

Canyon Elementary

Student and Parent Handbook

2009-2010



Columbia Falls
School District #6
387-5323

Canyon Elementary School 2009-2010

Mission Statement: We, the staff of Canyon Elementary, are committed to creating a positive learning environment where staff and students promote and model responsible, respectful behavior, where students are inspired to recognize and value their self-worth, to recognize the diversity of all people, and to support the community with a safe haven in which the above can be accomplished.

Dear Canyon Elementary Parents and Students:

Welcome to the 2009-2010 school year at Canyon Elementary School. Our teachers, support staff, and administration enthusiastically anticipate a great year of fun and exciting opportunities to learn together.

This handbook is our way of communicating information and priorities specific to Canyon Elementary School, inviting you to participate in our programs and committees, and of providing you with key contact people who can answer your questions and address your concerns. Please take time to review and discuss this handbook with your child.

One of our goals as educators is to develop positive relationships with all parents. We know how essential your support is in helping us do our jobs and in strengthening the school-parent support system. Academics are extremely important for this age group, and we also recognize our responsibility for the education of the whole child. Among the most important traits a student of this age can learn is responsibility. The home and school are important partners in this endeavor, and we thank you for helping us work with your child.

This year we will continue to implement reading intervention programs for our students. We will continue to tailor reading instruction to best meet the needs of each child. This means that your student may work with a teacher other than his or her homeroom teacher during reading. Detailed and on-going assessments will allow us to continually adjust placements to keep up with the progress of each learner. Our goal is that every child will leave Canyon Elementary with a firm foundation in reading in order for their continued success in the middle and high school grades.

As a district, last year we implemented and will continue our work with enVisions Math and its alignment with the NCTM's Focal Points. This

program will help students receive a firmer foundation in math concepts before moving on to new concepts. It also incorporates technology as well as a visual component to help meet the various learning needs of our students. Another benefit of the program is that students will be able to access homework help and resources from their home computers. We are excited about the continued implementation and use of a cutting edge math program and watching our students gain the benefits.

We will continue to implement an after school program for students. This program will begin in October and go through spring break. We look forward to the opportunity of working with your children in this beneficial program.

Thank you, parents, for the consistent support you offer our students and our school. Together we can move continually toward improving student experiences at school, promoting student learning, and making school an enjoyable place for all of us.

Sincerely yours,

Matt Fawcett
Principal
Canyon Elementary School

Student Responsibilities

- To attend school daily
- To be on time for school
- To be prepared for the school day
- To follow directions
- To respect the rights and property of others
- To believe in yourself
- To be ready to learn

Parent Responsibilities

- To send your child to school each day **on time**, with all the necessary materials, well rested and properly dressed;
- To check your child's backpack for school communication notes on a regular basis;
- To provide your child with a suitable place to work on school materials;
- To communicate with your child's teachers when you are concerned about his or her health or school success;
- To listen to or read to your child daily.

Staff Responsibilities

- To provide students with quality and timely educational programs in an integrated setting;
- To provide an orderly classroom and a safe environment in which to learn;
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student;
- To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the student body.

CANYON ELEMENTARY STUDENTS ARE EXPECTED TO:

ATTEND school regularly and on time

RESPECT the rights, property, and safety of others

TAKE PRIDE in the care and appearance of yourself, your school, and its property

DEVELOP a personal code of honesty and trust

COOPERATE and be willing to listen to others

WORK to achieve the highest levels of your ability in each of your classes

CONDUCT yourself in a reasonable manner

UNDERSTAND and follow school rules

RECOGNIZE and praise fellow students who have done well

BE WILLING to help others who are in need

TAKE ADVANTAGE of activities at school, be actively involved, and...

HAVE FUN.

