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AMSTERDAM SCHOOL BOARD & STAFF

SCHOOL BOARD:

Ethan Severson (Chairperson), Ken Kreitzer (Vice Chairperson), Criag DeBoer, John Fowler, and Jess McGuiness

PRINCIPAL and TITLE IX COORDINATOR:

Adam Galvin

OFFICE MANAGER:

Cathy Dawe

BUSINESS MANAGER:

Sharon Roe

CLERK:

Linda Skelton

TEACHERS:

| | |
|------------------|---|
| Heather Holborn | Kindergarten |
| Traci Salo | 1 st Grade |
| Katherine Beals | 1 st & 2 nd Grade |
| Kim Devore | 2 nd Grade |
| Sherilyn Stoner | 3 rd Grade |
| Marlene TeSlaa | 4 th Grade |
| Tylene Walters | 5 th Grade |
| Jamie Wubben | 6 th Grade |
| Tamara Engellant | Title 1 Reading & Math Specialist |
| Maria Tobias | Library |
| Sue Kocyba | Technology Teacher & Support Specialist |
| Patty Larios | Music/Band |
| Mike Ovenell | Guidance |
| Halcyon Bjonstad | PE / Health Enhancement |

SUPPORT STAFF:

| | |
|-----------------|-------------------------------|
| Lauren Meddings | Instruction Aide |
| Karen Dyk | Instruction Aide |
| Laura Melling | Instruction Aide & Lunch Aide |
| Tina Morrison | Lunch Aide |

SPECIALISTS:

| | |
|------------------|---------------------|
| Amy Hepler | School Psychologist |
| Michelle Halberg | Speech Clinician |
| Linda Heath | Special Education |
| Ann Allard | School Nurse |

MAINTAINCE & CUSTODIAL:

Mike Swanson, Harv TeSlaa & Robin Swanson

BUS DRIVERS:

Todd Flikkema, Ray VanDyken, Mike Ovenell, Paul Dykstra, Dori Clark, Gary Dykstra

Staff Email Reminder: all staff emails are first initial followed by last name @ amsterdamschool.org / example; agalvin@amsterdamschool.org

Welcome!

Dear Amsterdam School Students ~ Families,

Amsterdam is more than just a school. It is a thriving educational community serving over 135 students in grades K-6. We are both a school and a school district with a five member school board.

In my second year as school leader I have gained a strong appreciation for the high levels of educational excellence of which our school is capable. My annual goal is to sustain student achievement in reading and math, as well as ensure a successful implementation of enVisions Math curriculum in all grades. I will continue to faithfully serve the school community to the best of my ability placing a premium on trust, communication, and the best interest of each child.

On behalf of the teachers and staff, I would like to welcome each of our students to Amsterdam School for the 2010-2011 school year. An Amsterdam education is designed to meet the varied intellectual and developmental needs of each student. All of our teachers will work to continuously challenge our students in a stimulating and nurturing learning environment.

The purpose of the *Amsterdam School Student Handbook* is to inform students and their parents about the philosophy, principles and operational practices that help guide our school. Our school is unique and it is necessary for us all to become familiar with the components, procedures and established rules of the school. Please take some time to read this material with the intent of helping us to maintain the positive school climate and safe environment we enjoy here at Amsterdam.

Should questions or concerns arise as students and parents read this handbook, they should know that they are encouraged to discuss these with the school staff or me at any time. Changes this year have occurred in a number of sections most notably the attendance section in relation to our tardy rules. Open communication is an essential factor in the operation of an effective school. I want all families to be comfortable, respected, and heard. Such communication promotes common understanding and helps us accomplish our goals.

Amsterdam School provides the resources for each child to succeed in all aspects of school life: social, emotional, and intellectual. Please join in our efforts to sustain a high quality school and academic program where children grow and learn to the best of their ability and potential.

Sincerely,

Adam Galvin, Principal

AMSTERDAM SCHOOL VISION STATEMENT

A Quality Rural Education.

