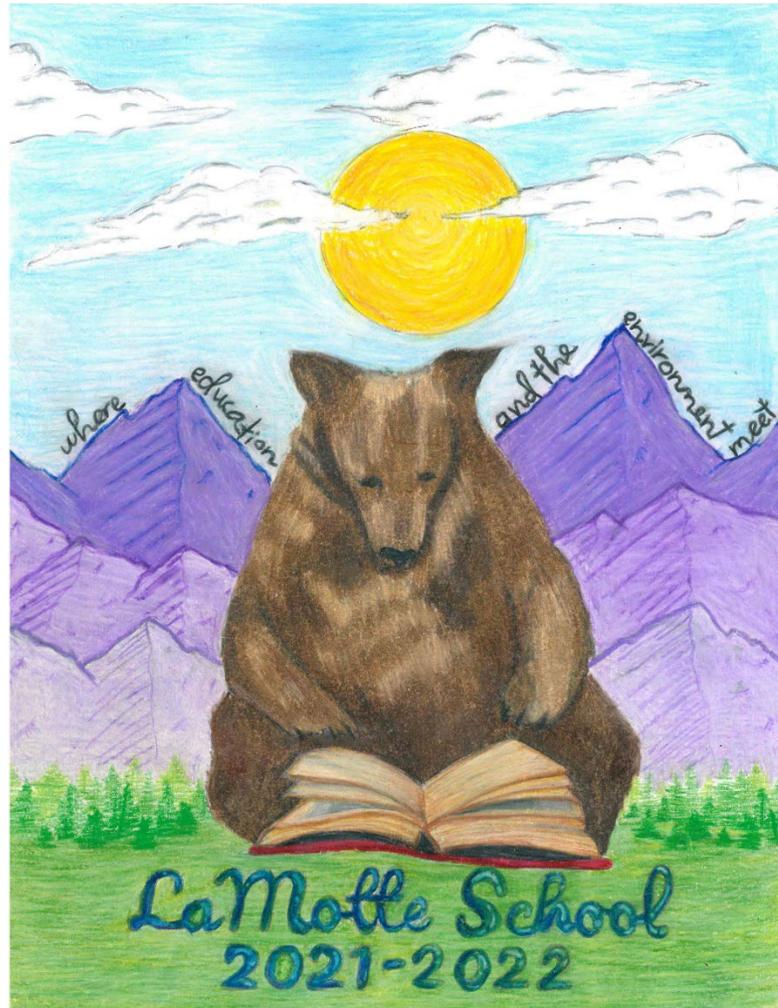


# LaMotte School Student/Parent Handbook 2022 /2023



**LaMotte School District #43**  
841 Bear Canyon Road  
Bozeman, Montana 59715  
406-586-2838 phone  
406-585-8626 fax  
[www.lamotteschool.com](http://www.lamotteschool.com)

## LaMotte School Information 2022-2023

Office 586-2838  
Fax 585-8626  
Website [www.lamotteschool.com](http://www.lamotteschool.com)

### School Hours

7:45 – 8:15 a.m.	Students arrive on the playground
8:15 a.m.	Doors open
8:15 a.m.	Classes begin
3:20 p.m.	School dismissed

### Teachers and Staff

Staff e mail - The format is first initial last name@lamotteschool.com.

Example: [lburke@lamotteschool.com](mailto:lburke@lamotteschool.com)

Superintendent/Principal	LeeAnn Burke
Grades K-1	Matlin Lytle
Grades 2-3	Jerry Brunt
Grades 4-5	Eva Ticknor
Grades 6-8, Social Studies/Language Arts	Niki Mether
Grades 6-8, Math/Science	Madison McCallum
Grade 8 Algebra	Molly Wood
Counselor	Valentina Perez-Bradley
Spanish	Brittney Banks
Band/Music	Jeff Vick
Library	Barbara Muller
P E	Dani Linehan
Art Teacher / Instructional Aide	Ken Jones
Instructional Aide	Aimee Gustafson
Instructional Aide/After School Director	Ken Jones
Special Education Director	Lani Smith
Resource Teacher	Patricia Burke
Speech Therapist	Rachel Wright
School Psychologist	Mackenzie Affrunti
Admin Assistant	Michelle Clark
Business Manager/District Clerk	Sue Becker
Custodian	Julen Idoate