COLUMBIA FALLS SCHOOL DISTRICT SIX TIP LINE

School District Six has initiated a Safe School Tip Line to provide students, parents, and community members with a means to anonymously report school safety concerns, in response to the need to generate any and all information about dangerous or illegal activities that may negatively impact our schools. The Safe School Tip Line number is 881-4700. Calling the Tip Line permits an individual to leave an anonymous voice-mail message. Messages will be monitored daily. If an individual wishes to report information of an immediate threat to school safety, it is requested the call be made directly to the Columbia Falls School District Six District Office at 892-6550.

DIRECTORY INFORMATION

From time-to-time, School District Six will disclose "directory information" from a student's education record. Directory information is information in a student's educational record that is general in nature, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. According to the U. S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address, telephone number, date and place of birth, official activities, dates of attendance, height, weight, honors and photograph.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal.

STUDENT RECORDS

Parents and *eligible students are permitted to inspect and review the education records of the student in accordance with the Family Rights and Privacy Act of 1974.

*Eligible student means a student who has attained 18 years of age.

PUBLIC NOTICE OF NON-DISCRIMINATION

School District Six complies with the Americans with Disabilities Act of 1990, Public Law 101-36 (ADA), and Section 504 of the Rehabilitation Act of 1973. As such, the district does not discriminate on the basis of disability, race, color, national origin, sex or age with regard to admission, access to services, treatment or employment in its programs or activities.

Any person having inquiries concerning the district compliance with the regulations is directed to contact Bill Johnson, Director of Special Services, at 406-892-6562.

Daily Schedule

School Hours: 8:25 AM – 3:15 PM
8:25 AM – 2:15 PM (Wednesday - Early Release Day)

Breakfast: 7:50 AM – 8:20 AM
Students will not be allowed in the building before 7:45. **Please help assure that your child is not coming earlier than this time.** If you need special arrangements for early arrival please call the school office and set up times.

AM Adult Supervision: Students may be dropped off at school beginning at 7:50 am. At that time, adult supervision of the building and grounds is provided. Please do not bring students earlier than 7:50 unless individual arrangements have been made with the student's teacher or the office.

Recess/Lunch: Recess: 11:15-11:45
Lunch: 11:45-12:15

PM Adult Supervision: Immediately upon dismissal, students should board the bus, be picked up by a parent, or walk home. Grounds supervision is provided only until the bus leaves.

- If a student participates in an after school program, they need to meet in the gym when the bell rings.
- Students who miss the bus, are not picked up on time, or otherwise are unable to leave in a safe manner are brought to the office. The office secretary finds a safe option for transporting the student home or to an alternative spot listed by the parents on the registration card.

Please make clear arrangements each morning with your student regarding after school plans. Students will not be allowed to use the phone to make arrangements for after school play dates.

Attendance & Checking In/Out

Consistent attendance promotes student success in school, both academically and socially. Students who miss school regularly tend to fall behind in their work, finding it difficult to catch up with past assignments while completing current assignments. **Student attendance and the verification of student attendance are mandated through Montana law by the Montana legislature.**

Absences Canyon Elementary 387-5323

Illness or Emergency:

- If your student is sick, you must **call the school by 8:45 A.M the morning (s)** of the child's absence. You may also leave a message at any time before this to inform us.
- If you do not call, the school secretary will call you to confirm that you know your child is absent that day.
- If you don't have a phone, please find a way to inform us of the absence.
- If the school determines that a student has excessive excused absences, a medical note may be requested.
- You will receive notices after 4 and 6 days of absence.
- Excessive absences may result in a visit from the school resource officer.

Planned Absences:

If you have advance notice that your child will miss school, please notify the office ahead of time with the dates. Plan with the teacher how your student may best make up work that will be missed. Sometimes students can work ahead before the absence, which reduces their stress when they return.

Tardies

Students arriving late to school for any reason during the day are required to report to the office before going to class. If you know your child will be tardy and to school before lunch, please call the school office by 8:45 so your child can be added to the lunch count. Late arrival causes a student to miss the daily planning in the classroom and other important activities. Students often feel embarrassed at having to enter the classroom after class has begun. Because most tardies at the elementary level are a result of adults transporting the students to school late, the principal will address the issue with parents if lateness becomes habitual.