Values Shared by Board, Staff and Students

The mission and vision of Amsterdam School are supported by these core values of the entire learning community. The actions of the learning community are expected to be consistent with these values.

1. *All people have value.* It is each person's responsibility to strive to enhance and respect the values of others.
2. *All people have unlimited potential to learn.* People learn in different ways and at different rates and have the right to learn in an environment that accepts those differences.
3. *All people are challenged to higher levels of performance by high expectations.* It is each educator's, parent's, and community member's responsibility to set high expectations and invest the resources needed to help each student meet his or her potential. It is each learner's responsibility to capitalize on this investment.
4. *All people benefit from respect.* A school in which people and property are respected at all times is essential to the emotional safety and academic growth of everyone.

ATTENDANCE

The primary responsibility for good attendance of students in school rests with the parents. Parents are required under § 20-5-103, MCA, to assure that their children attend school regularly. The District recognizes the importance of monitoring the parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly.

Reporting Student Absences

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school by 9:00 a.m., of the reasons for the student's absence. If the school is not notified within 24 hours of the last absent day, the excuse will not be accepted, and the absence will be considered unexcused.

Excused Absences

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. Participation in school-approved activity

To be excused, this absence must be authorized by the principal and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.

2. Absence caused by illness, health condition, medical appointment, or family emergency

When possible, the parent is expected to notify the school office on the morning of the absence or send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one (1) makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need.

3. Absence resulting from disciplinary actions or short-term suspension

Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

4. Absence for parental-approved activities

This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent (and documented in an independent study contract.) An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

5. Extended illness or health condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Unexcused Absences

In cases where doubt occurs concerning the validity of an excused, the principal may require verification of conditions contributing to the absence. In the event the principal determines an absence is unnecessary the absence will be considered unexcused. Student will not get credit for work missed during those unexcused absences. Additionally, the teacher will not be required to provide make-up work. The principal or designee will attempt to notify parents of every unexcused absence so they may initiate corrective measures at home.

1. When a student evidences repeated trancies, a conference shall be held among the parent, student, and principal.
2. If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. Reference truancy below:

Truancy

The steps listed below detail the process by which unexcused absences are recorded, notified, and documented as truancy.

1. Parents are responsible for informing the office (282-7216) of all absences via parent phone calls or parent written note.
2. On the 10th unexcused absence per semester (not counting medical, bereavement, approval of the principal, or school activity related) the principal or designee will send a letter to the parent that includes a copy of the student's attendance record.
3. Upon the 15th unexcused absence, the District will file truancy charges with the County Attorney against the parent. The principal may recommend that the Board expel a student for chronic absenteeism.

Independent Study Contract

If an extended absence cannot be avoided we can offer an Independent Study Contract if the below listed requirements are met. Meeting *all* the Independent Study Contract requirements will make the absence excused and the make up work acceptable. We discourage taking extended vacation time other than school holidays and will not grant such time as excused and therefore student will not get credit for work missed during those unexcused absences, without an independent study contract.

Contract Requirements

1. Parent notifies office of plans at least 3 days prior to scheduled absence.
2. Parent visits the office to fill out an Independent Study Contract at least 3 days prior to scheduled absence. Or download form from internet and submit.
3. Parent or student picks up work at the office or classroom from teacher no later than the last scheduled day in school.
4. Upon return, all work must be completed and submitted to the teacher within 3 days of return.

Tardiness

Students are expected to be in class on time. A student is tardy if they arrive after the pledge is complete. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment

Tardiness Truancy

The steps listed below detail the process by which tardies are recorded, notified, and documented as truancy.

1. Upon the 5th tardy per quarter (not counting medical, bereavement, approval of the principal, or school activity related) the principal or designee will send a letter to the parent that includes a copy of the student's attendance record.
2. Upon the 8th tardy per quarter (not counting medical, bereavement, approval of the principal, or school activity related) the principal or designee will send a letter to the parent that includes a copy of the student's attendance record and a meeting will be arranged with the school board to review the attendance record.
3. Upon the 15th tardy per semester (semester one ends at the end of quarter 2 and semester two ends at the end of quarter 4), the District will contact the sheriff's resource officer to make a home visit. The principal may recommend that the Board expel a student for chronic tardiness.

