



# Student Handbook 2025-2026

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## **Greetings**

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

At Boulder Elementary, all students should have the opportunity to recognize and practice academic, physical and social skills. We will promote a positive learning environment for the growth of self-worth and a respect for others and their property. Students will learn and practice academics, decision-making and social skills. These ideals are integrated within an atmosphere of appreciation for education, personal safety and well-being. Students and their parents/guardians should accept responsibility for their education and respect the rights and individuality of others while maintaining their own individuality and independence. To ensure parents are aware of their rights and opportunity to engage with the School District, specific policies and procedures are available on the Boulder Elementary School district website at : <https://bgs.k12.mt.us/board.html> and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure- Policy 1700
- Student and Family Privacy Rights- Policy 2132
- Parent/Family Engagement and Involvement in Education- Policy 2158
- Student Health Instruction- Policy 2335
- School Activities, Trips, Clubs- Policy 3233, Policy 3510, Policy 3550, Policy 2320, Policy 8132, Policy 2151F
- Student Health- Policy 3410, Policy 3305, Policy 3310P, Policy 3431, Policy 3416
- Student Immunization- Policy 3413
- Student Records and Confidentiality- Policy 3600

## **Release Of Directory Information**

Regarding student records, federal law requires that a student's directory information be released by the Boulder Elementary School District to anyone who requests it unless the parent or guardian objects in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the date the school district provides this handbook to the student. Directory information ordinarily includes the student's name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school and most recent previous school attended. This information needs to be consistent with Policy 3600P, 3600F1 and 3600F2. In order to exercise the parent or guardian's right to limit release of this information, the parent or guardian must complete the Student Directory Information Notification and return it to the school.

## **Rights Concerning A Student's School Records**

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

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

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

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

1. All children are presented with a quality education.
2. All children belong, regardless of abilities or disabilities, and have the opportunity to participate in all classroom and extracurricular activities appropriate to their grade level.
3. All students will receive a comprehensive, yet flexible, system of programs and services.
4. All necessary and appropriate support services and resources will be available for students.
5. All parents will be given the opportunity to be involved in the school community and to participate in their child's learning experience.

## **Equal Education, Nondiscrimination**

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the

exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

### **Boulder Elementary School Board Goals**

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

### **Board and Staff**

Boulder Elementary School Phone Number 406-225-3316

### **Board Of Trustees:**

Andrea Dolezal Trustee [andrea.dolezal@bgs.k12.mt.us](mailto:andrea.dolezal@bgs.k12.mt.us)

Kyle Simons Trustee [kyle.simons@bgs.k12.mt.us](mailto:kyle.simons@bgs.k12.mt.us)

Lance Hoover [lance.hoover@bgs.k12.mt.us](mailto:lance.hoover@bgs.k12.mt.us)

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Devin Ottman [devin.ottman@bgs.k12.mt.us](mailto:devin.ottman@bgs.k12.mt.us)

### **Administration – Email And Phone Extension**

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Britton Mann [britton.mann@bgs.k12.mt.us](mailto:britton.mann@bgs.k12.mt.us) 100 Business Manager/District Clerk

Tawni Pettis [tawni.pettis@bgs.k12.mt.us](mailto:tawni.pettis@bgs.k12.mt.us) 101 Secretary

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### **General Information**

#### **School Hours**

8:10 AM to 3:20 PM Monday - Thursday      8:10 AM to 2:20 PM on Friday

### **Bus Schedule**

Contractor: Harlow's School Bus Service Millisa Haas,, Mgr. 406-225-3344

Basin Route Driver:

Valley Route Driver:

### **Telephone Messages**

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

## **School Newsletter**

Throughout the school year, a school newsletter will be produced and sent home with students. Copies of the school newsletter may be picked up at the school if your child does not bring the newsletter home. The school newsletter will also be posted on the school website, [bgs.k12.mt.us](http://bgs.k12.mt.us) and a link will be sent out via text and email when it is published.