### County Superintendent

Matt Henry - 582-3090

### School Board Trustees

Marci Torres, Chair  
Collin Duneman, Vice Chair  
Birgen Knoff  
Kasey Cummings  
Alex Prentiss

## TABLE of CONTENTS

After School Program	1
Attendance	1
Cell phones/Electronics	See Telephone Message/Delivery pg 16
Complaints	3
Communication	4
Computer Resources	4
Conduct	4
Bullying/Harassment/Intimidation/Hazing	5
Counseling	5
Distribution of Material	5
Dress and Grooming	5
Emergencies and Procedures	6
Fund Raising	6
Health Issues	6
Homework	7
Immunizations	7
Lunch and Snacks	7-8
Medicine at School	8
Parent Involvement	9-10
Conferences	10
Parking Lot and Playground	10
Playground Rules	10-11
Prayer	12
Promotion and Retention	12
Protection of Student Rights	12
Recess Expectations	13
Report Cards, Progress Reports	13
Safety	13
Searches	13-14
Sexual Harassment	14-15
Snow	15
Specialists	15-16
Sports Program	16
Telephone Message/Delivery	16
Textbooks/School Property	16
Transportation	17
Use of School Facilities	17
Valuables	17
LaMotte School Discipline Process	Appendix A

# **LaMotte School Parent/Student Handbook**

## **PREFACE**

### **To Students and Parents:**

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

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

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

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

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

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

## **AFTER SCHOOL PROGRAM**

With a partnership with the United Way of Gallatin Valley, LaMotte School provides an After School Program, Monday – Friday from 3:20-5:30. The daily rate of the After School Program will be \$8.00. Children attending for any amount of time will be charged. Very limited scholarship funds are available, please contact the Principal/Superintendent.

## **ATTENDANCE**

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

## **Admission**

LaMotte School will admit to school all children who are five on or before the tenth (10<sup>th</sup>) day of September of the year in which they enroll. Any student transferring into the district shall be admitted and placed on a probationary basis for two weeks. During the probationary period, the classroom teacher, Principal/Superintendent, and Special Education Cooperative may observe the student. If there is any doubt about the grade and level placement of the student, the student shall be the subject of an educational assessment to determine appropriate grade/level placement.

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

## **Absence**

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

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

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

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

## **Leaving School during the School Day**

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

## **School Arrival and Dismissal**

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

A signed note or a phone call to your child's teacher is required if your child is riding home with another parent. Children will not be released to an unauthorized person, and you will be

contacted to pick up your child. Please be sure your child and the person picking up your child understand the arrangements. This eliminates unnecessary after school phone calls to parents.

### **Tardy Students**

Teachers begin teaching at 8:20. If students enter the classroom later than that, it is a distraction to the teacher and the other students; and the student that is late misses important announcements and information. Teachers will track the number of days each student is tardy. When the child has been tardy five times, the teacher will notify the administrator. The administrator will call the parents to discuss the problem.

### **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 Principal/Superintendent so that other students who may have been exposed to the disease can be alerted.**

**These diseases include, but are not limited to:**

<b>Amebiasis</b>	<b>Hepatitis</b>	<b>Rubella (German Measles), including congenital</b>
<b>Campylobacteriosis</b>	<b>Influenza</b>	<b>Salmonellosis</b>
<b>Chickenpox</b>	<b>Lyme disease</b>	<b>Syphilis</b>
<b>Chlamydia</b>	<b>Malaria</b>	<b>Scabies</b>
<b>Colorado Tick Fever</b>	<b>Measles (Rubeola)</b>	<b>Shigellosis</b>
<b>Diphtheria</b>	<b>Meningitis</b>	<b>Streptococcal disease, invasive</b>
<b>Gastroenteritis</b>	<b>Mumps</b>	<b>Tuberculosis</b>
<b>Giardiasis</b>	<b>Pinkeye</b>	<b>Whooping Cough (Pertussis)</b>
<b>Hansen's disease</b>	<b>Ringworm of the scalp</b>	
<b>COVID</b>		

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

### **COMPLAINTS BY STUDENTS/PARENTS**

Usually a phone call or a conference can address student or parent complaints or concerns simply with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at 1700 in the District's policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal/Superintendent. If still unresolved, the matter may be referred to the Board of Trustees. Under some circumstances, the complaint may be filed with the County Superintendent in the event the matter cannot be resolved at the Board level.

Some complaints require different procedures. The school's office or the County Superintendent's office can provide information regarding specific processes for filing complaints.