*** If these efforts are not successful the District will file truancy charges with the County Attorney against the parent.

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

| | | |
|-----------------------|-------------------|--------------------------|
| Chickenpox | Hepatitis | Rubella (German Measles) |
| Chlamydia | Influenza | Including congenital |
| Colorado Tick Fever | Lyme Disease | Salmonellosis |
| Diphtheria | Malaria | Syphilis |
| Gastroenteritis | Measles (Rubeola) | Scabies |
| Giardiasis | Meningitis | Streptococcal disease |
| Ringworm of the scalp | Pinkeye | Tuberculosis |
| Head lice | Whooping Cough | |

DISTRIBUTION OF MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at the school by a student or a non-student without the prior approval of the Principal. Party invitations may not be distributed at school, unless the entire class is being invited.

LIBRARY/TEXTBOOK POLICY

After a library book is overdue, or a textbook is not found for six weeks it will be assumed that the student who checked out the book has lost it. The parents will be notified regarding the nature of the damage or loss and how restitution may be made. A student will not be included in school sponsored trips, and grades may be withheld until restitution is made by payment. If a book is damaged and rendered useless while in a student's care, the book will be replaced as specified for a lost book.

MEDICATION AT SCHOOL

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short-term acute health conditions. All medications:

- will be delivered to the office or classroom teacher
- will be in the labeled container received from the pharmacy, showing medication name, dosage, dates, and physician's name
- will be recorded in the medication log
- will be stored in a securely locked compartment

Teachers and other personnel are absolutely forbidden by law to dispense medicines without a written order signed by a physician. Medication must be in the labeled container received from the pharmacy. Medication is defined as any prescribed medicinal substance used to treat a disease, condition or symptom. Aspirin, cough medication, and other over-the-counter drugs will require a written parental notification form.

If the proper forms for giving medication have been received and school personnel do, in fact, administer medications, a daily record must be kept in the office by the person administering the medications. The record form must indicate the date, time of day, medicine, dosage, and initials of the person administering the medication. No one employed by the school should administer any medication, including over the counter drugs, to a student without the written permission. In the event of oversight, a phone call can provide permission for a single administration of medication. The nurse is the only person who is licensed to, and authorized to, give shots.

OBSERVATION AND VISITATION

Parents and community members are encouraged to make themselves familiar with the programs of Amsterdam School through observations and visitations. Guidelines for such visitations have been designed to avoid undue classroom disruption and to promote safety in the classroom.

All visitors MUST check in at the main office upon arrival at the school!

Parents/guardians concerned about any area of a student's program should address their concerns to the classroom teacher before planning an observation or visitation. To drop off items for students please visit the office first you may be directed to the drop off desk in front of the teacher's door.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except by parent notification to the office. A student who will need to leave school during the day must bring a note or have a phone call from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent. Students may not make arrangements at the end of the school day. We recommend that those persons coming to pick up students wait outside of the school building prior to dismissal. This will help minimize distraction at the closing of class time. We will be releasing students for parent pick-up, walking or bike riding out the south entrance door and students for bus riding out the north entrance door. Parents picking up should park in the south parking lot and wait by the door or in the entrance way during extreme weather. Once students are released to parents school supervision is no longer provided. Students who remain at school on playground must be supervised by parent or designated adult.

