

EAST GLACIER PARK GRADE SCHOOL SCHOOL DISTRICT NO.50

PO Box 150

East Glacier Park, MT 59434

406-226-5543

Fax 406-226-4269

STUDENT HANDBOOK

2015-16

East Glacier Park Grade School

2015/2016

Staff Members

Administration

Principal

Mrs. Sheppard

Business Manager/Clerk

Mrs. Woldstad

Classrooms

K/1/2

Mrs. Petersen

3/4/5

Mrs. Sheppard & Ms. Schidlt

6/7/8

Ms. Schildt & Ms. Sherburne

Aides

Classroom/Playground/Speech

Mrs. Foote

Classroom/Playground

Mr. Sherburne

Food Service

Cook

Mrs. DeCarlo

Maintenance

Janitor

Mr. Brown

After-school/Summer Program

Coordinator

Mrs. Drewelow

Aide

Mrs. Sherburne

Services

Counselor

Ms. Terry Vaughn

Special Education

Mrs. Schauf

Speech Pathologist

Ms. Wright

Audiologist

Mr. Clark

Psychologist

Mrs. Miller

Librarian

Mrs. Terry Gilham

Week of	Notations	SI	PIR	Total
Aug. 24 - Aug. 28	Teachers at West Glacier for GNP training	0	1	1
Aug. 31 - Sept. 4	Students first day – Wed., Sept. 2,	3	2	5
Sept. 7 - Sept. 11	No School Monday, Sept. 7, Friday, Sept. 11	3	0	3
Sept. 14 - Sept. 18	Open house Tuesday 15th	5	0	5
Sept. 21 - Sept. 25	No school Fri. Sept. 25	4	0	4
Sept. 28 - Oct. 2		5	0	5
Oct. 5 - Oct. 9	No School Friday Oct. 9	4	0	4
Oct. 12 - Oct. 16	No School 15th and 16th	3	2	5
Oct. 19 - Oct. 23	No School Friday, Oct 23rd	4	0	4
Oct. 26 – Oct. 30	Halloween Carnival 2 - 3 on the 30st	5	0	5
Nov. 2 - Nov. 6		5	0	5
Nov. 9 - Nov. 13	Student Led Conferences 10th and 11th No School 13th	4	0	4
Nov. 16 - Nov. 20		5	0	5
Nov. 23 - Nov. 27	Mini Powwow 24 th @ 1:30 No School 25th, 26th & 27th	2	1	3
Nov. 30 - Dec. 4		5	0	5
Dec. 7 - Dec. 11	No School Friday Dec. 11	4	0	4
Dec. 14- Dec. 18	Winter Program 17th @ 7 - Community luncheon 18th	5	0	5
Jan. 4 - Jan. 8	Back to school - No School Friday, Jan. 8	4	0	4
Jan. 11 - Jan. 15		5	0	5
Jan. 18 - Jan. 22	No School Friday, Jan. 22	4	0	4
Jan. 25 - Jan. 29		5	0	5
Feb. 1 – Feb. 5	Cocoa & Books night 2nd @ 7	5	0	5
Feb. 8 - Feb. 12	No School Friday Feb. 12	4	0	4
Feb. 15 – Feb. 19		5	0	5
Feb. 22 - Feb. 26	No School Friday 26	4	0	4
Feb. 29 - Mar. 4		5	0	5
Mar. 7 - Mar. 11	Student Led Conferences 15 th & 16th No School Mar. 11	4	0	4
Mar. 14 - Mar. 18		5	0	5
Mar. 21- Mar. 25	No School 25th	4	0	4
Mar. 28 - Apr. 1		5	0	5
Apr. 4 - Apr. 8	No School Friday Apr. 8	4	1	5
Apr. 11 - Apr. 15		5	0	5
Apr. 18 - Apr. 22	No School Friday, Apr. 22	4	0	4
Apr. 25 – Apr. 29		5	0	5
May 2 - May 6	MCT WEEK - Rapunzel	5	0	5
May 9 - May 13	No School Friday, May 13	4	0	4
May 16 – May 20		5	0	5
May 23 - May 27		5	0	5
May 30 – June 3	No School May 30, Last day June 3	4	0	4

Dear Students and Parents/Guardians:

Welcome to East Glacier Park Grade School! Please read this handbook as soon as possible, discuss it as a family, and then keep it for reference during the school year. This handbook contains information on school policy and regulations. A complete East Glacier Park School Policy Handbook is available for review during business hours at the school office.