### **COMMUNICATION – [www.lamotteschool.com](http://www.lamotteschool.com)**

**Understanding how busy everyone is, we strive to provide parents and students with timely and important news in a variety of ways.** A list of the teacher's email address is on the website. You may also call the office at 586-2838.

Each week an electronic “Memo” is sent to each family with news of the week and information on upcoming events.

LaMotte School has an excellent website dedicated to providing updated information to students and families. The site includes dates of upcoming events, permission forms, lunch menu, and our student handbook, and more. The website will be updated on a weekly basis to keep you informed of the latest news from the school. [www.lamotteschool.com](http://www.lamotteschool.com)

### **COMPUTER RESOURCES**

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

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

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

### **CONDUCT**

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

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

#### **Applicability of School Rules and Discipline**

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

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

## **Bullying/Harassment/Intimidation/Hazing**

### **LaMotte School District - Policy 3226**

#### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function. All complaints about behavior that may violate this policy shall be promptly investigated. 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.

#### **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact Mrs. Burke, their Teacher or the Counselor. *Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.*

#### **DISTRIBUTION OF MATERIAL**

##### **School Materials**

All school publications are under the supervision of a teacher, sponsor, and the Principal/Superintendent.

##### **Non-School Materials**

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

#### **DRESS AND GROOMING (LaMotte School Policy 3224)**

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

- Clothes must be neat, clean and appropriate for school
- All shirts need to cover your waist, navel and abdomen
- Shirts or jackets that make reference to sex, drugs, alcohol, or tobacco products are prohibited
- Shorts may be worn if they are of appropriate length
- Undergarments should not be visible
- Appropriate cold weather clothing is required for safety

- Coats are to be kept in the lockers during school
- Anything that creates a disturbance or interference to the educational environment is also strictly prohibited

### **EMERGENCIES AND PROCEDURES (LaMotte School Policy 8301)**

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

### **FUND-RAISING**

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

### **HEALTH ISSUES**

#### **COVID**

Isolation - If you have tested positive for COVID, remains unchanged. Can end after 5 days if you are fever free for 24 hours and symptoms have improved.

The first day of symptoms is day 0. If you still have fever or your other symptoms have not improved, continue to isolate until they improve. After you have ended isolation, you should wear a mask through day 10.

After Being Exposed to COVID-19, wear a high-quality mask or respirator (e.g., N95) any time you are around others inside your home or indoors in public for 10 days following exposure.

Watch for symptoms: fever, cough, shortness of breath, fatigue, muscle aches, headaches, sore throat, congestion, nausea, and diarrhea. If you develop symptoms, get tested, and stay home until you know the result. Get tested at least 5 full days after your exposure, even if you don't have symptoms. If you test Negative, continue wearing a mask and watching for symptoms through day 10.

If you test Positive, isolate immediately and follow isolation guidance.

#### **Maturation Classes**

Maturation Classes will be contracted with local health care professional for students in grades 4-8.

#### **Asbestos Survey**

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

#### **Safe Water Drinking Act**

The 1986 amendments to the Safe Drinking Water Act require that water suppliers notify their users of the possibility that lead may be a contaminant found in their drinking water. LaMotte

School tests frequently for coli form, lead and copper, nitrate and many other chemicals throughout the year. These tests are currently meeting state and federal guidelines and the results are available for review.

### **HOMEWORK**

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

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

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

### **IMMUNIZATIONS**

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

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent, if the student is a minor, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

### **LUNCH and SNACKS**

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

LaMotte School has hired a chef to provide healthy lunches two days a week. The price for a lunch is \$4.00 which includes milk. Parents receive a menu prior to the month of service; payment is due with each order. In an effort to keep costs down we are unable to provide same day ordering for lunch.

Students in grades 4-8 will be allowed to use the microwaves provided in the lunchroom. Students are discouraged from lunches that take more than two minutes to heat; or items that require additional containers for heating, such as a bowl to heat soup.

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

Milk is available for purchase yearly at \$20.00 for the entire school year.

**Please send a container for water with your child each day. Each child should also have a shelf stable emergency lunch available in their locker.**

### **MEDICINE AT SCHOOL**

The medication policy at LaMotte School allows for the legal and safe administration of medications to students. This is used whenever parents cannot administer the medication themselves at home. If a student requires any medication while at school, whether prescribed, over-the-counter or homeopathic, parents or guardians must complete a physician order form or a parental release form before any medication can be given at school. All necessary forms can be found on our website.