EMERGENCY PROCEDURES

In the case of an emergency during school hours school personnel follow the School's Emergency Management Plan. The school maintains an up-to-date phone tree for disseminating emergency information to parents and guardians as needed before, after, or during the school day. School closures are possible due to weather, power loss, bomb threat, etc. and every attempt is made to notify parents via phone tree in such cases as early as possible before school or as quickly as possible during the school day. It is possible for the opening of school and bus routes to be delayed or for buses to be canceled due to dangerous driving conditions. A delayed start will typically be 9:00 am parents will be notified via phone tree in such cases. Should students need to be evacuated from campus our designated evacuation destination is Danhof Chevrolet. The school cell phone number is 406-600-8073 and can be called during an emergency for instructions and communication purposes.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within a reasonable time from the day the District receives a request for access.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, parents'/guardians' names and addresses, academic awards, degrees, and honors information in relation to school-sponsored activities, and organizations.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

STUDENT 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.

When violation of approved rules occurs, the school is authorized to take appropriate action designed to ensure responsible behavior on the part of the student. In order to guarantee the rights of all students to an education in an orderly environment, all students are expected to accept the following guidelines of conduct.

CONDUCT (SCHOOLWIDE RULES & RESPONSIBILITIES)

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following rules and responsibilities:

1. Respect and work cooperatively with fellow students and school staff.

2. Be punctual and regular in school attendance.
3. Respond positively and promptly to direction by faculty or staff members.
4. Refrain from fighting or other abusive behaviors directed toward any student, faculty or staff member.
5. Refrain from the use of profanity or vulgarity.
6. Avoid encouraging or assisting another student to take action which would subject a student to suspension or expulsion.
7. Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function.
8. Refrain from damage to, or theft of, personal property.
9. Refrain from unauthorized entry into or misuse or damage of school property.
10. Be financially responsible, with parent or guardian, for willful damage or destruction of school property.
11. Refrain from throwing rocks or ice balls (snowballs in baseball field are ok)
12. Walk in halls and on stairways.
13. Possession, use, and/or distribution of illicit drugs/alcohol/tobacco on school premises or as a part of any school sponsored activity are strictly prohibited.
14. Electronic devices such as hand held games, pagers, personal organizers, MP3 players, digital cameras, cell phones etc. are not allowed in use at school or on bus without permission.

Compliance with these guidelines of conduct is mandatory. Failure of a student to comply with these regulations constitutes an infringement upon the rights of other students.

GUM

Amsterdam School is a GUM FREE campus. Students are prohibited from chewing or possessing gum on campus, on bus, or on fieldtrips. This includes all indoor facilities and all outdoor grounds. Gum can be at least an unwanted distraction to the learning process and at worst a safety hazard. We also strongly encourage adults to role model our GUM FREE campus policy and to not chew gum when they are on our campus.

DRESS CODE/STUDENT ATTIRE

A student and his/her parent or legal guardian are responsible for a student's pattern of personal appearance. Personal appearance includes dress, grooming, and personal hygiene. Because a definite correlation exists between dress, attitude and achievement in school, students will be expected to keep themselves well-groomed at all times. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others, and does not materially or substantially disrupt or distract from the educational process.

1. Student dress should be neat, clean and properly fitting.
2. Student dress should meet common standards of decency at all times.
 - a. See-through shirts are not permissible
 - b. Clothing with a bare midriff is unacceptable. The hem of a shirt must easily touch the top of the pants. During P.E. classes, girls will be expected to wear a full length shirt.

- c. No spaghetti strap shirts or dresses allowed. Wide cut tank tops will be allowed if cut in a modest fashion.
 - d. Any article promoting obscene, vulgar or suggestive connotations will not be permitted.
 - e. Shorts and skirts must be fingertip length when arms are extended at sides.
 - f. No pajamas or slippers.
3. Any article containing references to alcohol, tobacco or illegal drugs will not be permitted.
 4. Pants must fit to ride on hips or above.
 5. No headgear, such as sweatbands, hats, bandannas or scarves will be worn in the classrooms or cafeteria during regular school hours.

BUS RULES

The following rules are aimed at ensuring the safety of your children while riding the school bus and waiting at the bus stop. Please review these rules with your children and make sure they understand them. Rules apply to school field trips.

