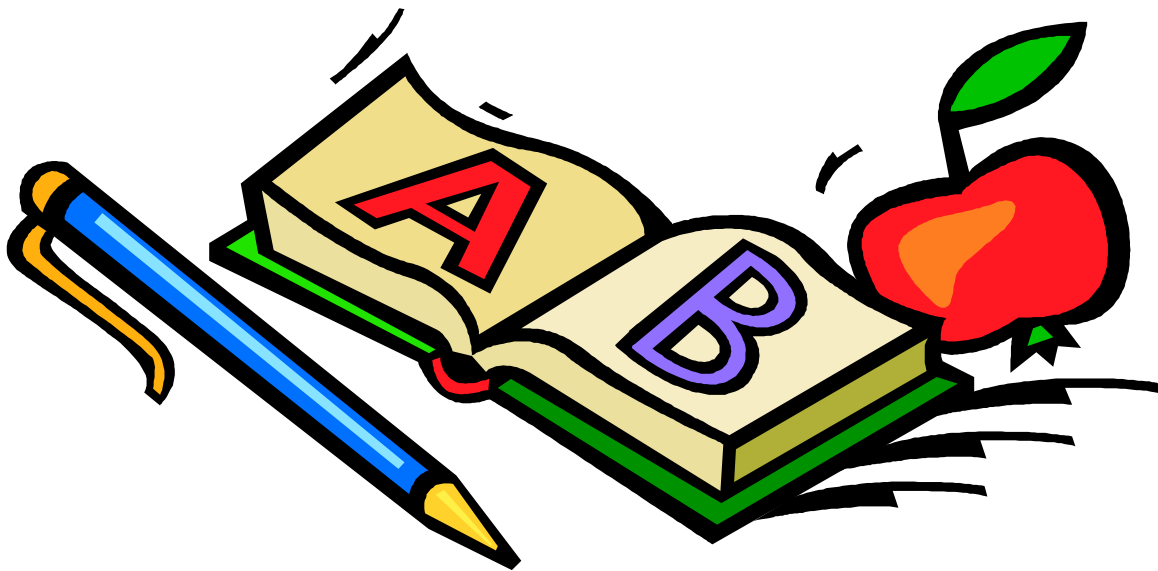


LaMotte School Student/Parent Handbook 2014 /2015



**LaMotte School District #43
841 Bear Canyon Road
Bozeman, Montana 59715
406-586-2838 phone
406-585-8626 fax
www.lamotteschool.com**

LaMotte School Information 2014-2015

Office 586-2838
Fax 585-8626
Website www.lamotteschool.com

School Hours

7:45 – 8:15 a.m.	Students arrive on the playground
8:15 a.m.	Doors open
8:25 a.m.	Classes begin
3:20 p.m.	School dismissed
3:20 -5:15 p.m.	After School Program in session

Teachers and Staff

Staff e mail - The format is first initial last name@lamotteschoolcom. Example:
lburke@lamotteschool.com

Superintendent/Principal	LeeAnn Burke
Grades K-1	Nikki Vradenburg
Grades 2-3	Jerry Brunt
Grades 4-5	Bailey Renova
Grades 6-8, Social Studies/Language Arts	Elizabeth Heikkila (Spyke)
Grades 6-8, Math/Science	Tad Drake
Grade 8 Algebra	Mike Pierre
Spanish	
Band/Music	Jeff Vick
Library/Media/Technology	Jason Greenwald
P E	Troy Lenneman
Counselor/ Instructional Reading Aide	Sue Sailer
Special Education Director	Michelle Halberg
Resource Teacher	Linda Heath
Speech Therapist	Shannon Childs
School Psychologist	Allison Brown
District Clerk	Michelle Clark
Business Manager	Sue Becker
Custodian	Dirk Larsen
	Maryiani Larsen

County Superintendent

Mary Ellen Fitzgerald - 582-3090

School Board Trustees

Amy Allen, Chair
Elisa Eshbaugh, Vice Chair
Ken Miller
Stacey Etchart
Karen Sipes-Schmidt

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LaMotte School Parent/Student Handbook

PREFACE

To Students and Parents:

The LaMotte Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. All policies referenced in the handbook can be found on the LaMotte website www.lamotteschool.com under the Resources/Policies link.