Checking In/Out

- **Students arriving late to school for any reason during the school day should report to the office before going to class.**
- Parents who pick students up early must check in at the office, fill out a student check-out card, and give the office the card when they take the student from class.
- Parents must provide either written permission or verbal notification to the office if a student is to go home with friends or adults different from the usual family or bus arrangements. **All arrangements need to be made before school. Students will not be allowed to use school phones for permission to go to a friend's house after school.**
- Students are required to remain in school or on school grounds once they arrive until they are dismissed. Any student leaving school grounds without authorization from the office will be disciplined without a warning.
- If your child is obviously sick, please do not send them to school. Parents will be called if their child is running a temperature above 100 degrees and asked to take them home.

Hot Lunch / Breakfast

- Morning breakfast and hot lunch are provided daily.
- Applications for free and/or reduced lunches and breakfasts are available through the school office.
- Lunch prices are available by calling the school office.

Pre-pay Breakfast and Lunch

- Students must pay ahead or on a daily basis for their breakfasts and lunches.
- There is no charging for breakfasts or lunches. If a student does not have money in their account they may be given an emergency breakfast/lunch until money is received.
- For any breakfast/hot lunch concerns, please call 892-6513.

Food and Drink

Food and drink will be allowed in the classroom at the discretion of each teacher. Teachers will set these guidelines with their students.

Pop is not allowed at Canyon Elementary except when classroom parties or special events are taking place. Please do not send pop to school with your child for lunch or snack, they will not be allowed to drink it.

Inclement Weather

Blizzards and exceptionally bad weather can cancel school and disrupt bus routes. School district officials advise parents that the following procedures will be implemented immediately.

- Four radio stations will broadcast bus route and class time changes for School District # 6: KJJR (880 AM), B98 (98.5 FM), KOFI (1180 AM), and KALS (97.1FM).
- Information will be presented to the radio stations prior to 7:00 A.M. so bus riders and parents know of the delays or cancellations of bus routes.
- The options for bus travel include eliminating all runs or only driving routes along the major highways. Individual bus problems or route closures will be dealt with separately and the proper notification will be given to the radio stations.
- *Once students are transported to school by bus, they will remain at school until the end of the school day.* The school district does not want to release children early without parent knowledge. Parents may retrieve their children from school at any time.
- If there is a countywide “emergency travel only” declaration, all schools will be closed. This applies to all staff except for a skeleton crew present to be sure the buildings are open. If the decision is made that no busses are running, then school will be closed. If some busses are running school will be open. The district can close schools without countywide emergency travel advisory.

There may be times when the schools in town are open but the Canyon schools are closed.

Health Services

Children will not be allowed to attend school unless ALL immunizations are up-to-date as detailed by Montana State Law. The following services are provided by the District's Nurses:

- Vision screening in grades kindergarten, one, three, and five
- Fluoride mouth rinse in grades kindergarten through six
- Scoliosis screening in grade six.

When a child is suspected of having a contagious disease, she/he will be removed from the classroom. The parent will be notified and may be requested to seek diagnosis and treatment from a physician before the child may return to school.

Medication

In special circumstances, it may be necessary for your child to take medication during school hours. Montana State Law sets specific rules for schools to follow in these circumstances. Please be advised that no medication (prescription or over the counter) will be given in School District Six without all of the following:

- A written order for the medication by a doctor.
- A school medication policy signed by the parent (available in the main office or nurse's office of each school).
- The medication must come to school in the original pharmacy labeled container.

For the safety of all students, all medications (including physician ordered Tylenol, cough drops, etc.) must be delivered to school by an adult. Left over medicine will not be sent home with a child; parents are welcome to come to school and pick it up. We appreciate your understanding and cooperation in this attempt to keep our children safe. If you have any questions please feel free to contact the school nurse, Sharon Ward.