## **Student Insurance**

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

## **Attendance**

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

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend school each day.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.
- Absences: In applying the provisions of this policy, the district recognizes two basic types of absence from school: 1.) Excused and 2.) Unexcused

## **Excused And Pre-Arranged Absences**

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

In general, if a child is absent due to illness or injury, the district requests that parents notify the school office by phone on the first day of the absence and subsequent days as is appropriate. A note sent back with the students the following day is acceptable, however, the district is required to verify all unknown absences. Parents who don't telephone the office may receive a call to verify an absence. Please provide the school with a phone number where 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 the home.

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

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

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

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

## **Rewards For Good Attendance**

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

## **Tardies**

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

- Students are to be in each class prior to the tardy bell and required to get a pass from the office when tardy.
- No students should be in the hallways after the tardy bell rings without a pass.
- Detention will be assigned by the teacher for each tardy and entered into Infinite Campus



## **Excessive Absences**

According to Montana law, a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student is allowed a maximum of 10 absences in each class in a semester regardless of category. The parent or guardian will be notified by letter or phone call from the school office when the fourth, sixth and eighth absences have been reached. When students are absent eight days they will be considered truant. Truancy (MCA 20-5-106) or for BES purposes shall be called: Chronic absenteeism and is defined as 10% of a school year, which is 18 days or 9 absences in a semester. Attendance impacts student achievement, social relationships, and expectations for promotion. Chronic absenteeism will be reported to Child Protective Services and or the School Resource Officer by the administrator or school counselor as educational neglect with students under the age of 16, unless the principal has documentation that the absences occurred for a valid purpose.

## **Unexcused Absence**

Unexcused absences are considered truancy under state law. An unexcused absence is defined as any absence from a class without the teacher's permission or from school without the knowledge and authorization of a parent or guardian or school official and will result in the following consequences:

- A. Unexcused absences will be accumulated separately for each semester. For each occurrence the student must report to the office and obtain an admit slip indicating the absence is unexcused and have the slip signed by each teacher. The student's parent or guardian will be notified of the absence. Any assignment(s), class work or test missed as a result of an unexcused absence will be given an incomplete. In addition:
  - 1. On the first unexcused absence the student will be required to make up the amount of class time missed in after school detention(s) with the principal or designee. (M-F as necessary to make up for the missed class time. Saturday school may also be considered).
  - 2. On the second unexcused absence the student must make up the time missed (as in #1). A parent/student/teacher(s) conference will be held before the student may return to their class(es).
  - 3. On the third unexcused absence the student must make up double the time missed. In addition, the parent and student together must meet with the principal and or superintendent within 5 days after the offense occurred to determine the next steps/plan for the student before returning to school.

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

A telephone call or note from a parent or guardian is necessary when a student is absent or late to school for any reason. The office number is [\(406\) 225-3316](tel:4062253316). Students leaving school during the school day must check out through the office.

## **Closed Campus**

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

## **School Lunch/Breakfast Program**

Boulder Elementary School participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Please contact the District Clerk, Britton Mann, to apply. You may also download a copy of the Free and Reduced Meal Application from the school website at <https://bgs.k12.mt.us/lunch-program.html>

Meal prices are as follows:

Breakfast: \$2.25 for students, \$3.00 for adults

Lunch: \$3.25 for students, \$4.00 for adults

Extra milk: \$0.25

Parents will be notified once a student lunch balance has reached (\$25.00), at that point, parents will have 2 school days to pay the outstanding balance in full. Policy 8200

## **Video Viewing**

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

## **Fundraising**

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

## **Lost And Found**

Lost and found articles are usually taken to a special location near the office. An attempt will be made to return the items to the rightful owner. You can help this process by marking all the articles your child brings to school. We 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 the 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 students to 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**

All above rules must be complied with. In addition

1. Students are not allowed to get into cars or leave the activity unless granted permission by the supervisor.
2. 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 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 And Grooming**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). The students at Boulder Elementary School are proud of their individual appearance and freedom to express themselves through the latest fashions. It is the School District's goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. To maintain high standards in health and safety for all of our students, personal dress and grooming standards shall comply with the following guidelines:

