, and in case there are questions, ask for explanation in order that there be no misunderstanding.

Information regarding school bus service may be obtained by calling:

District Superintendent
Gardiner Public School
Telephone: 848-7563

The Transportation Program is designed to provide bus service:

- A) To public school students, grades K-12, who live three (3) or more miles from school. (Montana Law provides methods of financing for transportation for these eligible students through taxation.)

Patrons must not expect the bus to stop at every street or lane. This is a group service.

Buses, which meet the State Highway Patrol inspections, are used and drivers are certified according to regulations of the State Department of Public Instruction.

School Bus Drivers

Safety meetings with the drivers are held throughout the school year and the entire fleet has continuous over-the-road supervision.

- A) The school bus driver has the responsibility and the authority to maintain discipline on the school bus.
- B) The school bus driver has the authority to assign seats, whenever he/she feels that such action is appropriate, to assure the safety of all students.
- C) The School District expects to be compensated for any malicious damage caused to a school bus by a student.
- D) The riding privilege of a student may be revoked for violation of any of these rules or for conduct, which is detrimental to the safe operation of the school bus.
- E) Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another school room and act accordingly, except that conversation in normal tones is permitted.
- F) No person other than regular bus students will be permitted on the bus without permission from the Administration. Students will be loaded or unloaded at the bus stops, or school buildings only.
- G) All students must have a note or verbal permission from parents or guardians if they get off the bus at a stop other than their regular stop, or if they are riding a different bus.

Drivers are required to report misbehavior on the school bus to the principal.

Rules, Regulations and Consequences

Students must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.

Buses will leave the school at approximately 4:10 p.m. Monday -Thursday, unless directed by the superintendent for some emergency.

Students are to be properly dressed for the weather conditions. Students should have hats, gloves, winter coat and proper foot wear during winter months. Students on extra-curricular buses should bring a blanket during winter months

ILLNESS GUIDELINES: When to keep students at home

In an effort to ensure the health of all Gardiner students and staff these are some recommendations regarding when your child should not attend school.

If your child has mild respiratory or cold symptoms (stuffy nose with clear drainage, sneezing, and mild cough) they may attend school if they feel well enough to participate in school activities.

Sick children should stay at home when:

- They don't feel well enough to participate comfortably in usual activities, (i.e. extreme tiredness, irritability, or persistent cough).
- They require more care than school staff is able to provide without affecting the class routine or compromising the health and safety of other children.

Students with the following symptoms or illness should be kept (excluded) from school:

SYMPTOM

DIARRHEA: Frequent, loose or watery stools compared to your child's normal pattern; not caused by diet or medication.

FEVER: Temperature of 100°F or above. Student may return to school when there is no longer a fever without the use of fever-reducing medications.

FLU SYMPTOMS: Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea. Student may return to school when there is no longer a fever without the use of fever-reducing medications.

COUGH: Severe, uncontrolled coughing or wheezing, rapid or difficult breathing.

- Note: Students with stable asthma may attend school with a written care plan and authorization for medication/treatment.

RASH WITH FEVER: Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by your health care provider.

- Note: Body rash *without* fever usually does not require exclusion from school; seek medical advice.

VOMITING: Two or more episodes of vomiting in the last 24 hours. Your child may return to school when vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration.

ILLNESS

CHICKEN POX: Your child may return to school when blisters have dried and crusted (usually 6 days). If a blister occurs after the chickenpox vaccinations, contact your health care provider.

CONJUNCTIVITIS (Pink Eye): Your child may return to school 24 hours after initiation of treatment if indicated. If your health care provider decides not to treat your child, a note is required.

HEADLICE OR SCABIES: Once treatment has been initiated, your child may attend school.

COLD SORES/FEVER BLISTERS: Child may return to school when lesions are no longer weeping or oozing and have scabbed over.

IMPETIGO: Your child may return to school 24 hours after treatment starts.

RINGWORM: Initial treatment as directed by your health care provider. Student may return to school but keep area covered from casual contact with other students.

STREP THROAT: Your child may return to school 24 hours after treatment initiated and they are able to participate in usual activities.

VACCINE PREVENTABLE DISEASES: Measles, Mumps, Rubella (German measles), Pertussis (Whooping Cough) Student may return to school when your health care provider determines they are no longer infectious.

References

- <http://www.cdc.gov/healthyyouth/policy/index.htm>
- The Children's Hospital, Aurora Colorado, *Illness Policy: How Sick is Too Sick?* 2010

MANAGEMENT OF CONCUSSIONS (also known as a Head Injury or Traumatic Brain Injury)

Gardiner School recognizes that concussions are a serious matter. Recent medical research is indicating that concussions can lead to serious injury and even death; especially in the developing brain of adolescents and teenagers. Long term research is now revealing that deficits with learning, emotional health, and psychomotor skills can also result from concussions. Gardiner School will strive to educate students, parents, and staff to recognize and manage concussions for the health and well-being of our

students.

What is a Concussion?

