



Parent/Student Handbook

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Core Ideology:

The Core Purpose of the Swan Valley Elementary Public School District is to provide a stimulating environment where students have global opportunities and achieve their full potential. Swan Valley Elementary aims to develop curious, informed and compassionate young leaders who make a difference in their world.

Core Values of the Swan Valley Elementary Public School District:

People First - Our community believes in working hard and working together. We value the relationships we have with one another and the support we give to one another.

Independence - We embrace and celebrate our individuality. We value independent thinking, freedom of expression, and a culture that supports life-long learning and continuous development and improvement.

Respect - We are a community that has a strong belief system. We value being respectful of one another and showing respect at all times irrespective of our differing viewpoints and ideals.

Integrity- We believe that honesty and responsibility are truly the best policies. We value open and honest communications and honor in everything we undertake.

Welcoming and Supportive Environment - We value a safe and nurturing school environment that fosters the continued development of our youth and our community.

Our Students:

- are well-informed
- respect themselves, others, and their school
- are academically successful and aspire to meet their individual potential
- develop a sense of citizenship as part of Swan Valley Elementary, Condon, the state of Montana, the United States, and the world
- develop personal leadership strengths to make good choices and take responsible action
- embrace their traditions and respect diversity
- are safe
- maintain a positive culture

Our Staff:

- create an atmosphere that encourages high level learning
- utilize research-based best practices in education
- encourage students to be lifelong learners
- exemplify professionalism
- recognize that all children can learn at their highest levels
- model behavior expected from the students and respect diversity

- engage in citizenship in the classroom, the school, the community, the state, the nation and the world.
- positively contribute to an atmosphere that empowers professional and personal growth and development
- are open and proactive to the process of change, realizing change is constant

Our Community Members:

- are proud of the school, students, and staff
- are informed
- are involved
- are supportive
- model citizenship and civic responsibility

Our Physical Plant:

- is well maintained and inviting
- is safe
- is a community center open for public use
- is a place where citizens, staff and students assume responsibility for the school facility and grounds

Parent/Guardian/School Partnership

Swan Valley Elementary School is an educational community consisting of the staff, students, and parents/guardians. Cooperation and communication is important to success. We request that you ask your child to bring home the classroom notes, newsletters, and flyers that are handed out at school. We also encourage you to become actively involved through parent-teacher conferences, open house, attendance at school programs, and volunteering. Be sure to contact staff and office personnel if questions or uncertainty should arise. Feel free to visit the school even when there isn't a specific problem. We encourage parents' and students' suggestions and comments. Your suggestions in writing or in person may be directed to the principal. All suggestions will be thoughtfully considered by the staff.

To help keep our parents and community informed of events happening at our school we have two internet sites: a Facebook page at <https://www.facebook.com/groups/117056962103016/> and our school website at <http://swanvalleyelementary.org/>.

Volunteer Requirements

We encourage and welcome volunteers to come into our school. We have opportunities for parent and citizen involvement in classrooms, the library, the office, after school activities, and special programs. Please contact the office to complete a volunteer fingerprint/background authorization form, which is required of all volunteers. We appreciate all you do to help make our school a great place for your children!

Guest Teachers

If the teacher is absent, a guest teacher, or substitute, will be in charge of the classroom. Following class and school rules is essential at this time. These teachers are Swan Valley School's guests, and students are to treat them with cooperation and respect at all times. In the teacher's absence, the guest teacher is in charge. Students must follow his or her directions, even though he or she may not handle daily activities exactly as the regular teacher does. All rules and consequences will be in force during the guest teacher's visit. Classroom teachers receive a report from the guest teacher. Teachers expect these reports to be positive and often provide incentives. However, the teacher and/or principal will give consequences to those students who choose not to cooperate with the guest teacher.

Visitors

Visitors are always welcome at Swan Valley Elementary. **For the safety of those within the school, all visitors must first sign in at the school office prior to going to any part of the building.** Visits to individual classrooms during instructional time are permitted only with approval of office staff and teacher and as long as the length of time or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Emergencies

At the beginning of the school year, emergency forms are sent home. It is very important that parents fill these out and return them to the school. Should an emergency arise, students will be kept in their regular classroom until regular dismissal or until dismissal is possible.