- Students will be appropriately covered and not be a disruption to the educational environment.
- Students may not wear clothing or jewelry that advertises or promotes harmful substances prohibited by district policy.
- Students are prohibited from wearing any clothing, jewelry or other items that could cause personal harm to students or others.
- Students will not wear articles of clothing that have sexually suggestive slogans, profanity, lewd pictures, innuendos, vulgar or obscene displays or which could be offensive to another's religion, race or natural origin.
- Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Slippers are not appropriate for school.
- Some classes or events may require further dress requirements due to safety concerns or performance dress. Students in these classes will be made aware of these additional requirements and dress accordingly to the expectations.
- Students need to dress appropriately for the weather- this includes recess expectations.
- Students will wear clothing that covers undergarments, midriff, buttocks, genitals, and nipples.
- Students may not wear hats or hoodies in the classroom.
- Students may not wear Pajamas to school, with the exception of a special day so designated for pajamas and approved by the principal.
- Students may not wear tank tops in the classroom.

- Students' jackets, or clothing worn as a jacket, will be kept in the students lockers and not be worn in class (unless specific permission is otherwise given by the teacher).

### **Care Of School Property**

Students are responsible for any school property entrusted to their care, including lockers, desks and computers. 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. For students in the sixth, seventh and eighth grades, all cell phones will be stored securely from the beginning of first period until the end of the school day.

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.

## **School Wide Student Behavior Guidelines**

Be Safe, Be Respectful, Be Responsible, Be Paws-itive

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

## **Creating A Safe And Caring Environment**

A strong, positive approach to discipline nurtures healthy relationships and a caring environment for learning and teaching. The message students will be given is that, "we care enough about you not to let problem behaviors interfere with teaching or learning." Staff members and students should make every effort to correct behaviors that interfere with learning and teaching in a prompt manner. Timing is important to prevent students from practicing behaviors that interfere with learning and to prevent further consequences.

## **Student Discipline (Policy 3300 And Policy 3310)**

When appropriate, staff is encouraged to use teachable moments to address daily behaviors. For routine disciplinary violations, adults acting in the capacity of supervision of students may remove students from the classroom; detain students during recess or after school hours for not more than thirty minutes on one or more days. Twenty-four hour advance notification to the parent/guardian is required if a student is staying after school or has worked out with the parent/guardian. Teachers should make every effort to contact parents/guardians early if there are behavioral concerns within the classroom. Attempts to problem solve and correct the behavior should be applied prior to detaining students.

Preceding the assessment of such a consequence, the teacher shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the teacher. Following the time detained, the teacher shall meet privately with the student to problem solve in order to prevent the behavior from occurring again.

### **Referral for Detention**

Disciplinary offenses will be handled through multiple phases of consequences such as detentions (lunch, recess, after school), ISS (In School Suspension), referral to the counselor, and OSS (Out of School Suspension).

Inappropriate offenses that students will be disciplined for are as follows: Not following directions, Takes others things, Disrespect towards adults, Failure to report to assigned area, Refusal to work with others, Provokes or agitates others, Doesn't follow school rules, Copies from others, Obscene gestures or materials, Foul language, Gum/Objects in mouth, Three tardies (Unexcused/Excused), Other

### **Lunch Time Detention (K-8 Grade):**

Lunchtime detention is during lunch recess. Students will complete the bottom portion of the incident form in order to reflect upon their behaviors during detention. They will not speak to other students.

### **After School Detention:**

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 detention supervisor may choose to have students help out in their classroom or do some activity to make the school a better place. It will be the responsibility of the parent or guardian to provide transportation for these students. If an after-school detention is assigned on the day of an extracurricular activity, the students may not attend the activity until they have finished serving the time.

### **Suspension:**

The exclusion of a student from participation in his/her regularly scheduled classes by administrative order for a period of time not to exceed ten days.