1. Please be at the bus stop on time.
2. DO NOT cross the road until the bus has come to a complete stop and the red flashing lights are flashing.
3. Look both ways for traffic and cross in front of the bus to get on after you are sure that all oncoming cars have stopped. Do not assume that cars will stop because the bus has its lights on!
4. Find a seat and sit down quickly. Remain in your seat as long as the bus is moving. Change seats only when the bus has come to a complete stop.
5. No standing on the bus while it is moving.
6. Keep your hands and feet to yourself. Don't "hang" over the seat backs.
7. Wait until the bus has come to a complete stop before getting off.
8. After departing from the bus, always cross in front of the bus when crossing the road.
9. The school must be notified in writing (or a parent may phone the school) of any changes in bus stops for our students.
10. NO EATING on the buses. NO ELECTRONIC devices are allowed.
11. Vandalism to the bus is grounds for immediate suspension of bus privileges and possible reimbursement for damages.

Misconduct will be handled in the following manner: minor offenses will be dealt with by the bus driver, teacher, or principal talking with the student and/or parent. Major offenses will be dealt with as with by the Principal based on number, regularity, and severity of offenses at the discretion of the principal: The following list denotes a *preferred sequential progression* of behavior consequences. However, consequences *are not guaranteed* to progress in this order. The student's behavior and the Principal's professional judgment are determining factors which may influence the progression of behavior consequences.

- Driver will report the offense to the teacher, who will call the parents.

- Driver will report the offense to the Principal, who will call the parents and institute short term bus suspension.
- Driver will report the offense to the Principal, who will call the parents and institute long term bus suspension.

SCHOOL PARKING & STUDENT PICK-UP

There can be no parent cars parked in the North Parking Lot after school because the bus plan calls for all five busses to come through that parking lot around 3:30. Teachers will be walking their classes to the busses to ensure students get on the proper bus. Therefore we ask parents not to park in the North Lot between the hours of 2:30 to 4:00.

Parent pick-up in the afternoon is in the South Parking Lot in front of the old school where your children will be waiting supervised by a school staff member. Please also use this spot for dropping-off in the morning as busses also use the North lot in the morning.

For the safety of all children, there will be a yellow chain closing the South Parking Lot between 10am and 2:20pm. This is so students are safe during recess periods on the black top near the recess area. If you are coming to the office during this time please park in the North Parking Lot and walk around to the office. The North entrance way is locked all day after students enter the building for building safety.

PLAYGROUND RULES

The school does not provide playground supervision after the buses leave. If your child has been released to you or another adult you have informed us about, he/she is permitted to use the school grounds including the playground while you or the authorized adult remain on campus. Please note the parent or appointed adult is responsible for the well being of the student and all school rules and playground rules are still in place for safety.

At various times outdoor recess is canceled and moved inside for reasons such as snow, rain, mud, smoke, wind, etc. Indoor recess is held in the multi-purpose room or classroom with the same supervision staff; students are allowed to bring games from their classrooms. During periods of heavy smoke from wild fire and decreased air quality the school uses the guidelines from the Montana Department of Environmental Quality to determine the status of air quality prior to recess release.

During winter months students and parents are advised to prepare children with proper clothing. It is the responsibility of both parents and students to be prepared for winter weather. Please send your child to school with hats, gloves, snowpants, coats, and boots during winter conditions. We are very concerned that if there were an emergency on the bus or at school, students would not be dressed appropriately for the evacuation. During winter conditions it is the responsibility of the classroom teacher to evaluate whether a student is properly equipped to go outside. If the teacher determines the student is not properly prepared they will hold the student in from recess and notify the parent at the end of the day. In most cases students do go out for recess if the temperature is 0 or above. Wind chill is considered as we determine whether there is recess or not.

The following rules are aimed at ensuring the safety of your children while using the playground and fields. Please review these rules with your children and make sure they understand them. Students are encouraged to use only their own equipment.