Resolving Citizen Concerns

The Board of Trustees, administration, and staff of Swan Valley Elementary School realize that throughout the course of the school year, there will be concerns that need to be heard, discussed, and resolved in a positive manner. This information has been developed to assist you in presenting your concerns in a format that is consistent with our goal of solving problems while protecting the dignity and rights of those involved. The best way to solve problems is to discuss your concern with the person closest to the situation, usually your child's teacher. Often, issues arise because of lack of complete information or miscommunication. Talking with the person closest to the situation is the best way to clear up any misunderstandings and get complete information.

When you have a concern, please follow the procedure listed below:

1. Contact the teacher or staff member who is directly involved with the situation. You may discuss your concern over the phone or arrange an in-person conference.
2. Share your concerns in a constructive way.
3. Listen to the staff member's response. Ask questions for clarification.
4. Discuss ways in which the problem can be solved.
5. At the end of the conversation, summarize the discussion and your understanding of the resolution.
6. If you cannot resolve your concern through discussion with the employee involved, you should request a conference with his or her immediate supervisor, usually the principal. This administrator is closest to the situation or problem and will often be able to assist or mediate a resolution to the problem. In order to facilitate the greatest level of communication, the district employee involved should usually be present at the conference.
7. If you are still dissatisfied with the results of the above conferences you may file a formal grievance. The grievance procedure is outlined in this student handbook. Copies of the District's grievance procedure are also available from the district office.

Sometimes the problem does not involve a staff member. In that case, the first step is to contact the principal.

Daily Schedule

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students will be considered tardy between 8:01 a.m. and 8:15 a.m. After 8:15 a.m. a student will be considered absent. Any student arriving after 8:01 a.m. must check in and get an admit slip from the office. Students leaving for any reason during the school hours are required to check out at the office and a parent/guardian signature is required. If the student leaves with someone other than the child's parent/guardian, a written note must be sent to the school from the parent/guardian and the authorized adult must sign the child out.

Lunch Procedure

Students are responsible for bringing their own lunch and snacks to school: **Please check with your child's teacher as there may be students with severe allergies which will affect acceptable lunches for that classroom.** Proper nutrition is essential for health and to help your child to perform well. We encourage healthy well-balanced lunches and snacks and request that junk-food be kept at a minimum. Milk is available to purchase from the school. Milk tickets may be purchased in the office. Free and reduced-price milk is available to students based on financial need. Applications are sent home the first week of school, and are available by calling the office at 754-2320. An application may be submitted at any time during the year. Information about a student's participation is confidential.

A water bottle is a necessary item for your child to have at school at all times - there are a very limited number of drinking fountains and your child/children will need it throughout the day.

Student Transfer

Transfer In

Swan Valley School District encourages and welcomes enrollment of students transferring into the district from other schools including home school and nonpublic school. All students transferring to Swan Valley Elementary must have a completed registration form on file, along with a copy of their current immunization records. Preschool and kindergarten students must provide a copy of their birth certificate and immunization records before attending school. Students enrolling from non-accredited or private school will be in a classroom for an assessment period. The principal will determine the grade placement of the student. Parents/guardians who disagree with the placement may appeal to the Board.

Transfer Out

Please inform the Swan Valley Elementary office prior to transferring your student to another school district. Some items that need to be completed before checkout are: all milk charges must be paid in full, library books returned and any fees paid, lockers cleaned, and textbooks turned in. A copy of grades and immunization records are available from the office to assist in enrollment in a new school.

Attendance/Absences Policy

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. Regular attendance requires an aggressive commitment to good attendance habits from students, parents, and staff. Students must be in class on a regular basis to ensure a quality education experience. The following procedures are based on the belief that positive attendance habits will promote successful student career and life experiences.