Each student can help the school by doing their best. The more positive effort that we put into our school the more everyone benefits. We expect all students to do their best academically, to cooperate in keeping the building and playground clean and attractive. The East Glacier Park Grade School is providing a safe and friendly experience for all of our students, staff and community members. If you have any questions, please feel free to see your student's teacher, or someone in the office. We are planning for a successful year!

Our day begins with line-up for the Pledge of Allegiance at 8:00am with classes starting immediately after.

ARRIVAL AT SCHOOL/DISMISSAL FROM SCHOOL

Students should not arrive at school before 7:30 a.m. Students may enter the building at 7:30 to eat breakfast and are expected to go outside on the playground after they have eaten breakfast. All students will leave the lunchroom by 7:50. Students who are not eating breakfast will remain on the playground until school starts at 8:00. Once a student arrives at school, they are to remain at school until school is dismissed at 3:30.

Unless special arrangements have been made between a parents/guardian and a teacher, or if a student is attending a school sponsored activity, students are expected to leave the playground within ten minutes after the dismissal of school, Students being picked up after school should also be picked up in the ten minute time frame. Students are not to return to the playground until after 4:00

SCHOOL CURRICULUM

The East Glacier School is a member of the Golden Triangle Curriculum Cooperative. The mission of the Golden Triangle Consortium is to develop an integrated, comprehensive process involving curriculum, assessment, and staff development within its member districts enabling each school to provide the highest quality program possible to its students and community. The curriculum concentrates on the development of basic academic skills which will be the foundations of all the future learning. The program emphasizing the importance of reading,

communication, math, science and social studies, and encourages student self-discipline. In addition, we offer a variety of enrichment activities in Native American culture, art, music, and physical education.

FIRST YEAR STUDENTS (KINDERGARTEN) ENTRANCE REQUIREMENTS

First Year (kindergarten) is available to all children in the East Glacier Park Grade School District who will be five years old on or before September 10th. Before a student may register, state law requires that the child be immunized against diphtheria, pertussis, tetanus, rubella, polio, and measles (rubeola). Exemptions may be made for the required immunizations for personal, religious, or medical reasons. In the spring of each year, a “Child Find Roundup” is held at the school for preschool children and their parents/guardians. The purpose of the program is to allow both the parents/guardian and the child to become familiar with the First Year (Kindergarten) program and the physical layout of the school. Early admission of students four years of age is permitted on a case-by-case basis.

EMERGENCY CLOSING

Weather conditions or other emergencies may make it necessary to close school. If an emergency occurs before school starts in the morning, the administrator will try to notify KSEN 1150 AM and KZIN 96.7 FM radio stations before 7:00 a.m. If an emergency develops during the school day, the administrator, considering the safety and welfare of the students, will use his/her discretion in closing the school. Children are not sent home before regular closing hours unless school officials are sure that an adult is at home. We ask that all students have on file an emergency contact and location that they can go to that is in the immediate area.

STUDENT MEALS

All students are eligible for free breakfast and lunch. Breakfast is served from 7:30 a.m. until 7:50 a.m. Students will be out of the lunchroom by 7:50 a.m. Food is not allowed outside the lunchroom. During breakfast and lunch students need permission to leave the lunchroom. Students are responsible for keeping the lunchroom floor and tables clean.

OFFICE TELEPHONE

Students are discouraged from using the office phone. Students may use the phone with written permission from their teacher.

CELLULAR TELEPHONE

Students may not possess cell phones during the school day. Students are to turn in their phones to their teacher at the beginning of the day. Phones will be returned at the end of the school day. If a student is caught with the cell phone it will be taken from them for the remainder of the day for the first incident. If the student is caught with a cell phone after that incident then the phone will be held in the school office until a parent or guardian can come and retrieve the phone.