In case of conflict between Board policy and any provisions of student handbooks, the provision of Board policy is to be followed.

LaMotte School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements: LeeAnn Burke, Superintendent/Principal

AFTER SCHOOL PROGRAM

With a partnership with the United Way of Gallatin Valley, LaMotte School provides an After School Program, Monday – Friday from 3:20-5:15. To fully cover the cost of the program, a daily charge of \$3.00 or monthly charge of \$50 per child for attendance in the program. Very limited scholarship funds are available, please contact the Principal.

ATTENDANCE

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

Admission

LaMotte School will admit to school all children who are five on or before the tenth (10th) day of September of the year in which they enroll. Any student transferring into the district shall be

admitted and placed on a probationary basis for two weeks. During the probationary period, the classroom teacher, Principal, and Special Education Cooperative may observe the student. If there is any doubt about the grade and level placement of the student, the student shall be the subject of an educational assessment to determine appropriate grade/level placement.

When considering requests for acceptance of out-of-district students, the school board will look at keeping the quality of education at its highest for in-district students. Consideration will be given to such conditions as class size, cost to district, additional use of facilities, extra load for teachers, and other special needs. Any student accepted would be charged a tuition fee, which will be computed using the formula as defined under the School Laws of Montana. Approval will be given on an academic, one-year basis.

Absence

Students should attend classes regularly and be on time for the first morning classes. When students are absent, parents have a responsibility to inform the school before 9:00 a.m.

Illnesses and Accidents

Students that are not well enough to participate in school activities need to stay home. Students in school will be expected to go outside, attend physical education class, and take part in classroom activities. If there are extenuating circumstances, a note from a doctor explaining the condition is required.

Students absent from school may not participate in the LaMotte Sports Program that day.

Parents will be called for students who become ill or are injured while at school. For serious injuries, parents will be called; first aid will be administered by trained staff and emergency treatment and/or transport will be secured to the nearest medical facility.

Leaving School during the School Day

Students leaving school during the day for any reason should bring a signed note stating the reason for the absence from parents/guardians in advance, or have verbal permission from a parent at the time. **A parent or guardian or parent designee must be present to take the student and should come into the office to sign their student out. Students are not allowed to leave without parent permission.**

School Arrival and Dismissal

School will run from 8:15 am until 3:20 PM. Students are not to be on the school grounds before 7:45 am, and must be picked up no later than 3:30 PM. Students will be provided with supervision between 7:45 am and 8:15 am. If the students arrive before 8:15 am, they will need to remain on the playground. The school doors will be unlocked at 8:15 am. (When the temperature is 10° F or less, the students will be allowed into the school.) School begins at 8:15.

A signed note or a phone call to your child's teacher is required if your child is riding home with another parent. Children will not be released to an unauthorized person, and you will be contacted to pick up your child. Please be sure your child and the person picking up your child understand the arrangements. This eliminates unnecessary after school phone calls to parents.

Tardy Students

Teachers begin teaching at 8:25. If students enter the classroom later than that, it is a distraction to the teacher and the other students; and the student that is late misses important announcements and information. Teachers will track the number of days each student is tardy. When the child has been tardy five times, the teacher will notify the administrator. The administrator will call the parents to discuss the problem.

COMPLAINTS BY STUDENTS/PARENTS

Usually a phone call or a conference can address student or parent complaints or concerns simply with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at 1700 in the District's policy manual. That policy is attached to the back of this handbook and can be found on our website.

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 Board of Trustees. Under some circumstances, the complaint may be filed with the County Superintendent in the event the matter cannot be resolved at the Board level.

Some complaints require different procedures. The school's office or the County 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 in the principal's office.