Absences

If the student is absent from school the parent or guardian needs to call the school at 754-2320 prior to 9:00 a.m. on each day of the absence. If the parent/guardian doesn't call the school, every effort will be made to contact the parent/guardian by phone. If your child will be out of school for longer than 5 days, please make arrangements with the classroom teacher to set up a plan for keeping school work up-to-date. A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Excused absences are unavoidable absences due to illness, emergencies at home, or medical appointments. Parents/guardians need to send a note of explanation to the classroom teacher. Students should discuss missed class work with their teachers and make up the work within the time allowed by the teacher. Unexcused absences are absences for such

reasons as shopping, visiting friends, sleeping-in, etc. According to state law these are not allowable absences and although the missed work is still required, full credit may not be granted. Truancy is the persistent non-attendance without excuse of any part of a school day equivalent to the length of one class period. If a child is truant, the parent is notified and a conference is requested. Truancy is considered a serious disciplinary matter and a symptom of problems, which need to be addressed by the school staff and parents. Repeat offenders will be turned over to the district truant officer, which is the local deputy sheriff.

Tardies

Students arriving after 8:01 a.m. should stop in the office to get a tardy slip.

Junior High Students

For all classes, a student is considered tardy if he/she is not in the classroom when the class time begins. Excessive tardies will result in the need for a parent conference with the teacher and/or administrator. Be on time to school.

Health and Safety

The health of your child is important to us. Illness adversely affects one's ability to learn.

Emergencies and First Aid

If your child becomes ill or receives an injury at school, you will be notified immediately. If your child appears ill in the morning, please do not send him/her to school. Please keep your telephone number and emergency contact person up-to-date in our files.

When to Keep Your Child Home

If a child has had an elevated temperature, he/she should remain home for 24 hours if possible after the temperature returns to normal. Some symptoms may indicate a condition more serious than a cold, such as a fever that lasts for more than three days (especially with a very sore throat), severe pain in the chest or head, a severe cold that is not better after a week, and difficulty in breathing. If your child has any of these symptoms, you may need to contact your doctor. Recess/P.E. is part of the academic day. A note from a parent/guardian and/or a doctor is required to excuse your child from either of these activities. Children should also remain at home if they have an undiagnosed rash or head lice.

Communicable Diseases/Conditions

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 secretary or administrator so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Chicken Pox	Campylobacteriosis
Colorado Tick Fever	Mumps	Diphtheria
Gastroenteritis	Hepatitis	Rubella
Influenza	Lyme Disease	Salmonella
Scabies	Meningitis	Shigellosis
Tuberculosis		

Immunizations

A student must be fully immunized against certain diseases as required by state law, or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The certificate must be renewed yearly. Please contact the office for more information. A student who transfers into the school may photocopy immunization records on file with the previous school. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student registers at Swan Valley School, the office must receive the original immunization records for the student.

Medicine at School

Parents are encouraged to make arrangements for students to take medication outside of school hours. If your child must receive medications at school, physician and parent authorization forms must be completed (contact the office for appropriate forms). The prescribing doctor must complete the prescription medicine form, and the parent must complete forms for over-the-counter medications such as ibuprofen. Both of these forms are available in the office. Students will not be given over-the-counter or prescription medicine without the completed form. It's important to note that all medications must be brought to school in the original bottle (see form for details). Also, an adult must bring the medicine to the office. Cough drops brought to school by your child must be turned over to a teacher or the office upon arrival for distribution by an adult.

Allergies

As a result of Federal and insurance regulations our school has banned any items that may cause severe allergic reactions for students, parents, teachers or staff. Included items are:

- Scented candles
- AXE body spray
- Strong perfumes
- Essential oils
- Aerosol air fresheners
- Strong aftershave
- Potpourri pots
- Incense
- Other fragrance sprays.

Health Screenings

The School may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

Consulting services of a qualified specialist for staff, students and parents
Vision and hearing screening
Scoliosis screening

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

Cell Phones and other Electronic Devices

Students are not permitted to have cell phones in their possession during school hours. If a student must have a cell phone for after-school activities, he/she is required to store it in the office during the school day, and pick it up after school. The school does not want or encourage cell phones on trips. If a parent feels that a student must bring his/her cell phone on a class or sports-related bus trip, the cell phone may be collected on the bus and returned at the end of the trip. Swan Valley Elementary accepts no responsibility for loss or damage to cell phones.