Please note the following guidelines:

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

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

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

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

**McKINNEY-VENTO ACT (Policy #3125)**  
**Education of Homeless Children**

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Principal will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Principal will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Principal will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Principal will appoint a liaison for homeless children.

A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure. If you have questions, please contact the Principal/Superintendent.

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school office.

- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Monitor the child’s academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or Principal/Superintendent, please call the school office at 586-2838 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organization includes the LaMotte School Parent Group.

### **Conferences**

Conferences are scheduled with parents at the end of the first trimester in the fall. Older students often lead their conferences. Students in grades K-3 generally do not attend conferences.

### **Lost and Found**

Outdoor clothing and equipment should be marked with a student’s name. Lost items are kept for a short time in a plastic container located near the door leading to the playground. This container will be placed outside periodically for parents to check. Encourage students to check this area often so a favorite article of clothing is not lost.

## **PARKING LOT AND PLAYGROUND**

### **Parking Lot**

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

## **PLAYGROUND RULES**

### **Basketball Hoops**

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

### **Bicycles**

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

### **Dome**

1. No hanging upside down.

**Equipment**

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

**Field Games**

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

**General Behavior Rules**

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

**Jump Ropes**

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

**Monkey bars**

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

**Sandbox**

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

**Slide**

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

**Swings**

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

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

**Climbing Wall**

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

## **PRAYER**

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

## **PROMOTION AND RETENTION (LaMotte School Policy 2421)**

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

## **PROTECTION OF STUDENT RIGHTS (LaMotte School Policy 2132)**

### **Surveys**

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

### **Instructional Materials**

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

### **Collection of Personal Information from Students for Marketing**

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

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

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

## **RECESS EXPECTATIONS**

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

## **REPORT CARDS AND PROGRESS REPORTS**

Written reports of absences and student grades or performance in each class or subject are issued to parents once every twelve (12) weeks. Progress reports are issued at mid-trimester. Report cards and progress reports must be signed by the parent and returned to the school promptly.

## **SAFETY**

### **Accident Prevention**

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

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

### **Emergency Medical Treatment and Information (LaMotte School Policy 3431)**

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

## **SEARCHES (LaMotte School Policy 3231, 3231P)**

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

### **Students' Desks and Lockers**

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

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

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

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

### **Drug Detection Dogs**

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

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

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

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Principal/Superintendent. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Principal/Superintendent will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Principal/Superintendent is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the

complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Principal/Superintendent or the Principal/Superintendent's designee.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision.

Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

### **SNOW**

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

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

### **SPECIALISTS**

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

#### **Music**

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

#### **Band**

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

#### **Art**

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

#### **World Languages**

LaMotte students in grades K-5 receive instruction in Spanish, French and Italian. Students in grades 6 through 8 receive instruction in Spanish.

#### **Technology**

Technology instruction is incorporated in the curriculum in all grades. Each student will have a device. Students have many opportunities to use the classroom computers to enrich their learning. Teachers are encouraged to utilize technology as a tool for instruction.

### **Library/Media**

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

### **Guidance Counselor**

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

### **Nurse**

LaMotte School does not have a school nurse. LaMotte School will consult with the Gallatin County Health Department when necessary.

### **Physical Education**

All students are required to participate in the physical education program provided. Students are asked to wear comfortable clothing and athletic shoes on days they have PE. Students may be excused from participating for medical reasons with a doctor's note.

### **SPORTS PROGRAM**

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

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

### **TELEPHONE MESSAGE/DELIVERY**

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

### **Cell Phones/Electronics (iPods, etc)**

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

### **TEXTBOOKS & SCHOOL PROPERTY**

Board-approved textbooks and or equipment are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A

student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book or equipment issued by the school or damaging a book or equipment issued by the school may be charged for replacement or repair.

## **TRANSPORTATION**

### **School Sponsored**

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

When riding school buses, the students are expected to follow the same behavior standards established for school.