- Swings - Sit with your bottom on the swing, swing back and forth, stop the swing and get off.
- Merry-go-round - Push at appropriate speed, sit or stand in the middle, jump on or off while moving if safe to do so
- Slides - One person at a time, sit with your bottom on the slide, feet first - hands and feet inside, use ladder to reach top of slide
- Wood structures - Small cabin for inside play, large log cabin for climbing
- Metal/Plastic play structures - Be aware of self and others, used for climbing, hanging by arms, sliding, tag, climb on appropriately, slide down, hang by hands and knees, wood chips are to remain on the ground
- Grass area-used for - Soccer - close to school, Battle ball - close to school, Football - touch only, Tag Games
- Baseball field - Kickball, Baseball, Snowmen and snow forts in winter, Gravel/rocks are to remain on the ground snowballs
- Sledding hill- Own sled required, boots, mittens, snow pants, hat required, walk up edge away from sledding path, hold on to sled. Sleds are allowed at school but cannot be transported back and forth on the bus, may be brought here on the bus and left here.
- Basketball area - Follow rules of game agreed upon by group playing
- Blacktop area - Own equipment required (skateboards, roller blades, scooters); protective gear recommended
- Sidewalks - Jump ropes, walking
- Toys - Please use the school equipment provided; recommend leaving personal toys at home
- Bike racks - Once you have arrived on the playground, park your bike in the rack and leave it there until the end of the school day
- Fences - Are boundaries - not equipment

CAFETERIA & ASSEMBLY RULES

The following rules are aimed at ensuring the safety of your children while using the cafeteria for lunch or assemblies. Please review these rules with your children and make sure they understand them.

Lunch:

- Be respectful of others at all times
- Keep hands and feet to yourself
- No throwing food or drink
- Clean up after yourself
- Ask permission for the bathroom or to be dismissed to recess
- Be polite and orderly in the lunch line and to those serving lunch
- Use inside voices and refrain from shouting
- No soda allowed. Carbonated juice or water drinks are ok.

Assemblies:

- Sit in the area chosen by your teacher
- Be respectful of others at all times
- Politely listen and watch presentation without disruption
- Ask permission for the bathroom
- Wait to be dismissed by class at the end of the presentation

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer 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 resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Teachers may establish computer use rules which students must follow. Students and parents should be aware that electronic communications such as e-mail while using District computers, are not private and may be monitored by District staff.

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.

GRADE SCALE

| | |
|--------------|----|
| 97-100 | A+ |
| 94-96 | A |
| 90-93 | A- |
| 87-89 | B+ |
| 84-86 | B |
| 80-83 | B- |
| 77-79 | C+ |
| 74-76 | C |
| 70-73 | C- |
| 67-69 | D+ |
| 64-66 | D |
| 60-63 | D- |
| 59 and below | F |

CELL PHONES

The school recognizes that many students have cell phones in order to communicate with their parents after school. However, all student cell phones must be turned off and stored in backpacks during the school day which includes the bus ride to and from school.

ALCOHOL, DRUGS, & TOBACCO

No students may use, possess, sell or otherwise distribute alcohol, tobacco, illegal drugs, or be intoxicated as a result of using alcohol or drugs, while present on school property, or participating in any school activity or function regardless of its time or location. The sale or distribution of alcohol, tobacco, or drugs will result in immediate recommendation for expulsion.

First Occurrence

1. Student will be sent home for the remainder of the day following contact with the parent/guardian. Notification will be made to all proper authorities, including law enforcement personnel, as needed.
2. Student will make up the time missed for the above day and be suspended via a disciplinary referral for 5 days out of school suspension.
3. Parent conference is required.
4. Use of drugs/alcohol is potentially life threatening.

Second Occurrence

1. 3. and 4. Same as above
2. Student will be suspended via a disciplinary referral from school for five days, and the administration will recommend expulsion from school for the balance of the semester to the Board of Trustees. The student would fail all courses for the grading period when expelled.

STEALING

Due to the wide range in severity of the act, the stealing policy is written to allow the administration to fit the level of punishment to the level of the offense.

For all offenses:

- The student will call and tell the parent or guardian what he/she stole and why.
- Students will need to serve a 60 minute detention or community service after school.