Other Electronic Devices

iPods, MP3 players, CD players, tablets, Kindles (or other E-readers), laptops and personal video players are not allowed at school. Swan Valley Elementary accepts no responsibility for loss or damage to electronic devices belonging to students. Students are responsible for their personal property.

Telephone Use By Students

School telephones are business phones. During class time we ask that students or teachers not be called to phone unless an emergency. Whenever possible, leave a message with the office which will be delivered. Permission to use the phone may be granted by a student's teacher. Please make every effort to have any changes in after school plans made with your child before he/she comes to school.

Lost And Found

Anything missing from your child's wardrobe may possibly be found in the school lost and found. Please check with the secretary if you would like to check in the lost and found for missing items.

Distribution of 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 grounds by a student or a non-student without the prior approval of the administrator. Materials displayed without this approval will be removed.

The Library Media Center

K-6 classes are scheduled for at least 30 minutes of weekly library/technology time. Students in grades pre-K - 8 use the library for checkout and research projects.

Students are responsible for the care and return of Library books. Damaged or lost items are subject to fines in the amount of replacement costs. Please inform the librarian immediately when damage to a book occurs.

Homework

The purpose of homework is to build skills, creativity, and strong independent study skills. It is extremely important to bring in completed homework assignments on time.

Homework tips:

- Schedule a time to do homework as needed.
- Provide a quiet area for your child to work
- Let your child do his/her homework on their own, but let him/her know that you are available to help.
- Be encouraging and supportive!

Report Cards

Report cards/progress reports are issued the week after each quarter and at the end of the fourth quarter. When parent/teacher conferences are held report cards/progress reports are given directly to parents/guardians. Parents/guardians may request a conference at any time. Teachers will also contact parents/guardians at any other time if student progress falters.

Parent/teacher Conferences

There are two regularly scheduled parent/teacher conferences during the school year. These coincide with the issuing of the 1st and 3rd quarter report cards/progress reports. Your child will bring home a conference slip to be returned to school with suggested dates/times. Please feel free to call the school and schedule a time to meet with your child's teacher if you have any questions.

Harassment, Intimidation, Hazing and Bullying

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

- physically harming a student or damaging a student's property;
- knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- creating a hostile educational environment.

Harassment, intimidation and bullying can take many forms - verbal, written, visual, physical and psychological- and is often, but not always, associated with race, ethnicity, religion, gender, sexualorientation, socioeconomic status, or physical differences. 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. No person, including a district employee or agent, or student, shall harass, haze, bully or intimidate another based on the provisions of applicable local, state and federal laws and regulations that prohibit discrimination. It is the policy of the board to comply with all nondiscrimination laws. Complaints of harassment/intimidation, hazing, and bullying should be brought to the attention of the child's teacher and/or the administrator. Formal complaints should be filed using the Uniform Grievance Procedure.

Bus Transportation

The District makes bus transportation available to students living three or more miles from the school at no cost to students.

Safety is a major concern on buses. Therefore, students are expected to cooperate in a manner which allows the driver to operate the bus safely. Bus drivers will contact parents or guardians if there is a behavior problem on the buses.

Repeated behavior problems may result in the loss of bus privileges. Bus rules apply to all bus trips including those for extracurricular activities.

In the morning, students should arrive at the bus stop about five minutes early. Students must stand back until the bus has stopped and the door is open. The students should take all personal items and trash with them when they leave the bus.

When it is necessary for a student to cross the road at a bus stop, crossing should be done in front of the bus and only after looking both ways to check for traffic. Students are to ride only their scheduled bus. Written permission from the parent/guardian or the office is required for any changes in bus stops or if a non-bus student wants to ride the bus.

Bus Rules

1. Students will immediately comply with all of the driver's instructions.
2. Students will go directly to their seats upon entering the bus.
3. Students will keep their hands, feet, and objects to themselves.
4. Students will face forward and remain seated until the bus has come to a complete stop.
5. Students will keep their hands, feet, and personal items inside the windows.
6. Students will hold their personal items or place them under the seat.
7. At all times, students will use quiet voices and appropriate language.