## **USE OF SCHOOL FACILITIES**

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

## **VALUABLES**

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

## LaMotte School Discipline Process

Level 1 - Violations	Level 2 - Minor Violations	Level 3 - Major Violations	Level 4 - Illegal Violations
<ul style="list-style-type: none"> <li>● Running</li> <li>● Loud voices/yelling</li> <li>● Off-task behavior</li> <li>● Name calling</li> <li>● Noise making</li> <li>● Insubordination</li> <li>● Out of seat</li> <li>● Missing homework</li> <li>● Disruptive</li> <li>● Breaking lunchroom rules</li> <li>● Inappropriate behavior in the bathrooms</li> <li>● Chewing gum or eating candy except by teacher permission</li> <li>● Other:</li> </ul>	<ul style="list-style-type: none"> <li>● Lying/cheating</li> <li>● Indirect, inappropriate language/gestures</li> <li>● Inappropriate dress</li> <li>● Spitting</li> <li>● Repeated Level 1 Offenses</li> <li>● Cell phone/technology use w/o permission</li> <li>● Other:</li> </ul>	<ul style="list-style-type: none"> <li>● Direct, inappropriate language gestures</li> <li>● Fighting/physical aggression</li> <li>● Harassment/bullying</li> <li>● Overt defiance</li> <li>● Property destruction/misuse</li> <li>● Theft</li> <li>● Forgery</li> <li>● Internet misuse/cyberbullying</li> <li>● Skipping class</li> <li>● Third Level 2 Offense</li> <li>● Reference in conversation, writing, or pictures to weapons or acts of violence</li> <li>● Other:</li> </ul>	<ul style="list-style-type: none"> <li>● Drug use/possession</li> <li>● Weapon use/possession</li> <li>● Truancy</li> <li>● Arson</li> <li>● Bomb threat</li> <li>● Extreme property damage/vandalism</li> <li>● Combustibles</li> <li>● Assault/threats</li> <li>● Other:22</li> </ul>

- ❖ District staff is expected to intervene early and start the discipline process at the lowest possible level reasonably calculated to change the student's behavior and minimize loss of instructional time.
- ❖ District staff will involve parents/guardians early and throughout the office discipline process.
- ❖ District staff will use a continuum of positive behavioral interventions, strategies, and supports to encourage and reinforce appropriate behaviors conducive to a learning environment. Firm, fair, and consistent discipline requires that staff ensure that they are implementing disciplinary action in a calm, consistent, respectful and objective manner.

### Possible Actions

Conference, restitution, work duty, exclusion, detention, athletic and field trip restrictions, counseling, suspension, refer to juvenile or state family services, and expulsion.

Appendix A

	Level 1 - Violations	Level 2 - Minor Violations	Level 3 - Major Violations	Level 4 - Illegal Violations
Addressing the behavior	<p><b>Teacher-handled</b> The teacher addresses the behavior using classroom management strategies.</p>	<p><b>Teacher-handled</b> The teacher addresses the behavior using logical consequences (apology of action, take a break, or loss of privilege, move to another classroom). Notify office if 3rd offense has occurred.</p>	<p><b>Office managed</b> Send the student to the office where the principal will address the behavior. (Mrs. Vradenburg in the case of principal absence - follow up by principal upon return)</p>	<p><b>Office managed</b> Send the student to the office where the principal will address the behavior. (Mrs. Vradenburg in the case of principal absence - follow up by principal upon return)</p>
Documentation	<p>Teacher tracks classroom behaviors in own manner.</p>	<p><b>Yellow form -</b> Fill out a yellow form and send it home with the student to be signed. Turn it into principal after it is signed.</p>	<p><b>Red form -</b> Send a red form completed as thoroughly possible to the office with the student. The principal will finish filling out the form and send it home.</p>	<p><b>Red form -</b> Send a red form completed as thoroughly possible to the office with the student. The principal will finish filling out the form and send it home.</p>
Recess/Lunch	<p>Lunch/recess supervisors will address the behavior.</p>	<p>Supervisors will send the student to the office. The student will remain in the office until the teacher can get them and address the behavior.</p> <p>Supervisors will connect with the teacher later in the day to follow-up when necessary. White form will be completed and sent home.</p>	<p>Supervisors will send the student to the office. The student will remain in the office until the principal can get them and address the behavior.</p> <p>Supervisors will connect with the principal and the teacher later in the day to follow-up when necessary. Red form will be completed and sent home.</p>	<p>Supervisors will send the student to the office. The student will remain in the office until the principal can get them and address the behavior.</p> <p>School resource officer and parents will be called.</p> <p>Supervisors will connect with the principal and the teacher later in the day to follow-up when necessary. Red form will be completed and sent home.</p>