Topics and policies include:

- Equal Education, Nondiscrimination and Sex Equity: Policy 3210.*
- Sexual Harassment/Intimidation of Student: Policy 3225.*
- Attendance Policy: Policy 3122P.*
- Suspension and Expulsion – Corrective Actions and Punishment: Policy 3300.*
- Student Discipline: Policy 3310.*
- Special Education: Policy 2161.*
- Instructional Materials: Policy 2311.*

COMMUNICATION – www.lamotteschool.com

Understanding how busy everyone is, we strive to provide parents and students with timely and important news in a variety of ways. Teachers are always available after school hours either in their classrooms or loading students in cars, the office is open from 8:00 – 4:00 each day, and you can email the teachers anytime you need information. A list of the teacher's email address is on the website.

Every Monday an electronic "Memo" is sent to each family with news of the week and information on upcoming events.

LaMotte School has an excellent website dedicated to providing updated information to students and families. The site includes dates of upcoming events, permission forms, lunch menu, and our student handbook, and more. The website will be updated on a weekly basis to keep you informed of the latest news from the school. www.lamotteschool.com
Please remember, too, to check your child's backpack for any information that may have been sent home – usually on Friday in the Friday Folder.

COMPUTER RESOURCES



To prepare students for an increasingly computerized society, the District has made a substantial investment in technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications and using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612, 3612P, 3612F on the website]

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.**
- Behave in a responsible manner, always exercising self-discipline.**
- Attend all classes, regularly and on time.**
- Prepare for each class; take appropriate materials and assignments to class.**
- Meet District or building standards of grooming and dress.**
- Obey all building and classroom rules.**
- Respect the rights and privileges of other students, teachers, and other District staff.**
- Respect the property of others, including District property and facilities.**
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.**

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, LaMotte School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Three Categories for Behavior Violations

1. Misconduct (Category I): deals with acts that disrupt or interfere with the education of the student himself/herself and/or other students.
2. Serious Misconduct (Category II): occurs when conduct interferes with the education of the student and other students. These acts are more likely to result in hurting people or damaging property and the acts are considered more serious.
3. Illegal Conduct (Category III): is an act that not only breaks school rules but is against the law.

Bullying/Harassment/Intimidation/Hazing

LaMotte School District - Policy 3226

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. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

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. “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, 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. Create a hostile educational environment.
 5. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, 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 Principal, who has overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the Principal 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.

Responsibilities

The Principal 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 Principal 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.

Cross Reference: 3225F Harassment Reporting Form for Students

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include classroom newsletters. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed



DRESS AND GROOMING (LaMotte School Policy 3224)

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Clothes must be neat, clean and appropriate for school
- Shirts or jackets that make reference to sex, drugs, alcohol, or tobacco products are prohibited
- Shorts may be worn if they are of appropriate length
- Undergarments should not be visible
- Appropriate cold weather clothing is required for safety
- Caps or hats may not be worn inside of the school
- Coats are to be kept in the lockers during school
- Anything that creates a disturbance or interference to the educational environment is also strictly prohibited

EMERGENCIES AND PROCEDURES (LaMotte School Policy 8301)

Fire, earthquake and lockdown drills are practices for emergencies that might happen. These are required by law. The drills are held during the school year so you may become familiar with the proper procedures. Teachers will explain the procedure.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Permission from the principal should be sought at least three (3) days before the event. Except as approved by the principal fund-raising by non-school groups is not permitted on school property.

HEALTH ISSUES

Public Health Nurse

The Gallatin County Public Health Department provides a public health nurse to LaMotte School. During the year, the nurse provides vision screening, consultation on immunizations and health problems.

Maturation Classes

Maturation Classes will be contracted with local health care professional for students in grades 5-8.



Communicable Diseases

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school district clerk or principal so that other students who **may** have been exposed to the disease can be alerted.

Asbestos Survey

LaMotte School has conducted an extensive asbestos survey of the school. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos-containing materials found in the building. This plan is available for inspection at the office during normal business hours.

Safe Water Drinking Act

The 1986 amendments to the Safe Drinking Water Act require that water suppliers notify their users of the possibility that lead may be a contaminant found in their drinking water. LaMotte School tests frequently for coli form, lead and copper, nitrate and many other chemicals throughout the year. These tests are currently meeting state and federal guidelines and the results are available for review.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.



Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Parents are encouraged to discuss homework expectations with their child's teachers. Teachers will contact parents if a child has chronic late or missing assignments.