Consequences

1st offense – Reminder

2nd offense – Warning

3rd offense – Warning, assigned seat, contact parent/guardian, notify principal

4th offense – Riding privileges suspended for 3-5 days, conference with parent, driver, administrator

5th offense – Riding privileges suspended for two weeks

6th offense – Riding privileges suspended for at least four weeks, and possibly for the rest of the year.

Some offenses require immediate attention and notification of the administrator.

These include: drugs, weapons, alcohol, assault, sexual harassment, insubordination, and vandalism. These situations will be handled through the school's discipline policies and law enforcement, if needed.

Emergency Procedures and Communications

In the event that conditions do not permit bus travel in the morning, efforts will be made to inform school families through a phone tree established by the District. A message will also be posted on the school website and Facebook page.

In the event that local or state officials declare an emergency during the school day, and the school principal, acting under Board authority, closes the school, the transportation contractor will provide return-to-home transportation for the bus students. If it is unsafe to return students

to their homes, the school will implement the appropriate safe schools plan. Normally, in a natural disaster, the students will be held at school until the regular school dismissal time. As long as conditions permit, the buses will run on the regular time schedule to make sure students are received by the parents at each stop. The drivers are instructed to travel each route in the normal direction. If conditions are deemed to endanger the safety of bus occupants, students shall be held at the school until the bus contractor and school administration believe that travel on local routes is acceptable.

Searches of Students and Their Property

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools. The school administrator may search a student and/or the student's personal effects (e.g., purses, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence the student has violated or is violating either the law or the District's student conduct rules. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent or, in the case of possible criminal activity, law enforcement officers are available.

Locker and Personal Searches

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. Students must use only the locker to which they are assigned. Students will not get into another person's locker or desk at any time without permission. Lockers and desks are provided as a convenience for students. They are not to be considered as a safe place to deposit any article of value. This includes, but is not limited to, any personal possession or item, as well as books or any other school district supplies or property. Unauthorized removal of any school property from a locker or desk does not absolve the student from responsibility for the property. Students shall be held responsible for willful damage to any of the District's property including any assigned locker and desk.

Dress and Appearance

In order to facilitate learning for all students, Swan Valley Elementary requires that student dress and appearance follow health and safety standards, and not causedisruption to the learning environment. Students who do not follow the following guidelines will be asked to cover or change their clothing:

- Clothing must cover the stomach, back, shoulders, chest, and undergarments.
- Shorts, skirts, and dresses must be at an appropriate length that no undergarments will show.
- Undergarments must be covered at all times.
- Footwear must be worn at all times. Proper footwear is important for the safety of the students. If sandals or dress shoes are worn, tennis shoes should be provided for P.E.
- Headgear (hats, bandanas, etc.) is acceptable but may not be worn inside the building during the school day.
- Clothing that promotes drugs, alcohol, tobacco, or violence, is sexually suggestive, or displays inappropriate images or writing is prohibited.
- Students are required to have separate tennis shoes for P.E. and play in the gym, to protect our gym floor.
- It is the philosophy of the Swan Valley School that fresh air and outdoor play is beneficial to all students. Therefore we will go outside for recesses and/or P.E. classes as often as possible. We require students to wear appropriate clothing for the weather and be prepared for outdoor activities.

The Swan Valley Elementary administration reserves the right to define what is acceptable (as allowed by Board policy).

Co-curricular Activities

Extracurricular activities are an important part of a child's education. Swan Valley Elementary offers a range of scholastic, athletic, and fine arts extracurricular activities, as well as other special events. All students are encouraged to join, though participation in such activities is deemed a privilege, not a right. Students must meet participation, academic, and attendance expectations established for each program or event. The activities/programs outlined below are available each year to the extent that staffing/resources are available. Each student competing in interscholastic sports must have the following on file with the office and coach:

- Physical exam documentation.
- A student participation agreement signed by a parent or guardian.
- Eligibility in academics and behavior.

Parents are responsible for providing athletes with health insurance in case of injury.