Important Information for Parents Concerning Student Injuries

Even with adequate precautions and supervision, accidents can and do happen at school. Columbia Falls School District Six **does not** provide medical insurance to automatically pay for medical expenses if a student is injured at school or on a school activity. The District only carries legal liability insurance.

The District makes medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to children in the lower grades at the beginning of the year and are available in all of the school offices throughout the year. If your child did not bring a brochure home, please contact the office at your child's school.

Hygiene Issues

Students should be clean and neat when they arrive at school. If issues such as excessive odor, wetting or soiling clothing, or other hygiene concerns arise, we will work with parents and students to resolve the situation.

In cases where students have been found to have head lice, students will be checked by a school official and sent home. The student may return to class when a check by a school nurse or school official finds no lice or nits. Parents can consult with the nurse for effective ways to eliminate lice.

Personal Appearance / Dress Code

In the interest of health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. The child will not be allowed to attend school until these requirements are met. If a child's appearance, odor, or hygiene disrupts or distracts from the teaching or learning process, that child will be asked to make modifications in order that the disruption or distraction will cease.

The school may supply covering garments, parents may be asked to bring clothing to school, or the child may be sent home, depending on the situation. Parents are asked to ensure their child's clothing meets the following standards:

1. **All shorts and skirts must reach below mid thigh.** Shorts must be hemmed; no ragged cutoffs.
2. Midriff tops, spaghetti strap tank tops, backless garments, and muscle shirts are prohibited, unless covered by appropriate outer garments.
3. Cheerleading outfits should not be worn to school.
4. Advertisements for tobacco, alcohol, or drugs are prohibited.
5. Clothing displaying offensive words, gestures, comments, or pictures is prohibited.
6. Spandex/Lycra clothing may only be worn under other clothing.
7. Undergarments should be covered and should not be visible through outer clothing.
8. Clothing should be clean and free of strong odors.

Personal Possessions

- Please keep toys at home, other than as pre-arranged for classroom show and tell.
- Amplified Music / Technology Devices: Walkman players, disc players, Game Boys, iPods, MP3 players, and other electronic devices are not allowed at school.
- Students are discouraged from bringing cell phones to school. If parents feel it is necessary for their child to have a cell phone during the school day, the phone must remain off and put away during school hours. The school is not responsible for any lost or stolen phones.
- Game and/or collector cards are not allowed at school.
- Skateboards and in-line skates are not allowed on school grounds.
- Bicycles: Bicycles must be walked while on the school grounds. Please use the provided bike racks and a bicycle lock for safekeeping. Although bicycle theft will be investigated & the police called, recovering a stolen bike is difficult.

Loss or theft of any toy or electronic device brought to school remains the student's responsibility. Valuable possessions should stay at home!

GENERAL INFORMATION AND STUDENT SERVICES

Progress Reports

Progress reports tell how well children are learning and succeeding between one report card and the next report card. The progress reports are sent home halfway between report cards. The mid-term report tells children and parents what areas the children need to spend more time learning.

Report Cards

Report cards tell how well children are learning and succeeding in academic areas throughout a 12-week period. There are three report card periods a school year. The classroom teacher determines the grading scale for each academic area. In grades K – 2, teachers use proficiency ratings to show how well students are progressing with curricular skills for each grade level. “Novice” describes a student just beginning to perform or understand a particular skill. “Nearing Proficient” describes a student who understands aspects of the skill and/or applies it inconsistently. “Proficient” describes a student who consistently demonstrates understanding of a skill to grade level expectations. “Advanced” describes a student who exceeds grade level competence with a skill. In grades 3 – 5, teachers use traditional grades to track student performance and progress. Copies of report cards will be sent to parents and kept in each student’s cumulative record folders.

Homework and Daily Assignments

Children are responsible for the work their teachers give them to complete in school. Teachers allow assignment completion time during the school day for most assignments. Students are expected to use this time productively. Teachers may ask children to take work home when the work is not completed during the school day. Students may also miss recess time to finish assignments, as determined by their teachers or by the student’s own choice. District Policy states that students will have 2 days to make up work for each day missed due to excused absences.