Fast Facts

- A concussion is a brain injury and all are serious.
- Most concussions occur without loss of consciousness.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

What is a Concussion? (Definition provided by the Center for Disease Control)

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious.

Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

For our athletic coaching staff, every coach shall complete the “NFHS Concussion in Sports-What You Need to Know” course each year. The course will be viewed before the coach has contact with student athletes in his/her respective sport.

Each Spring, students in grades 5 through 11 will complete the ImPACT (Immediate Post-Concussion Assessment and Cognitive Test) baseline test in preparation for the following school year.

Management of concussions is a complex and evolving process. Current best practices in the field of concussion management will be implemented by Gardiner School to ensure the safety of students. To comply with Montana High School Association direction and the Dylan Steigers Protection of Youth Athletes Act, parents and students will review and sign the front page of “Student-Athlete & Parent/Legal Guardian Concussion Statement”. If a student sustains a concussion, Gardiner School will continue to require that the student be cleared to return to school and also to return to sports activities by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician’s Assistant trained in the evaluation and treatment of concussions.

It is the responsibility of every Gardiner School employee, student, or parent to report when they believe a concussion has occurred. This includes injuries sustained outside of school as well as during school and school sponsored activities.

In the event a Gardiner School staff member suspects a student may have suffered a concussion or head injury, the following steps will be initiated:

1. Immediately evaluate the student for signs or symptoms consistent with a concussion. Utilize SCAT2 (Sport Concussion Assessment Tool 2) for the assessment.
2. Evaluate the need for emergency (911-ambulance) care. If a student loses consciousness they will be transported to the nearest hospital via ambulance for medical evaluation.
3. Proceed as follows if signs or symptoms of a concussion are present.
 - Remove student-athlete from the school activity.
 - Notify parents/guardians about the possible injury.
 - Ensure student/athlete is evaluated by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant trained in the evaluation and treatment of concussions.
 - Notify the Athletic Director.
 - The student-athlete may not return to school activities (classes or sports) until the school has received a written clearance from one of the above listed healthcare professionals. The student may not return to play / sports activities until they have successfully completed the return to school and return to play protocol.
 - "IF IN DOUBT, SIT THEM OUT." will be the philosophy for the management of potential injuries to Gardiner School students.

If the student requires accommodations regarding return to school activities those modifications to the school day will be coordinated with one of the above listed health care professionals, principal, teaching staff, parent/guardian and school nurse.

For further information please see: <http://www.cdc.gov/concussion/sports/index.html>

Policy for Administering Medication at School

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short-term acute health conditions.



No medication should be administered by any school personnel, including the nurse, except on the written orders of a physician and with written parental/guardian permission. These medications should be safeguarded at school to

avoid any risk that they might be ingested by the wrong child.

A recommended procedure for administering justified medications at school would be:

Administering Medicines to Students

A building principal or other administrator may authorize, in writing, any school employee:

To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian, and

To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian.

Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103 (1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious

harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

For grades K-6, a building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:



Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;

Handling to a student a pre-filled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;

Opening the lid of a container for a student;

Guiding the hand of a student to self-administer a medication;

Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and

Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Administration of Glucagon

Only trained parent-designated adults may agree to administer glucagon pursuant to a diabetic student § 20-5-412, MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name; if pills or medications are sent to the school in any container other than the original prescription or over-

the-counter container, the medication will be left at the office but not administered to the child. The parent will be asked to pick up the un-marked medication.

Must develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel;

Must record on student's individual medication record the date a medication is delivered and the amount of medication received;

Must store medication requiring refrigeration at 36° to 46° F;

Must store prescribed medicinal preparations in a securely locked storage compartment; and

Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent or guardian or, with permission of the parent or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Legal Reference: §20-5-412

Use of Inhalers. Please check the appropriate box on the “Authorization for Treatment” form signed by each parent at the beginning of the school year if your child has asthma and uses an inhaler. This is a medication and falls under the school rules governing administration of medications at school. Therefore, we would like you and your child’s doctor to fill out the enclosed “Permission for Medication“ form and return it to the school. This information will be helpful to elementary teachers and the school nurse if called upon to keep your child’s inhaler. This information will assist in providing clear guidelines as to when the inhaled medication is needed. Upon receipt of the “Permission for Medication” form, the school nurse will be mailing the form “Montana Authorization to Carry and Self-administer Asthma/Allergy Medication” to you. Authorization granted to a student to possess and self-administer medications shall be valid for the current school year only and must be renewed annually.

Miscellaneous Information

School Telephones

School telephones are primarily business phones and should be considered as such. Your children will be permitted to use the telephone only when it is absolutely necessary. Plan your after school activities with your children before they leave home so that the telephone calls are cut to a minimum. If your child is to go somewhere other than home after school, please see to it that he/she knows this and has a note for the teacher stating where he/she is to go. Students should **not** be released from class at any time to use the telephone unless there is an emergency.