Eligibility Requirements

Swan Valley School believes that our students need to be strengthened both mentally and physically through the athletic program. The program emphasizes skill development, sportsmanship, and competition, all in an atmosphere of fun.

The philosophy of the athletic program is dedicated to providing a sound academic foundation. An academic program eligibility policy has been developed to support this philosophy. Any student who receives a grade lower than a C in any graded course at the time grades are checked will be ineligible to participate in competition for an entire week. Grades are checked every Monday morning. Students will have 1 week to get the grade back up to a passing grade and they will miss the first game of that week but continue to practice with the rest of the team. Tutoring may be offered to help the student raise their grade.

If a sporting event is scheduled for the Monday grades are checked and the student was eligible the previous week the student is allowed to participate even if the student is declared ineligible for the coming week. Ineligible students are not permitted to travel or miss school for competition or practice. The Student and parent will be notified.

Regular attendance of school and all of your classes is expected for participation in our extracurricular and athletic events.

A student will not have playing time if he/she has not been practicing, exhibits a disrespectful attitude, and/or has an unexcused absence the day of the game (or Friday before a Saturday game), or the day after the game.

If the student reports to school late because of illness, he/she must attend at least two classes in order to participate in the activity. If a student misses a ½ day or more for illness, they will not practice that day. The only exception is a doctor or dental appointment, and a note from the doctor's office should be given to the coach or the school office. If a student misses school because of an out-of-school suspension, that student will be considered absent, and the above requirements will be applicable. An ineligible student will not be allowed to travel with teams or organizations during the ineligibility period.

If a student is injured, they must get a doctor's written approval to practice and participate in games.

A student will ride the bus to away games, unless approval to ride with the parent is given by a school official. A student may ride home with a parent after an away game or ride with another adult only if the coach has received written permission from the parent to do so.

Special Events

The regular classroom curriculum is augmented with a variety of special events and programs including:

- 2 Valleys Stage Informances
- School Assemblies Program
- Class field trips to local and regional sites
- School Play Day annual sports event
- Visiting speakers and resource mentors

Special Programs

Guidance and Counseling

The Swan Valley School currently shares a counselor/s with the Seeley Lake Elementary School. The counselor provides classroom instruction on a rotating basis.

Title I Program

Students whose test results, or through parent/teacher referral, indicate a need for additional support in the areas of reading, writing, and math may receive Title I services. This includes one-to-one and small group assistance from a Title I teacher and/or paraeducator. The Title I office will provide each student/family with a yearly school-parent compact. The compact will include ways that the school and parents will be responsible for supporting the student's educational environment.

Special Education

Special Education services are provided to students possessing specific, handicapping conditions as determined by a Child Study Team after a formal evaluation. Handicapping conditions are carefully examined and an Individualized Educational Plan (IEP) is developed to meet the needs of the student.

Psychologist

The school psychologist's primary role is to conduct evaluations of students who have been referred for assessment due to learning and/or behavior problems. Related duties include conferencing with parents and consulting with teachers and administrators.

Extra-curricular Activities

Extra-Curricular activities are an extension of the school day. Rules still apply.

Discipline

Goals:

- To provide a safe and orderly learning environment.
- To help students cooperate with others.
- To help students develop self-discipline.
- To help students learn respect for others and property.

Philosophical Assumptions:

- We must use a proactive rather than a reactive approach to eliminate misbehavior.
- Conflict is a fundamental part of social and intellectual development.
- A majority of behavior is learned.
- Behavior is reciprocated in nature. It is weakest at the beginning of the chain.
- School staff must take a “nurturant” path in working with students. Developing self-control takes a great deal of practice.

Expectations

Our approach to student discipline involves teaching expected behaviors to students, rewarding those who follow those behaviors, and holding those accountable who misbehave.

While each classroom may have additional expectations of our students, there are general expected behaviors which ensure the safety, well-being and academic growth for all of our students as well as reinforcing the positive environment for our school that we strive for.

Students are expected to:

- Make safe choices
- Respect the rights of others and allow them to learn
- Keep hands, feet, and objects to themselves
- Due to safety concerns, no student will pick up and/or carry another student.
- Use appropriate language
- Stay on the school grounds after arrival at the school
- Respect and follow the guidelines given by any staff members, substitute or volunteer

Resolve: Be willing to find ways to settle differences positively and creatively.