Parent-Teacher Conferences

Teachers schedule Parent-Teacher Conferences in the fall of each school year. Parents or legal guardians may schedule additional conferences with their child’s teacher throughout the school year.

Complaint Procedures

A student or parent with a complaint regarding a classroom procedure or other matter should first bring the complaint to the appropriate teacher. If the

outcome is not satisfactory, a conference with the building administrator may be requested. If the concern still exists, the parent or student may file a written complaint according to School District Six policy. The building administrator can explain that policy when needed.

Visitors

Parents are always encouraged and welcome to visit our schools. Parents requesting to visit a classroom need to contact the classroom teacher at least 24 hours prior to the date of the visitation. To keep classroom interruptions to a minimum, it is recommended that the visits not exceed one hour in length and that younger siblings be left at home with a sitter. **All visitors must report to the office to obtain a visitor's pass before proceeding to a classroom or on to the playground.** Guests of our children may come for show and tell but may not attend the regular instructional day. Please call your child's teacher a minimum of one school day in advance of sending a guest.

Classroom Volunteers

Classroom volunteers are encouraged. Please have all volunteers submit a completed District Volunteer Form to the building principal. Volunteers should check in at the office to pick up a visitor pass each time they enter the building. Each volunteer should have a plan with the classroom teacher for when and how they will help out.

Rights of Non-custodial Parents

Non-custodial parents do not have the right to pick a child up from school without the permission of the custodial parent. Principals and school officials will require that a child remain in school for the duration of the school day and be transported home in the usual manner unless this permission is granted directly to the school by the custodial parent.

Non-custodial parents do have the right to obtain any and all information concerning the child that is available to the custodial parent. If a counselor is disclosing information to a custodial parent, that information must also be shared with the non-custodial parent upon request.

A non-custodial parent has the right to any and all information concerning his/her child irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary.

Non-Student Trespassing

Trespassers in the school building or on the school grounds may be requested by any staff member to leave the area. If an individual persists in trespassing, the police department will be called and appropriate legal action will be taken.

Telephone Messages

Students may use the telephone **only with their teacher's permission**, or with permission from the office. **Due to the overwhelming number of phone calls, the office will not be putting calls through directly to the classroom teacher during class time.** Parents may leave a message for the classroom teacher. When the teacher is free or the student is free a return call may be

made. **Please plan ahead regarding after school plans to minimize classroom disruption and student confusion.**

Counseling and Guidance Programs

Children learn social skills through the guidance and counseling school programs. School counselors teach social skills lessons in the classrooms. Classroom teachers help the counselors teach the lessons to their students. School counselors also teach small groups selected topics, such as friendship. Children may choose to talk to a school counselor about topics that keep the child from concentrating on learning. The school counselor does not provide extended in-depth individual therapy for students. He can help families find resources when additional support is needed. Please see [Appendix D](#) for local resources available to families.

Textbooks / School Equipment

Children who lose or damage school equipment or textbooks will pay the cost for replacement or repair. As stated by board policy, loss and significant damage are assessed at the full cost of replacing the book. Minor damage is assessed at half the cost of replacing the book. The child to whom the book is checked out is responsible for the condition of the book.

Library

Children will find many materials in the library (reference books, picture books, magazines, computer resources, fiction and non-fiction books) for their enjoyment. All books may be checked out for a one-week period. Books may be renewed if the book is not on a waiting list. We do not charge fines for overdue books. If a child's book has become overdue for more than one week the student may be asked to not check out another book until that book is returned. If library materials are lost or misplaced they will be charged to the child who signed them out. **The books may be replaced by buying the same book at a bookstore or paying the replacement cost.** Our goal is to provide students with a love for books and a lifetime enjoyment in reading.

Disaster Drills

Drills are conducted several times each year. Classroom teachers will teach children the drills at the beginning of the school year. These include fire drills, earthquake drills, and lockdown drills. Drills will be practiced throughout the year.