In School Suspension (ISS):

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

### **Out Of School Suspension (Oss):**

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

### **General Information Regarding Incident Forms**

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

### **Discipline Process**

Boulder Elementary School uses a progressive form of discipline when working with students. This process follows guidelines set forth by the Office of Public Instruction using Multi Tiered Systems of Support (OPI/MTSS). Positive behavior is always encouraged by administration and staff. Actions that are extreme or dangerous may warrant more severe consequences (as seen in SEVERE OR SERIOUS BEHAVIORS). For most issues the following progression will be used.

1. Detention
2. ½ day ISS
3. 1 day ISS
4. 3 day ISS
5. OSS to be determined by administration
6. OSS up to 10 days

### **Severe Or Serious Behaviors**

Office referrals are to be reserved for severe or serious misbehaviors, resulting in a direct referral to the Administrator.



<b>Behavior</b>	<b>Definition</b>
Vandalism of a serious nature:	Damage to school property, which is deliberate or intentional.
Extortion and/or intimidation:	Behavior that creates a hostile educational environment
Weapons/Theft:	Theft that would be severe enough to involve law enforcement. Weapon charges are outlined under Gun – Free Schools pg. 21
Physical Assaults or Threats:	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.
Sexual Harassment:	Behaviors that are sexual in nature (verbal, gestures, touching etc.) that creates an uncomfortable learning environment.
Substance Abuse:	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)

## **Consequences**

### **First Offense:**

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

### **Second Offense:**

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

### **Third Offense:**

1. Out-school suspension until student and parent meet with the School Board.
2. Possible penalties could be long-term academic suspension or expulsion.
3. Long-term suspension might run from 10-20 days.

4. Parents can receive student's work from the office each Friday.
5. Successful completion of work would be required for re-entry.
6. Any further violation would lead to another meeting with the Board for expulsion.

**Severe Clause:**

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

**Expulsion:**

The definition of expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board. Trustee Policy 3300 states that a student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

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

**Bullying – Harassment – Intimidation - Hazing**

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

**Definitions**

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or

function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, 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.
  - d. Substantially and materially disrupts the orderly operation of a school.
5. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, or the internet.

## **Reporting**

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

## **Exhaustion of administrative remedies**

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

## **Responsibilities**

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

## **Consequences**

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

## **Retaliation and Reprisal**

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

[See Policy 3226]

## **Interrogation And Arrest Of Students**

The parent/guardian is to be notified prior to a minor student being arrested or interrogated at the school. A parent, guardian, legal counselor or administrator shall be present during the questioning of a minor student or students unless the parent or legal guardian verifiably waives this requirement. At no time shall the principal allow a police officer to take a minor student from the school building without (1.) warrant; (2.) a court order; (3.) an arrest; (4.) written permission from the parent or legal guardian.

## **Law Enforcement**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

### **Locker Searches**

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

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

School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections. School authorities shall determine appropriate action, including notification of parents,

notification of law enforcement authorities and commencement of disciplinary proceedings. [See Policies 3231, 3231P]

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

### **Substance Abuse Policy**

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

### **Intervention/Disciplinary Procedures For Students:**

1. A student who manufactures, distributes, dispenses or sells alcohol and/or unlawful drugs or controlled substances to another person on school property or as part of any of its activities will be subject to discipline, including possible suspension and/or expulsion from school and/or referral for prosecution.
2. A student who uses, is under the influence of alcohol, unlawful drugs and/or a substance that are abused; or has possession of alcohol and/or unlawful drugs or paraphernalia on school property or as part of any of its activities will be subject to discipline, including possible suspension and/or expulsion from school and /or referral for prosecution.
3. The principal may extend the offer of a Chemical Dependency Evaluation and/or participation in an approved substance abuse rehabilitation program in lieu of more serious disciplinary action. Failure to comply with requirements established by the principal would cause the disciplinary action to be enforced.
4. Students identified as 'Chemically at Risk' may be referred for a chemical dependency evaluation and/or participation in an approved substance abuse rehabilitation program. Students do not have to be obviously under the influence of alcohol or drugs while on school property or as part of its activities to be identified as 'Chemically at Risk.' Students identified as 'Chemically at Risk' two or more of the following actions identify can/may:

- a. Poor attendance and grades
  - b. Signs of poor health and cleanliness
  - c. Signs of excessive disobedience and disruption
  - d. Signs of excessive mood changes
  - e. Except that those who have previously abused alcohol, unlawful drugs and/or substances shall be considered 'Chemically at Risk.'
5. Repeat violations by the same student will be considered progressively more serious AND may result in more serious disciplinary consequences.
  6. Policies relating to extra-curricular activities will be included in the student handbook.
- Substance Abuse Policy for Extra-Curricular/Organizational Activities:

These rules have been adopted for the following reasons:

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

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

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or superintendent who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

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

For more information about the District's complaint procedure, see Policy 1700.

### **Firearms And Weapons Policy**

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

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



## **Possession Of A Weapon In A School Building Policy**

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

Refer to Policy 3311

## **Educational Program**

### **Classification Of Students**

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

### **Promotion/Retention Of Elementary Students Grades K-8**

(Policy 2421)

The Board and staff recognize that the rate of physical, social, emotional and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be recognized in classroom programming. After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects (math and/or language arts) in relation to ability and grade level. Retention should not be considered, except in these instances where there is a strong likelihood that the student will benefit with minimum social and emotional disruption.

### **Promotion/Retention Of K-4 Students**

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

1. Attendance records
2. Grades
3. Work and study habits
4. Physical development
5. Social development
6. Emotional development
7. Readiness
8. Parental attitude towards retention
9. Previous retention
10. Use of remedial resources

## 11. Others as appropriate

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

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

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

### **Promotion/Retention Policy For 5-8 Grades**

1. If a student has a yearly average below 60 in two or more core subjects at any time throughout the school year, parents will be notified and the parent, teacher, principal and student will meet and discuss to develop a plan to help the student find success in the classroom. At a time, no later than the middle of the fourth quarter, the parents, teachers, school counselor, student and principal will meet to discuss the final status of students who have had below a 60 average in two or more core classes for a significant amount of time throughout the school year. At this time a discussion about the possible retention of a student will take place, including discussion of Policy 2421 as well as the best educational options for the students including the students current core subject grades.
2. When a student has a yearly average below 60 in two or more core subjects, at any time in the year, the teacher will confer with the principal regarding the students who should be considered for placement in the tutoring / study hall and / or retention; at this time, parents/guardians and the student shall be required to meet with the principal and teacher. Information will be presented to explain the student's progress to date. Parents will be advised on how they might assist the student during the balance of the school year as well as being informed of the enrollment in the after school study hall / tutoring session.
3. After the fourth mid-quarter, the parent, principal and teacher will again meet to review the latest progress and determine if the student has met the requirements for promotion.
4. It is recommended that students, who are being considered for retention, consult with the school counselor to address emotional and social concerns.

5. If in the case of a student who, in the opinion of the teachers and administration, has exhausted all other resources and tries to do the work and can't pass, he/she may receive a grade of 'P' for passing.
6. If a student is retained they will not receive a diploma or participate in the eighth grade graduation ceremony from Boulder Elementary School.
7. Any fines or money owed to the school could cause withholding of diploma or promotion until such fines are taken care of.