Further consequences may include, but are not limited to:

- The student will be suspended from school for a minimum of one day and up to five days.
- The proper authorities may be contacted.
- The Principal will recommend expulsion to the Board of Trustees. The student will be suspended until the Board hearing which will be held within 10 days of the offense.

The severity of the offense will be determined by the Principal and the teacher who discovers the theft.

WEAPONS

Guns, knives, bullets or any other weapons are prohibited on school property. A student who uses, possesses, controls or transfers a weapon shall be expelled for a definite period of time of at least one (1) calendar year and shall be referred to law enforcement for immediate prosecution. The Board, however, may modify the expulsion period on a

case-by-case basis. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry or store a weapon in a school building. A “weapon” shall be defined as any firearm, a knife with a blade four (4) inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.

SEARCH

All student use areas, student and school properties are subject to search by the staff at any time.

STUDENT DISCIPLINE

Disciplinary action may be taken against any student guilty of disobedience or misconduct such as but not limited to:

- Disobeying directives from staff members or school officials and/or rules governing student conduct
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct
- Engaging in any activity that constitutes an interference with school purposes or an educational function, or any disruptive activity
- Hazing
- The forging of any signature, or making of any false entry, or the authorization of any document used or intended to be used in connection with operation of the school
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property
- Sexual harassment which has the purpose or effect of substantially interfering with a student’s educational environment, or of creating an intimidating, hostile, or offensive educational environment

The grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities but not limited to:

- 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 which bears a reasonable relationship to the school
- Traveling to and from school or a school activity, function, or event or
- Anywhere, if 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

DISCIPLINARY MEASURES

Disciplinary measures or consequences may include, but are not limited to:

- Warning
- Time out
- Conference with teacher or principal
- Missed recess or suspended playground privileges
- Letter or call to parents
- Parent conference
- Restitution
- Detention
- Suspension
- Expulsion
- Loss of bus privileges

Elementary teachers and aides will review consistent appropriate behaviors with all students during the first week of school. Each teacher will use a consistent discipline system with his/her classroom to maintain appropriate behaviors.

Elementary students who violate a playground rule are subject to the following *preferred sequential progression* of behavior consequences. However, consequences *are not guaranteed* to progress in this order. The student's behavior and the teacher's professional judgment are determining factors which may influence the progression of behavior consequences.

- | | |
|-------------------------|--|
| 1 st Offense | A warning and an opportunity to immediately correct behavior. |
| 2 nd Offense | The student will be removed from play and assigned to time-out area on the playground. |
| 3 rd Offense | The student will be removed from playground and will go to time-out area in office. |

If a student is involved in a physical confrontation, intentionally uses inappropriate language (swears), or sexually harasses another student or staff member, parents may be contacted to arrange an after school conference. Students involved in a fight with others will be removed from the setting and parents will be notified of further disciplinary action.

STUDENT SUSPENSION PROCEDURES

When violation of approved rules occurs, school officials are authorized to take appropriate action designed to ensure responsible student behavior and protect the rights of all students to an education in an orderly environment. Disciplinary action will vary depending on the seriousness of the infraction and the judgment of those officials whose responsibility it is to supervise student behavior. In those cases when the disciplinary action is judged to be suspension, either in-school or out-of-school, the following procedures must be included in the student suspension:

1. A personal conference that involves the principal and, if appropriate, a teacher or teachers will be held with the student for the purpose of giving the student notice of the charges, the basis of the accusation and an opportunity to present the student's side of the story.
2. The principal will contact the student's parents or guardians to describe the nature of the student's behavior problem and consequences.
3. Suspensions over 10 days may be administered only after a hearing is held before the Board or if the right to such hearing is waived in writing by the student's parents or guardians.

EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No students shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to Adam Galvin, the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

COMPLAINT PROCESS

The following procedure outlines the steps to be taken by anyone having concerns about the quality of education at Amsterdam School, and the actions to be taken by the teaching staff, principal and the School Board.