LUNCH and SNACKS

Students are allowed to have a snack in school. Each classroom teacher will define snack procedures for the class. Please send healthy choices for students; high sugar snacks are discouraged.

LaMotte School contracts with a licensed catering service to provide healthy lunches five days a week. The price for a lunch is \$3.50 which includes milk. Parents receive a menu prior to the month of service; payment is due with each order. In an effort to keep costs down we are unable to provide same day ordering for lunch. The continued success of the hot lunch program is dependent on parent volunteers to serve.

Students in grades 3-8 will be allowed to use the microwaves provided in the lunchroom. Students are discouraged from lunches that take more than two minutes to heat; or items that require additional containers for heating, such as a bowl to heat soup.

Soda, energy drinks and caffeinated beverages are not allowed in student lunches.

Milk is available for purchase for 35 cents. It is suggested students bring \$5.00 to have "on account" for their milk purchases. That account is tracked by the office staff.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenzae type B is required for students under age five.

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 parent, if the student is a minor, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor'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. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

MEDICINE AT SCHOOL

The medication policy at LaMotte School allows for the legal and safe administration of medications to students. This is used whenever parents cannot administer the medication themselves at home. If a student requires any medication while at school, whether prescribed,

over-the counter or homeopathic, parents or guardians must complete a physician order form or a parental release form before any medication can be given at school.

Please note the following guidelines:

- Obtain a Physician's Order from the school or your doctor's office.
- Make sure the Physician's Order is completely filled out and signed by both the physician and you.
- Administer the initial dose at home in case of adverse reactions (for those with a new prescription)
- Bring the medication to school in the ORIGINAL CONTAINER (pharmacies will provide duplicates)
- Do not send your child to school with medication in their pockets, backpacks, etc. as this leads to problems if the medication is lost, given to another student, or misused.

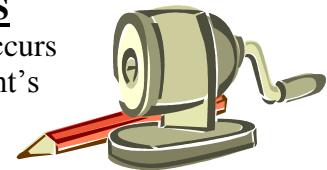
Prescription medication must be received by the school district clerk in the original pharmacy container, labeled with the name of the student, and the name of the medication and dosage. If it is an over-the-counter medication, it must be in the original bottle, with the student's name and the dosage affixed to it.

Staff trained in medication administration procedures will either administer the medication according to the instructions at the proper times or give the student permission to take the medication as directed.

[For further information, see LaMotte School District Policy 3416, 3416F, 3416P]

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:



- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school office.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 586-2838 for an appointment. A teacher will usually arrange to return the call

or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights**]
- Become a school volunteer. For further information, contact the District Clerk. Please note that all Parent Volunteers are required under LaMotte School's current building insurance, to sign in and out when volunteering for the School.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organization includes the LaMotte School Parent Group.

PARENT/VISITOR INFORMATION

Visitors are Welcome

Parents and others are welcome to visit at LaMotte School. For the safety of those within the school, all visitors (any adult or child who is not enrolled or employed by LaMotte) must report to the school office and sign the register. When leaving please sign out. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parent Volunteers must sign in and out at the designated station located in the office and **complete a volunteer agreement letter.**

Conferences

Conferences are scheduled with parents at the end of the first trimester in the fall. Teachers will hold a second conference with parents in the spring. Middle school students often lead their conferenced. Students in grades K-5 generally do not attend conferences.

Lost and Found

Outdoor clothing and equipment should be marked with a student's name. Lost items are kept for a short time in a plastic container located near the door leading to the playground. Check this area often so you don't lose a favorite article of clothing.

PARKING LOT AND PLAYGROUND

Animals on the Playground

Animals on the playground can be a nuisance or dangerous and are not allowed whether the animals are leashed or unleashed for any event unless permitted by the principal. In situations where the animal's owner cannot be contacted, the Animal Controller will be called.

Parking Lot

Parents drop off and pick up children on the east side of the school. At the end of the school day, teachers will walk students to each car. Please be patient in the line as you wait for your children – do not pull in front of the line.