Lost and Found

Students who find lost articles are asked to take the items to the office. If you have lost something, please check the lost and found location by the main entrance. Lost articles not claimed within a reasonable amount of time will be given to local charities.

Montana Behavior Initiative

Canyon Elementary School is part of the Montana Behavior Initiative, a statewide program based on the premise that responsible student behavior is taught by all adults in every school environment. Continuous support and encouragement of positive student behavior is the foundation of our behavior program. To teach and promote positive student behavior, we have initiated several important priorities:

- We teach students expectations for responsible behavior in every environment by relating student actions to our guidelines for success. We encourage students to be responsible, to always try to do their best, to cooperate with others, and to treat everyone with dignity and respect.
- We provide positive feedback to students when they are meeting expectations.
- When a minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. Students will have the opportunity to practice appropriate behavior.
- We work collaboratively with parents, students, and community resources to resolve behavior problems that are chronic or severe in nature.
- Character Traits – Each month, we teach a character trait for success. Throughout the school, during that month, we provide practice and feedback using that character trait. Examples of traits include kindness, respect, courtesy, confidence, honesty, courage, determination, and patience.

Disciplinary Process

Student Conduct

Students have the right to an education in an orderly and safe environment. They are expected to strive to take full advantage of their educational opportunities and to do their best work. **Students may not deprive others of their fundamental right to an education.** It is, therefore, the duty of the school administration to establish and enforce rules and regulations which contribute to a productive, orderly and safe school environment. Student conduct violations and possible disciplinary consequences may be found in Appendix A.

Disciplinary Procedure

The administration reserves the right to deal with each child's discipline problem on an individual basis.

Warning

A teacher, counselor, or school administrator may talk to the student and try to reach an agreement regarding appropriate behaviors. Parents may, or may not, be notified depending on the behavior displayed.

Detention

A student may be detained over the noon hour on one or more days if the student violated the school rules. Students who receive detention will not get to participate in the monthly Zero Detention activities.

Time Out

A student may be placed in the office or in the computer lab for up to one hour by the classroom teacher. Teachers use time out when a student is disrupting the class, refusing to follow directions, or otherwise undermining the teacher's ability to teach and other students' opportunity to learn. The teacher will notify parents.

In-School Suspension (ISS)

The ISS classroom is a self-contained academic setting with a paraeducator as the supervisor. Students may not participate in the social life at school during the time spent in ISS. School work for the day will be completed with the assistance of the ISS supervisor. Administrators may assign ISS to students for disruptive behaviors. Students complete classwork during ISS with scheduled lunch and bathroom breaks. ISS behavior and work expectations may be determined on an individual basis, as appropriate to student age and special needs. Parents will be notified in writing.

Students who are extremely disruptive in the in-school suspension setting may be placed on out-of-school suspension. Parents may be called to pick up the disruptive student and take them home for the remainder of the suspension term.

Out-of-School Suspension

Defiance of behavior standards, or other serious breaches of school policy, will result in an Out-of-School Suspension (OSS). OSS temporarily removes a student from the privilege of attending school. The length of the suspension shall be determined by the administration, in accordance with the severity of the offense and / or the previous department of the student. Parents will be notified by telephone and in writing.

Repeated ISS or OSS referrals will require School Board Discipline Committee action that may lead to possible expulsion. Students assigned to ISS or OSS will not attend or participate in extra-curricular activities until the ISS or OSS is served.

Law Enforcement Involvement

A school resource officer will be working with the district. This officer may be called to help teach students important lessons about behavior and its consequences. Students may also work with the resource officer in positive programs.

School officials have the option to notify police authorities, and in case of major violations, may press charges. If law enforcement is notified, an attempt will be made to contact parent(s). Any action taken by law enforcement will be in addition to action by the school.

Search and Seizure

School lockers are the property of the District. School authorities are obligated to search lockers if needed to assure the safety and welfare of students, as well as for the protection of students and school property. The principal or administrative designee will make all searches. Parents will be notified should illegal items be found.