## Grading System

### Kindergarten & Early Literacy Scale:

Proficient 90-100  
Developing 50-89  
Beginning 1-49  
Refusal 0

### Grades 1-2 Scale:

Excellent 90-100  
Satisfactory 80-89 = B  
Needs Improvement 70-79 = C  
Unsatisfactory 0-69 = D

### Grades 3-5 Scale:

A 95 94  
A- 90  
B+ 87-89  
B 83 84-86  
B- 80-83  
C+ 77-79  
C 73 74-76  
C- 70-73  
D+ 67-69  
D 63 64-66  
D- 60-63  
F 0-59 Less than 60  
I Incomplete

### Grades 6-8 Scale:

A 94-100  
A- 93-90  
B+ 87-89  
B 84-86  
B- 80-83  
C+ 77-79  
C 74-76  
C- 70-73  
D+ 67-69  
D 66-64  
D- 63-60  
F Less than 60

## 7/8 Grade Honor Roll Requirements

Honor Roll is computed every nine weeks.

‘A’ HIGH Honor Roll = 3.667 and above

‘B’ Honor Roll = 3.0 to 3.666.

## Semester Testing

Semester tests can be an important tool in assessing student knowledge in a particular subject area. The district believes that the need and use of such testing should be determined by each individual teacher based on the needs and rigors of his/her instructional program and methodology. To facilitate semester assessments deemed appropriate and useful, the building principal will designate one or two regular class periods near the end of each semester for teachers to administer semester exams to students in their classes. Any teacher, giving semester tests, may develop criteria within his/her classes that provide for a student to earn an exemption from the test. No teacher will be required to administer semester assessments, nor will such tests, if utilized, alter the school schedule or the assigned schedule of any student. In all classes, student attendance will be required as it is on any normal school day. Teachers

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

### **Honor Passes 7th-8th Grades**

Students who are on the honor roll (3.0 GPA) will receive an honors pass at the beginning of each quarter.

### **Midterm Reports**

Teachers are encouraged to report on student's positive performance during midterm reports or any time of the year. Midterm reports will be generated for all students in first through eighth grades every four and a half weeks if there is a reason for concern, or as requested by parent/guardian. The parent/guardian is to return the bottom portion of the midterm with a signature to the homeroom teacher.

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

### **Curriculum**

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

Seventh Grade Eighth Grade

English/Literature English/Literature

Science Science

Mathematics Mathematics

Geography US/ Montana History

Junior High Band Junior High Band

Art Art

Technology Technology

Health Enhancement/PE Health Enhancement/PE

Spanish  
Keys Vocational Skills  
Study Skills

### Homework Accountability

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

## Field Trips

### Junior High Field Trips

Near the end of the 1st and 2nd semesters, students in the 7th and 8th grades MAY have the opportunity to participate in trips as a reward for appropriate behavior. While fun in nature, the primary focus of these trips will relate to curricular areas, such as health and fitness, life skills, science, and history. The student's teacher(s) will meet to determine what constitutes exclusion from off-campus trips for grades K-8.

## Extracurricular Activities

### Eligibility

The principal or designee will check the grades with the teachers every Wednesday afternoon by 3:00 during the sport season. If a student athlete has more than 1 "F" they will be eligible for participation in practice only; they will not be eligible to participate in that upcoming week's contests or to travel with the team. The student is then responsible to obtain from their teachers what academic requirements will need to be accomplished in order to become eligible. If the student's grades have progressed to a level that the student is deemed eligible by the Wednesday afternoon 3:00 grade check, the student will be eligible to participate in that upcoming week's contests only. Each of the following Wednesday afternoons at 3:00 for the remainder of that sport season, this process will be repeated. If at any time the student's grade check shows more than one "F" the student will be ineligible for that week's upcoming contests. It is the sole responsibility of the student to obtain from their teachers the required academic requirements needed to maintain eligibility. Students transferring from other schools will follow the same procedures as above and will be deemed not eligible for competition until the 1st Wednesday 3:00 grade check of their enrollment. Participants must be in attendance the day of a competition or on Friday if the competition is on Saturday. An exception may be made by the Principal or designee if the absence is excused and is not due to an illness. Students serving ISS

or OSS the day of an activity will not be allowed to participate. The eligibility policy applies to all sixth, seventh and eighth graders, and to fifth graders when they are allowed to participate.