PLAYGROUND RULES

Basketball Hoops

1. No hanging on poles or hoops/nets.
2. To prevent injury to fingers, adjusting of the nets is to be done by staff members only.

Bicycles

1. A bicycle rack is conveniently situated near the school building. If a student rides a bicycle to school, it should be locked in the rack and not be ridden during school hours.
2. When students are leaving LaMotte School, bicycles must be walked out of the school parking lot and onto Bear Canyon Road.
3. Students on bicycles will be dismissed at 3:30 after the parent traffic has subsided.
4. **Helmets are required for all students riding their bikes.**

Dome

1. No hanging upside down.

Equipment

1. Return all equipment to the equipment cart after use.
2. Students misusing the equipment will be responsible for repair or replacement of such.

Field Games

1. Touch football only. No tackle.
2. No wrestling.

General Behavior Rules

1. Help everyone enjoy recess time. No rough treatment, name calling, or foul language allowed.
2. No take away games or pulling or tugging on others or their clothing.
3. No re-entering the school building or leaving play area without explicit permission of adult playground supervisor.
4. No throwing rocks or snow.
5. No climbing trees.

Jump Ropes

1. Jump ropes are to be used for jumping rope only.
2. No wrapping the jump ropes around any part of a student's body

Monkey bars

1. Only hands and head above the bar. No other part of your body can be above the bar. This means no hanging upside down.
2. Climbing is an individual activity. Students should not wrap their legs around other students or push other students while climbing.
3. No crawling across the top of the monkey bars.
4. The tall climbing pole can be accessed from the ground only. Reaching over to the pole from the top and swinging down is not safe and will not be allowed.

Tether Ball

1. Tether Ball is a two-person game, the objective is to hit the ball with open hands. Grabbing the rope or the ball is not allowed.
2. If you are not playing you are waiting on the circle.
3. Hands only, no contact with feet or legs.

4. Anyone that wants to play may play.
5. Excessive force will not be allowed.

Sandbox

1. Throwing sand is not safe. Sand should stay in the sand box.
2. Share the sand toys.

Slide

The slide is made for two students to slide down at one time. No more than two students should be on the slide and no more than two students should be on the top at any time. One student is allowed on the stairs at a time.

Swings

Swings are made for one person on each swing. No double swinging. Sitting on the swing is the ONLY way to swing.

1. No twisting
2. No standing
3. No sideways swinging
4. No jumping from the swings
5. No underdogs performed by students
6. No walking in the gravel around the perimeter of the swings. Students not using the swings should be outside the wooden perimeter.

Climbing Wall

1. Only one child per panel at a time.
2. Only shoulder and head above the top of the panel.
3. Climb up, climb down, no jumping.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION (LaMotte School Policy 2421)

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.



PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially are embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

RECESS EXPECTATIONS

Students will be required to go outside for the noon break and recess, except in extreme weather, when all students will stay inside. Be sure to send appropriate outside clothes (coats, hats, mittens, and snow boots) to school with your child. The school considers that when a child is well enough to attend school, then he/she is well enough to go outside for recess unless the child has a note from a doctor.



REPORT CARDS AND PROGRESS REPORTS

Written reports of absences and student grades or performance in each class or subject are issued to parents once every twelve (12) weeks. Progress reports are issued at mid-trimester.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school promptly.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information (LaMotte School Policy 3431)

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

SEARCHES (LaMotte School Policy 3231, 3231P)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION (LaMotte School Policy 3225, 3225F, 3226)

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 (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.

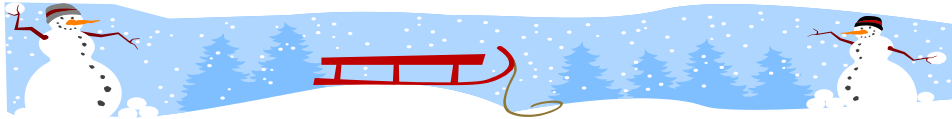
A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal. The parent or other advisor may accompany the student throughout the complaint process. The first conference 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 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 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 or the principal's designee.

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.