Weapons: Toy or Otherwise

All weapons will be given to the principal. Parents or guardians will be called. Consequences will result from bringing toy weapons to school. Serious consequences, including the possibility of expulsion, will result from bringing real weapons to school. Ammunition should be considered dangerous and students should not be allowed to bring it to school.

Harassment/Bullying/Intimidation/Hazing

1. "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. Creating a hostile educational environment.

2. "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 or pranks to be performed, or other such activities intended to degrade or humiliate.

3. 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.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

THE SUBSTANTITATION OF A THREAT OF DEADLY FORCE MAY RESULT IN AN IMMEDIATE REFERRAL TO THE SCHOOL BOARD FOR EXPULSION.

Sexual harassment shall mean:

Gender discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;

- a) Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or
- b) offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, is directed toward a student based on the student's gender; or
- c) Conduct of a sexual nature that is prohibited according to Montana law.

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.

Opportunities for Community Participation

Parental participation in the school is an important part of an effective and happy school environment. This year, several opportunities exist for parent involvement in the school.

Classroom Volunteers

Every classroom has opportunities for parent volunteers. In general, these opportunities may include helping with classroom projects, chaperoning field trips, assisting during group work, reading with students, working on math and other subjects with students, helping the teacher organize and create instructional materials, and helping the teacher create a positive environment through displays of student work and bulletin boards.

Parent Teacher Organization Volunteers

The Canyon Elementary Parent Teacher Organization creates many positive experiences for our students. In October, the PTO hosts a Halloween Carnival for all students K-5 and their younger siblings. In the spring, the PTO also hosts a Spring Carnival and sponsors a candy sale. The PTO has also raised money for the Missoula Children's Theatre, new playground equipment, and helps fund our field trips.

We encourage parents to contribute time and energy to these opportunities for our students. Our meetings are held the second Thursday of each month at 3:30 in the Canyon Elementary Library. Please plan on attending.

Volunteer Response Form

If you are interested in volunteering in some capacity outside your child's classroom, this form is a way for you to let us know. You can send it to school with your child to give to his or her teacher, or you can turn it in to the office.

I would be interested in volunteering in the following area(s):

_____ Parent-Teacher Organization Volunteer

_____ Classroom Volunteer

_____ Recess Volunteer

Phone # _____

Good time(s) to call _____

If you choose to volunteer, you will choose what activities interest you and the amount of time you have to commit.

Please consider becoming an active member of our school community!

Appendix A

S.D.#6 Behavior Action Grid

Problem Area	Occurrences	Action To Be Taken	
		<i>Minimum</i>	Maximum
PROFANITY Disruptive language directed toward faculty or staff on campus or at a school event or activity.	FIRST REPEATED	SUSPENSION EXPULSION	EXPULSION EXPULSION
BUS MISCONDUCT Acting in a manner which may distract the driver or result in unsafe conditions.	FIRST REPEATED	WARNING CONFERENCE	LOSS OF BUS SUSPENSION &/OR POLICE
LOITERING Being in a restricted area of the building or campus without permission.	FIRST REPEATED	WARNING CONFERENCE	SUSPENSION &/OR POLICE
THEFT Taking, giving, or receiving property not belonging to you.	FIRST REPEATED	PARENT/ CONFERENCE SUSPENSION	EXPULSION/POLICE EXPULSION/POLICE
VANDALISM Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.	FIRST REPEATED	CONFERENCE PARENT	EXPULSION/POLICE EXPULSION/POLICE
TOBACCO Using or possessing tobacco in any form.	FIRST REPEATED	PARENT/LAW SUSPENSION PARENT/LAW SUSPENSION	EXPULSION EXPULSION
ALCOHOL OR DRUGS** The use or possession of mind or mood-altering drugs.	FIRST REPEATED	SUSPENSION/ LAW/PARENT EXPULSION/ LAW/PARENT	EXPULSION EXPULSION