Student Cell Phone Policy

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which shall be permitted only under the circumstances described herein. At no time shall any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location in such a manner wherein operation may violate the privacy right of another person. Inappropriate use of cell phones may result in disciplinary actions at the discretion of the administration.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins, at lunch, during passing period, and after school ends. Students then will be permitted to use their cell phone for instructional purposes at the discretion of their teacher. In which case, students upon entering a classroom are to place their cellphone in a top corner of their desk. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Student Accident Insurance

The Board provides a special School Child Accident Insurance Policy for all students. This coverage is a second carrier and will only pay after your primary insurance has covered claims.

Clothing



Students are required to wear shoes or sandals during classes.

Parents/Guardians should mark the child's clothing with his/her full name and teach the child to put on and remove clothing.

Students are to be properly dressed for the weather conditions. Students must have hats, gloves, winter coats and proper footwear during winter months. Students on extra-curricular busses should bring a blanket during winter weather.

Dress Code

A student and their parent or legal guardian are responsible for a student's pattern of personal appearance. Personal appearance includes dress, grooming and personal hygiene. Because a definite correlation exists between dress, attitude, and achievement in school, students will be expected to keep themselves well groomed at all times. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or other and does not materially or substantially disrupt or distract the education process.

- A) All school attire must be good quality; holes, tears, or ragged unsightly edges are not acceptable.
- B) Shorts, skirts, dresses must be at least mid - thigh in length.
- C) No headgear, such as sweatbands, hats, bandannas, or scarves will be worn in the school building during regular school hours.
- D) For health and safety reasons, shoes or sandals must be worn in school.
- E) Shirts must cover the mid-section.
- F) No spaghetti strap shirts or dresses allowed.
- G) Wide strap tank tops will be allowed if neat and cut in a modest fashion.

- H) Clothing that is revealing or immodest is not allowed.
- I) Obscene or suggestive insignia, or beer, liquor, or tobacco advertisements are not allowed.
- J) This policy also applies when the student is participating in any extra-curricular activities sponsored by Gardiner School.

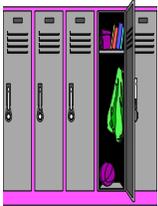
The Board of Trustees delegates to the Administration and faculty the right to determine acceptable wear. If the Administrator feels attire is unacceptable, then the student will be asked to change. Consequences for repeat offenders is at the Administration's discretion.

Gym Shoes

Students are required to participate in Physical Education. They must use gym shoes with **NON MARKING SOLES**. Please provide a separate pair of gym shoes to be kept at school to be used only for P.E. classes.



Lockers



All students in grades 3, 4, 5, & 6 are assigned a locker in the K-6 hall for their personal use. Lockers are shared. Since locks are not provided, it is suggested that students either supply one of their own or not leave items of value in the locker. If a lock is brought from home, a duplicate key or combination must be on file with the K-6 teacher for use in an emergency. Each student will be responsible for keeping his or her locker clean.

Thursday Envelopes

On Thursday of each week a Thursday folder will be sent home with the child's last week's work and school notices. It is hoped that parents/guardians will look forward to going over the contents of the Thursday folder with their child and that this will become a sharing time.

Bicycles

Children who ride bicycles to school are not permitted to ride them inside the school grounds. As soon as the child reaches the school premises, the bicycle is to be placed in the rack. Bicycles left by doorways are potential safety hazards and will be removed. Bicycles left on the grounds for extended periods of time will be removed by the Sheriff's office.

Eligibility and Participation Rules

Eligibility Policy

The Board of Trustees acknowledges that individual academic growth is the primary mission of the school program. The Trustees further recognize the value and contribution of high school activities. The Gardiner School Academic Eligibility Policy for Activity Programs reaffirms the primary academic mission. Junior and Senior High School Activity Participants must have a 2.0 or better grade point average (GPA) and no "F" grades during the **bi-weekly** check performed on Tuesday (starting the second Tuesday of each quarter) and meet all Montana High School Association eligibility rules in order to compete. At the conclusion of the each semester, the higher of the quarter grades or the semester grades will be used to calculate the (GPA) for eligibility.

It is the responsibility of the student to check with their teachers if they feel one of their grades may be in error. The student has a 24 hour period (4:01 p.m. on the day eligibility is announced to 4:01 p.m. the following day) in which to speak to an instructor and have any errors corrected.

Eligibility goes into effect at 4:01 p.m. on the day following its announcement and runs until the grade is brought to a D or higher **as per the following Tuesday grade check**.

Student Directory Information Notification

Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

_____ *Date*

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____

Student's Name

Following is a list of items this District considers student ***directory information***.

<ul style="list-style-type: none"> -Student's name -Address -Telephone listing -Electronic mail address -Photograph (including electronic version) -Date and place of birth -Major field of study -Dates of attendance -Grade level 	<ul style="list-style-type: none"> -Enrollment status (e.g., undergraduate or graduate; full-time or part-time) -Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees -Honors and awards received -Most recent educational agency or institution attended
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If you do NOT want directory information provided to the following, please check the appropriate box.

Institutions of Higher Education, Potential Employers, Armed Forces Recruiters, Other

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

_____ *Parent/Eligible Student's Signature*

_____ *Date*