### **Organizations And Activities**

Boulder Elementary offers the following extra-curricular activities:

Girls and Boys Cross Country

Girls and Boys Track and Field

Girls and Boys Basketball

Football

Wrestling

Volleyball

Students participating in extra-curricular activities must meet both the academic and behavior criteria listed Above.

### **Dances And Parties**

#### **Dances:**

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

#### **Class Parties:**

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

### **Training Expectations**

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

1. No Alcohol
2. No drugs or drug paraphernalia including marijuana/THC
3. No tobacco products or alternate nicotine or vape products
4. No apparel or other items which depict or promote any of the aforementioned substances.

- Team hours and the penalty for not meeting them will be set by the coach as needed
- Any action detrimental to the school image will not be tolerated and may result in disciplinary action up to and including dismissal from the team.
- A student athlete is in violation of school athletic training rules numbers one, two, three and four above if they are participating in use of or in attendance where they are being used. The only exception to this rule is if the student athlete is at home or at a function where his/her parent(s)/guardian(s) are present

### **Consequences:**

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

### **Sportsmanship**

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

### **Health And Safety**

#### **Building Security/Student Safety**

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

1. Students are not allowed to be on campus earlier than 15 minutes prior to the opening bell time and should leave school grounds immediately after the closing bell.
2. All visitors must check into the office as soon as they enter the building. Visitor tags will be issued and must be worn by visitors to help students and staff recognize them as authorized visitors.
3. All outside doors will remain locked during the school day. Visitors will obtain entry by using the buzzer and camera security system at the main entrance of the school
4. Anyone on school property unknown to staff will be taken to the office for a visitors pass or local law enforcement will be contacted.

### **Pick-Up And Drop-Off Area And Crosswalks**



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

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

## **Emergency Drills**

The State requires schools to conduct emergency response drills. These include four (4) fire drills, conducted to practice safe evacuation of the school building, a lock down drill, a shelter-in-place drill, a bus evacuation drill and an earthquake drill.

## **Health Considerations**

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

## **Illness**

Ill students will be sent home. When in doubt, the school will call and ask the parent/guardian to make a decision as to whether a child should remain in school, go home or receive medical attention. If the child is ill with a communicable disease, a report from a doctor or the Health Department may be necessary before the child returns to school.

Emergency protocols will be developed and on file in the office and the classroom for students with IDEA or Section 504 disabilities which may require extra medical precautions. A doctor's excuse is required if a student is to stay in during recess for more than one day.

## **Guidelines for Communicable Diseases**

Regarding the need for exclusion from school and return to school for specific medical conditions, the school will follow the current recommendations of the Jefferson County Health Department or a medical provider's note.

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

## **Medication Policy**

Boulder School District No. 7 policy requires medication be given at home whenever possible. If it is necessary for a student to receive medication during school hours a parent/legal guardian needs to bring the medication to the front office. Prescription medications need a health care provider and parent/legal guardian to fill out and sign the appropriate paperwork and medication

needs to be provided in a pharmacy labeled prescription bottle. Over the counter medications only need a parent/legal guardian to fill out and sign paperwork as long as the usage is consistent with indications on the bottle. Off label use of over the counter medication needs to be directed by a health care provider with appropriate paperwork. Over the counter medication needs to be provided in labeled packaging from the manufacturer.

Students may not have medication, including cough drops, in their possession without proper paperwork on file.

Boulder School District No. 7 may choose to offer common over the counter medications such as acetaminophen, ibuprofen, Tums, or cough drops. These medications can be administered to students by authorized personnel with verbal or written consent of the student's parents or legal guardians. These medications will only be given as necessary and will adhere to medication directions as labeled on the bottle.

[Further information may be found at policy 3416 in the District's Policy Manual]

## **Immunization**

A student must be fully immunized against certain diseases and a copy of that record kept on file at school. The immunizations required by the State of Montana are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, tetanus and varicella. *Haemophilus influenzae* type B is required for students under age five (5). A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the student's religious tenets and practices. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed health care provider stating that, in the provider's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household.