ELECTRONIC DEVICES

Students may not possess electronic devices during the school day except for special occasions. Students are to turn in their electronic devices to their teacher at the beginning of the day. Electronic devices will be returned at the end of the school day. If a student is caught with an electronic device it will be taken from them for the remainder of the day for the first incident. If the student is caught with an electronic device after that incident then the device will be held in the school office until a parent or guardian can come and retrieve the phone.

Electronic devices includes but is not limited to: IPODS, MP3 players, Tablets, CD players, portable DVD players, game boys, handheld gaming devices, palm pilots, pagers, recording devices.

EXTRA-CURRICULAR & INCENTIVE PROGRAMS

These programs are after-school activities that are available to students who are eligible. Activities may include: theater, basketball, track, cross country, wrestling and volleyball. There may be a \$10.00 fee charged to participate. To be eligible students must meet the following requirements:

1. Passing their classes with an overall GPA of 2.0. An exception can be made for students with a lower GPA that is directly related to a documented disability.
2. Proper conduct is expected at all school activities. School rules apply at all activities.

3. Students may lose the privilege to participate in these activities for disciplinary reasons.

PARENT/TEACHER/STUDENT CONFERENCES

Student-led conferences are scheduled twice during the school year. Parents/guardians are encouraged to attend the conferences and visit with their child's teacher.

Even though formal student-led conferences are only scheduled twice a year, teachers welcome the opportunity to discuss your child and his/her educational programs at any time during the school year. Usually questions regarding a student can best be answered by the classroom teacher.

PROGRESS REPORTS

Parents/guardians will receive a report of their child's progress eight times a year. Midterm reports will be sent home at the midpoint of each quarter. Report cards will be sent home at the end of each quarter.

STANDARDIZED TESTING

Students in grades 3 - 8 will be given a battery of standardized text in the spring of each year. These tests cover the core subjects, i.e. reading, math, and science. Parents will receive a copy of the test scores when they are received from the testing company.

FIRST AID SERVICE AT SCHOOL

The East Glacier School can provide a cot for a student to lie down to rest if a student does not feel well. If the child is unable to return to class, the parents/guardians will be contacted to come to the school to pick up their child. Parents/guardians are required to provide an emergency phone number that can be used to contact the parent/guardians during the school day. Maintaining this emergency file is vital throughout the school year.

SCHOOL WEB-SITE

The school has a web-site that features the lunch menu, school calendar, up-coming events, news articles and photos of students. It may be found at www.eastglacierschool.com

STUDENT DRESS CODE

The personal dress and appearance of the students is left to the good taste and discretion of the individual student and his/her parents/guardians and are subject to the following rules:

1. A student whose dress disrupts the educational process will be subject to appropriate discipline.
2. Students will be excluded from attending classes when any of the following is worn:
 - a. Underwear as outerwear
 - b. Clothing that advertises alcoholic beverages, tobacco, or illegal drugs
 - c. Clothing displaying obscene or immoral pictures or slogans
 - d. Clothing that reveals the midriff
 - e. Straps need to be at least 1 inch wide on shirts
3. All clothing shall be neat, clean and appropriate to the circumstances.
4. Shoes must be worn for health and safety reasons.
5. Students will be outside on a daily basis and should dress appropriately for the weather.
6. Exceptions may be made for special incentive days

SCHOOL RECORDS

In compliance with the Family Rights and Privacy Act, East Glacier Park Grade School District No. 50 guarantees the right to inspect their child's school records. School District No. 50 will not disclose personally identifiable information from school records without parental consent. Any extraneous material in a student's file will be removed. Schools will select and include only information which can assist the student with academic, personal, social and vocational decisions or information of permanent or semi-permanent value.

The East Glacier Park Grade School does release certain directory information on its pupils to the school web-site, news media, agencies or individuals with a legitimate interest. The school will release certain information generally made public, such as the height and weight of team member on game programs, pupils making the honor roll, the names of club members, honors and awards and other information generally found in the yearbooks without prior consent of the

parents, provided that such parents have not informed the East Glacier Park Grade School that such information should not be released.

Lists of names, addresses and phone numbers will not be made available to the outside persons requesting such lists. Lists of students receiving failing grades will not be made public.

Directory information may include a student's name, address, telephone listing, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Parents who would prefer that this information not be released should notify the administrator in writing. Any parent who wishes access to his/her child's records should contact the administrator.