Responsibility: Always own up to your actions (be honest) and do your best at all times.

Student Behavior

Our approach to student behavior management involves teaching expected behaviors to students, rewarding those who follow those behaviors, and holding those who make poor choices accountable for their actions. The approach the school staff uses in dealing with problem behavior is based on the level of the student infraction.

The school staff uses a variety of strategies to help students learn to be responsible and respectful. Examples include: refocusing, detention, and loss of privileges.

Consequences

School rules are designed to protect all children and provide a safe, orderly learning environment. When students break a rule, they will be treated firmly, fairly, and appropriately. Consequences are imposed by staff members or administrators for rule violations, and are chosen to match the circumstances and severity of the violation. In severe or repeated cases students will be referred to the administrator. In these cases, more severe consequences such as short or long-term suspension may result. The following behaviors are considered serious and will result in more severe consequences: fighting, threats, truancy, harassment, sexual harassment, vandalism or theft, carrying weapons, using or carrying dangerous or illegal substances, or severe disruptive behavior. When appropriate, the sheriff's department will be contacted.

Possible consequences include, but are not limited to, the following:

Conference

The student meets with the teacher and/or administrator regarding his/her actions and how they can be improved.

Restitution

Damaged or stolen property is replaced or repaired. In some cases, apologies or other corrective actions may be considered.

Confiscation

Items inappropriate for school will be taken away.

Loss of Privileges

Students lose the privilege of participating in activities such as recess, school parties, assemblies, after-school events, etc.

Detention

Assigned by the teacher or principal, students receive morning, lunch, or after school detention. A call or note home will be made to make before or after-school detention arrangements.

In-School Suspension (ISS)

The student is permitted to remain in school, but spends the day apart from the rest of the students. The student is not allowed to attend classes, participate in recess, or eat lunch with other students. He/she works on daily assignments provided by the teacher.

Short-Term Suspension (OSS)

Assigned by the principal, the student is removed from school for one to five days. Parents are contacted and formal notification is in writing. The student is responsible for making up all missed work.

Long-Term Suspension (OSS)

Assigned by the principal, the student is removed from school for six or more days. Parents are contacted and formal notification is in writing. The student is responsible for making up all missed work.

Expulsion

Recommended by the principal and imposed by the Board of Trustees for good cause. An expulsion hearing is held before the Board.

Other Discipline and Behavior Considerations:

1. Any use of the computer that is in direct violation of teacher directives and/or the Student Computer Use Policy may result in referral to the administrator and/or loss of computer privileges. Parents will also be contacted by phone and in writing. This includes the use of school assigned student email accounts at home. School email accounts are to be used for school related projects only.
2. It is imperative that students and parents/guardians understand that should a student choose to break a school rule, policy, or state/federal law, he or she may experience legal consequences in addition to school consequences.
3. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:
 - On or within sight of school grounds before, during, or after school hours or at any other time when a school group is using the school.
 - 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.
 - Off school grounds at a school-sponsored activity or event.

Please note that the school administration may add or modify rules and consequences, consistent with board policies and expectations, as the need arises and based on student behavior and performance.

Gun Free Schools

The Board is obligated by law to expel any student who uses, possesses, controls, or transfers a firearm or any object that can be reasonably considered or looks like a firearm, for a definite period of time of at least one (1) calendar year.

Violent Behavior, Possession of Drugs, Tobacco and/or Weapons

- The use, possession, distribution, purchase, or sale of tobacco is prohibited
- The use, possession, distribution, purchase, or sale of alcoholic beverages is prohibited. Students under the influence are not permitted to attend school functions, and are treated as though they have alcohol in their possession.
- The use, possession, distribution, purchase, or sale of illegal drugs, look-alike drugs, and/or drug paraphernalia is prohibited. Students who are under the influence are not permitted to attend school functions, and are treated as though they have drugs in their possession.
- The inappropriate use or distribution of prescription drugs, and/or over-the-counter drugs and/or any type of legal organic or inorganic substances is prohibited.
- The possession, storage, or carrying of a weapon on school grounds is strictly prohibited. The term weapon is defined as any firearm or any object that resembles a firearm, any knife with a blade four inches or more in length, a sword, straight razor, throwing star, firecrackers, brass or metal knuckles, and/or any object used in a threatening manner that could cause physical injury.
- The physical threat and/or actual injury of one student to another is prohibited.
- "Students will bring to school only those approved items and materials that are appropriate for their educational programs

Due Process

It is the intent of the board to provide each student with due process rights provided by law.