**** THE SALE OR DISTRIBUTION OF ALCOHOL, DRUGS, MARIJUANA, OR MIND OR MOOD-ALTERING SUBSTANCES WILL RESULT IN THE INVOLVEMENT OF LAW ENFORCEMENT AND A RECOMMENDATION FOR EXPULSION.**

Problem Area	Occurrences	Action To Be Taken	
MENACING OR HARASSING BEHAVIOR By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (including sexual). Also included is profanity student to student.	FIRST	WARNING	SUSPENSION/ LAW/EXPULSION
	REPEATED	PARENT	SUSPENSION/ LAW/EXPULSION
ASSAULT Intentional physical contact with another person which may cause physical injury. Physical assault upon any staff member may bring an automatic recommendation for expulsion on the first offense.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
WEAPONS ** The possession of a dangerous weapon or the use of any object to inflict bodily injury on another person.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
EXTORTION Demanding money or something of value (e.g., lunches) by threatening or performing violence.	FIRST	PARENT	EXPULSION/LAW
	REPEATED	SUSPENSION	EXPULSION/LAW
EXPLOSIVE DEVICES/ARSON The use or threat of use, possession, or sale of explosive devices.	FIRST	SUSPENSION	EXPULSION/LAW
	REPEATED	EXPULSION	EXPULSION/LAW

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- **For problems which may also violate state law, school officials will follow District Six policy and notify the appropriate police authorities.**
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**** Weapons are forbidden on school property. In accordance with the provisions of the Gun-Free Schools Act, USC 3351, any student who brings a firearm onto school property, except as detailed in Board Policy 3270, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent.**

The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile.

Montana law and federal law make it a criminal offense for a person to possess, carry, or store a weapon in a school building and for a parent or guardian to permit a minor to possess, carry, or store a weapon in a school. A “weapon” under the definition of Montana Code 45-8-361 includes any type of firearm, a knife with a blade 4 inches or more in length, a sword, a straight razor, a throwing star, numchucks, or brass or other metal knuckles.

APPENDIX B

S.D. #6 BUS REGULATIONS

Bus Regulations

Students who ride the district school busses are subject to the rules governing school transportation. Students who are disorderly and consistently disruptive will risk losing bus riding privileges and possibly be permanently removed from the bus. Bus drivers will report student misconduct to the appropriate school administration for disciplinary action.

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus, and students are to keep their hands to themselves at all times.
3. Students shall use the emergency door ONLY in the case of emergency.
4. Students are to be on time at the morning and afternoon departures.
5. Students are not to bring animals, weapons, or other potential hazardous material on the bus.
6. Students shall sit in their seat, facing forward, and there is no moving from seat to seat without the permission of the driver. Feet must be out of the aisle, and there is to be no moving about while the bus is in motion.
7. Students may be assigned seats by the driver. (K-6) students are assigned.
8. When it is necessary to cross the road, students shall cross in front of the bus or as instructed by the driver.
9. Students will not open any windows without the driver permission and do not extend hands, arms, feet or heads outside of any open window.
10. Students must have written permission to leave the bus other than at their home or school.
11. Students shall talk in normal voices, and no loud or vulgar language is permitted.
12. Students are not permitted to eat or drink on the bus and they are expected to keep the bus clean and free from damage.
13. Students will be courteous to the driver, fellow students and to passersby. There is to be no throwing of items on the bus or out of the bus.
14. Students will respect all private property rights while waiting for bus transportation.
15. Student projects, musical instruments, athletic gear, health devices and other items must fit on the student's lap or in appropriate storage, for any other items contact the school principal.
16. Cell phone usage on the bus is not allowed. Permission to use a cellular phone may be granted by the driver under extenuating circumstances.

Destruction of Bus Property

- Children who puncture, scratch, or mark up bus seats will be charged \$20 for the repair of the seat. The money may be dropped off at the school office or taken to the bus barn located at the Columbia Falls High School.