[For further information, see policy 3413]

## **Parent/Community Involvement**

### **Home Room Parents/Guardians**

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

### **Classroom /School Visitations**

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

### **Parent/Guardian -Teacher Conferences**

Parent/guardian-teacher conferences are held once during the school year, the date listed on the school calendar. Conferences with teachers are encouraged at any time by mutual arrangement.

### **Parent And Community Volunteers**

Volunteers are an important part of the educational team in Boulder Elementary School District. We invite each of you to share your time and talents. Volunteer opportunities are many and varied. Please consider one of the following:

- Mentor a child
- Tutor/Read with a child
- Shelve library books
- Guest teach a class
- Share your occupation or hobby
- Supervise an after school activity
- Help with a field trip, special event, and fundraiser
- Serve on a committee, such as the playground committee or handbook committee
- Help in the workroom, copying, correcting papers, etc.

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

### **Parent Teacher Group**

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

### **Complaint Process**

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

1. go to employee first

2. go to the building principal next if not resolved
3. go to the superintendent next if not resolved
4. go to the trustees next if not resolved

Anytime a person has a complaint with personnel that is brought before the principals or superintendent, a written record of the complaint will be made and kept in the personnel file.

Documentation will include the action taken, employee's signature along with the employee's written response to the complaint. The issue will be discussed with the parties involved prior to any written documentation entering the file. Retaliation against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Any retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. District complaint form can be found on the district website.

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

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

### **Public Use Of School Facilities**

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

All requests for the use of the school facilities will be made to the building principal. The building principal will be responsible for the coordination and scheduling of facility use by non-school groups. In the event that a group abuses the facility or the rules governing the use of the facility, the building principal will have the authority to deny that group further use of the facility. The Board reserves the right to charge for the use of any room or part of the District's facilities. When fees are charged they will be for the purpose of covering expenses and will be at the discretion of the Board. Those expenses

likely to be considered will be for janitorial, heat or light cost or damage repair. Refundable deposits may be required at the discretion of the building principal. For-profit groups will be assessed a percentage charge for facility use. One person who is ultimately responsible to the principal for his or her group's use of the school facility will represent all groups. Any individual or group not covered by the District's liability policy will be required to complete a Use Agreement Form. Alcoholic beverages will not be allowed on the school grounds, at school activities or in the school buildings.

## **Support Programs**

### **Child Find**

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

- Vision
- Hearing
- Speech and language
- Motor development
- Verbal development
- Social growth

## **Student Services**

The following student services are available at Boulder Elementary School:

### **Special Education Resource**

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

### **Title I**

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

### **Section 504**

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

## **Section 504 Of The Rehabilitation Act Of 1973 (“Section 504”)**

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

## **School Nurse**

A part time school nurse is available. The nurse completes vision screenings, reviews immunization records, checks weights and heights, and assists with auditory screenings. The nurse is also available to give medication to students as appropriate.

## **Speech Services**

Speech services are available for students who qualify as Speech and Language Impaired. The speech/language pathologist will evaluate speech, language and voice disorders, participate as a member of a Child Study Team to determine if the student qualifies for services, design a speech/language program to be carried out for intervention, provide periodic follow-up and reevaluation of the student. Each year the school conducts a screening to identify students who may be in need of speech/language services. The speech/language pathologist may annually screen students in kindergarten, and any students when teacher concerns are brought to the speech/language pathologist. Parents will be notified of any unusual performance and recommendations as a result of the screening.

## **Occupational/Physical Therapy**

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

## **Challenges/Gifted**

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

## **Guidance Services**

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





## Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Boulder Elementary School Handbook for 2024-2025 digitally through Infinite Campus and Infinite Campus Messenger and/or may get a printed version at the school office. I understand that the handbook contains information that students and parents/guardians may need throughout the school year. I understand that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the handbook. This handbook is a governing document for all students in attendance at Boulder Elementary School.

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Student Name (Print)

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Student Signature

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Parent/Guardian Signature

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Date