- When a student is referred to a school administrator for disciplinary reasons, the student shall be informed of the reason why he or she is being referred and asked to provide his or her statement.
- Upon sufficient investigation, the administrator will follow school discipline guidelines and rules and apply disposition.
- Most disciplinary actions by the administrator will be reported to parents.
- Upon request of the parent or legal guardian, a review of any suspension will be conducted by the administrator. The parent or guardian will be notified in writing of the findings.

Students who are recommended for expulsion will be notified of the following:

- The time, place, and procedure of the expulsion hearing that occurs before the Board of Trustees of Swan Valley Elementary. When possible, a certified letter will be mailed at least five days prior to the hearing. In some circumstances, it is imperative to hold such a hearing in less than five days.
- Parents will have the right to decide whether the hearing is conducted in executive session or public session.
- A hearing date may be requested by the parents to be changed if they can show good cause. The administrator shall determine if the request shows good cause.
- At the hearing, the student may be represented by counsel, present witnesses, and other evidence, and cross-examine witnesses. Formal rules of evidence are not binding on the Board.

Discipline and IDEA

The district shall comply with the provisions of the individual with Disabilities and Education Act (IDEA) when disciplining students.

Fighting

In the interest of providing students at Swan Valley School a safe and secure learning environment, we will be dealing seriously with youngsters who are involved in fighting or other forms of physical violence.

To be successful, the home and the school must work closely together in the child's best interest. It's imperative that students understand and appreciate that any form of activity at school that endangers another's safety or well-being will not be tolerated.

Students who are involved in fighting or other forms of physical aggression may be suspended.

Your support of this building policy will be greatly appreciated and will help guarantee the type of learning atmosphere your child and all of the students deserve.

Uniform Grievance Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

The Complainant may file a complaint with the Superintendent or any other supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance from the administrator in identifying the appropriate individual. If the complaint contains allegations against the administrator, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents of the student.

Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will begin an investigation of the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The administrator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the administrator, the Board shall address the complaint in writing.

The administrator shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the administrator, or of the investigator, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Missoula County Superintendent as provided by law.

Law Enforcement

All contact between law enforcement official and Swan Valley School students shall be made through administrative personnel. Law enforcement will be encouraged to talk to the student/s away from the school and before or after school hours. Law enforcement authorities will only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination will be made by the administrator.

1. If law enforcement has a warrant for a student's arrest, they must be permitted to arrest the student; however, whenever possible, school personnel should seek out the student and the arrest should be conducted in the administrative offices out of view of other students. Before removing a student from school, law enforcement personnel will sign a release form in which they assume full responsibility for the student.
2. If possible, the educational program of the student should not be disrupted to allow for questioning by law enforcement officials.
3. Any questioning by law enforcement personnel should be conducted in a private room or area where confidentiality can be maintained.
4. If law enforcement officials are to be allowed to question a student, a reasonable attempt shall be made to notify the parents or legal guardians, except in cases of suspected child abuse or child neglect involving the parent or guardian. The parents/legal guardians should be given the opportunity to come to the school prior to the questioning.
5. If the parents/legal guardians are notified and able to attend, they should be allowed to be present at the interview. If the parent/legal guardian is unable to attend, he/she has the right to refuse permission to allow law enforcement personnel to interview the student. The parent/legal guardian may request that a school official be present during the interview in place of the parent or legal guardian.
6. Notification of parents or guardian will be waived if the law enforcement can demonstrate that a special circumstance exists. This determination will be made by the administrator.
7. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.