SPECIAL EDUCATION SERVICES

The East Glacier Park Grade School is continuing to develop and maintain all types of special education services (resource room, self contained, speech therapy, homebound, speech and psychological services). By state and federal mandate, services will be provided to all handicapped students between the ages of three and 18 inclusive. These handicapping conditions include visual and hearing which are substantial enough to require the student to obtain some sort of special assistance to meet his/her educational needs. Should questions arise about the programs or procedures contact the administrator.

Attachments

Call to parent report form

Student removed from classroom report form

Student discipline report form

Student Attendance Policy #3122

Student Attendance Procedure #3122P

Student Equal Education, Nondiscrimination and Sex Equity Policy #3210

Student Uniform Grievance Procedure #3215

Student Sexual Intimidation/Harassment of Students Policy #3225

Student Search and Seizure Policy #3231

Student Corrective Action and Punishment Policy #3300

Student Corrective Action and Punishment Procedure #3300P

Student Discipline Policy #3310

Student Detention Policy #3312

Student Extra- and Co-Curricular Chemical Use Policy #3340

Student Administering Medicines to Students Policy #3416

Student Gangs and Gang Activity Policy #3611

Student Handbook Signature page

East Glacier Park Grade School

CALL TO PARENT/GUARDIAN REPORT

STUDENT: _____ TEACHER: _____ DATE: _____ TIME: _____

ADULT CALLED: _____ PHONE #: _____ CONTACT MADE: YES NO

IF NO CONTACT WAS MADE WAS A VOICE MAIL LEFT: YES NO A TEXT MESSAGE SENT: YES NO

REASON THE CALLED WAS BEING PLACED (check all that apply) STUDENT WAS:

Disruptive Insubordinate Belligerent Bullying Refusing to work Physically Aggressive

Left classroom without permission Verbally Abusive Unauthorized Use of Electronics

Other (please explain) : _____

Teacher Signature

East Glacier Park Grade School

REMOVED FROM CLASSROOM REPORT

STUDENT: _____ TEACHER: _____ DATE: _____ TIME: _____

SENT TO: Office Room # _____ Hallway Lunchroom Other _____

REFERRAL ISSUED: YES NO PARENT/GUARDIAN CONTACT MADE: YES NO

REASON THE STUDENT WAS REMOVED FROM THE CLASSROOM (check all that apply) STUDENT WAS:

Disruptive Insubordinate Belligerent Bullying Refusing to work Physically Aggressive

Left classroom without permission Verbally Abusive Unauthorized Use of Electronics Medical/Emotional

Other (please explain) : _____

Teacher Signature

East Glacier Park Grade School

Discipline Notice

The purpose of this notice is to inform you of a disciplinary incident involving your student/child.

STUDENT NAME: _____ PERSON MAKING REFERRAL: _____

DATE OF INCIDENT: _____ WHERE INCIDENT OCCURRED: _____

TIME OF INCIDENT: _____

REASON FOR REFERRAL: _____

 Signature of referring person

Type 1
 Attendance
 Truancy
 Electronics

Type 2
 Fighting
 Stealing
 Harassment
 Vandalism
 Noncompliance
 Profanity
 Verbal /Physical abuse
 Bullying

Type 3
 Possession/
 Use of/ dealing
 with tobacco/
 alcohol/drugs

Type 4
 Weapons
 Possession

Situation Requires
 Immediate Removal
 From School

Warning 1st Offense 2nd Offense 3rd Offense Other

Administrative Action: _____

 Signature of Administrator/Designee

Extra Curricular Eligibility: _____

Parents notified time: _____ date: _____ by phone: __ yes __ no by text __yes __no copy mailed : __yes __ no certified __yes __ no

	Type 1	Type 2	Type 3	Type 4
1 st offense	Detention	Detention or administrator's Discretion	Suspension for 1 day, notify law enforcement	Suspension with recommendation for expulsion
2 nd offense	Suspension for 1 to 2 days	Suspension for 2 days	Suspension for 2 days minimum notify Law enforcement	
3 rd offense	Suspension for 3 days & recommend Expulsion	Suspension for 3 days & recommend expulsion	Suspension for 3 days minimum notify law enforcement and recommend Expulsion	