SNOW

For school closures due to emergencies such as heavy snowstorms, you should know:

- *School may close due to heavy, blowing snow. Parents will be contacted to pick up students.
- *School will close if the temperature drops to -30 degrees.
- *Announcements regarding school closure for a school day will be made over local radio stations.
- *Messages will be updated by e mail in the event of a school closure emergency.
- *Any days the school is closed for weather will be made up.

SPECIALISTS

The following areas of “specials” are offered to students. All students are required to participate in each of these classes unless an Individual Education Plan states otherwise or home schooling arrangements have been made with the county superintendent of schools.

Music

All LaMotte students in kindergarten through fourth grade receive instruction in general music. All-school and individual classroom programs give students the opportunity to perform music for the LaMotte community to demonstrate their talents and skills.

Band

Students in grades fifth through eighth must participate in band. Band students are expected to participate in school performances and graduation unless prior arrangements have been made with the music instructor.

Art

All students receive art instruction, either by the classroom teacher, or when funds are available, by visiting artists. Many art projects are integrated with other subject areas.

Spanish

LaMotte students in grades 1 through 8 receive instruction in Spanish each week.

Technology

Technology instruction is incorporated in the curriculum in all grades. Students also have a specific technology class each week with their regular classroom teacher or the library/media specialist. Students have many opportunities to use the classroom computers to enrich their learning. Teachers are encouraged to utilize technology as a tool for instruction.

Library/Media

The Library/Media Center is designated to provide a variety of learning materials to broaden student interests and experiences, and to stimulate thinking and curiosity. All students participate in a library class weekly. Parents are welcome to contribute to the collection.

Guidance Counselor

A counselor is here seven hours each week for those times when students need to talk to someone about a problem. Per Accreditation Standards, her/his primary focus will be Middle School; however, she/he will devote time to kindergarten through sixth grade. The Counselor will be available to talk to students individually if requested or if a teacher or parent wishes. Guidance class is part of our regular school program.

Nurse

LaMotte School does not have a school nurse on site daily. LaMotte School has a contract for health services from the Gallatin County Health Department for nursing services.

Physical Education

All students are required to participate in the physical education program provided. Students will receive instruction with a certified physical education teacher. Students are asked to wear comfortable clothing and athletic shoes on days they have PE. Students may be excused from participating for medical reasons with a doctor's note. Students in 6th – 8th grade will be required to have a PE t-shirt and shoes.

SPORTS PROGRAM

The Sport Program with Mount Ellis Elementary is available for students in grades four through eight. There is a fee for participating in the program to cover the costs of the referees, uniforms, and coaches. No child will be denied enrollment, on the basis of inability to pay.

The programs provided are a privilege, therefore, school rules and exemplary student behavior is expected and required. Students will not participate in practice or competition if absent on the day of the event.

Students are expected to maintain passing grades in all subjects in order to participate.

TELEPHONE MESSAGE/DELIVERY

Please limit the number of calls with messages for students. We encourage students to take responsibility to remember assignments and appointments. The phone is not to be used to obtain permission to visit a friend after school, or to persuade someone to bring a forgotten assignment.

Cell Phones/Electronics (iPods, etc)

Students may not use cellular phones, iPods, MP3 players, iPads and other electronic devices for personal use. At times teachers will utilize electronic devices as a tool in learning. Students should abide by the teachers guidelines in their use. Any device brought to school must be turned off and left in the locker. Students using devices at school will have the device confiscated and a parent will be asked to retrieve it from the principal.

TEXTBOOKS & SCHOOL PROPERTY

Board-approved textbooks and or equipment are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student

failing to return a book or equipment issued by the school or damaging a book or equipment issued by the school may be charged for replacement or repair.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent or prior to the scheduled trip the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

USE OF SCHOOL FACILITIES

Non-school groups may use the facilities of School District #43. Requests to use the school shall be made to the school board, so that non-school use will not conflict with school use. Non-school activities that involve children shall have adequate adult supervision. No alcoholic beverages or smoking shall be allowed. Please see the School Office for a LaMotte School Facilities Use Application.

VALUABLES

Students are discouraged from bringing items of value to school. All personal items are the responsibility of the student and should be kept in a safe place.