1. An individual with a concern or complaint is encouraged to first discuss it with the staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with an Administrator of staff member that is not involved in the alleged harassment.

2. If the concern or complaint is not resolved in meeting with the staff member involved, the concerned party will submit a statement in writing to the principal. The statement should specifically identify the nature of the complaint, the remedy sought, and the events or details precipitating the concern. The statement must be signed and dated by the concerned party and filed with the principal within thirty (30) days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.
 - a. If the complaint concerns a specific teacher, the principal will promptly investigate the claim and, discuss the situation with him/her, and call it to the attention of the teacher. The teacher will be given an opportunity to respond or rebut the complaint. The principal may organize a meeting which will include the concerned party and the teacher.
 - b. If the complaint concerns the educational program of the school in general, the principal may organize a meeting with the concerned party to discuss the nature of the complaint.
 - c. The principal will respond in writing within thirty (30) days of the receipt of the complaint. If a meeting is held with the concerned party will, preferably, within thirty (30) days after receipt of the written statement. Every effort should be made at this meeting to resolve the concern. A summary of the meeting will be signed by those attending and will be attached to the complaint statement. At the conclusion of the meeting between the concerned party and principal, the principal will advise the concerned party of his/her right to appeal to the Board, as provided in step
3. If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may submit a written request to the school Board chairperson that the Board consider an appeal of the administrator's decision. This request must be submitted to the Principal within fifteen school days of the Principal's written response, for transmission to the Board. Upon written appeal, the Board will consider the Principal's decision. Upon receipt of written request for appeal, the Chair will either: place the appeal on the agenda of a regular or special board meeting; or appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

INSTRUCTIONAL MATERIALS

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet.) The term does not include academic tests or academic assessments.

HOT LUNCH

Lunch accounts are now done through Amsterdam School. Cathy enters charges and deposits on Fridays so I can give you your balance at that time. Deposits can be made at anytime. Lunch checks should be made out to Amsterdam School. Statements will be sent out at the end of each month only to those who have a balance due or a small credit balance (this will be a negative number showing how much you have left in your account). The statements will list each weeks invoice charges, deposits, and balance due for the past month. If you want a copy of the invoices please let me know, otherwise only the statement will be sent to save paper. All accounts over 30 days will be reviewed by the Principal monthly.

Regular priced meals (milk is included) are \$2.40 and reduced priced meals are \$.40. Students bringing a cold lunch may order milk. If your financial situation changes during the school year and you now qualify for free/reduced lunches an application can be requested. Also, if you no longer qualify please contact me. A menu will be sent home monthly. It is the same menu as Manhattan's. We will not have hot lunch when Manhattan School is not in session. We will try to forewarn you on the monthly Amsterdam School calendar when you need to send a cold lunch with your child/children.

Hot lunches can not be ordered after 9:00 a.m. If your child will be late for school but wants hot lunch please call in before 9:00 or send a sack lunch. Also please make sure your child knows whether he/she is eating lunch as Manhattan only sends what I have ordered. A hot water dispenser is available for students to use instant lunch options. Students must ask an adult to fill their containers. Microwave use will still be prohibited as it is not practical to safely meet the needs of student use.

FIELD TRIPS

Field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. Field trips may result in lost learning opportunities in missed classes. Therefore, the school endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Chaperones are valuable participants in field trips. Either the teacher or the Principal will approve chaperones for each trip. Chaperone's intending to provide transportation must fill out an insurance form and meet our minimum insurance requirement. Chaperones may not bring siblings. Adult and student sibling participants will be allowed on certain field trips, as approved by Principal, provided they cover their own expenses. Such participants must sign a participation release form prior to participating in any field trip activities. Adults must accompany siblings at all times however, they must arrange their own transportation to and from the trip location because students who are not enrolled cannot be covered under our insurance policy.

HOME TO SCHOOL COMMUNICATION

We ask that any time a parent calls with a message that a student needs that day, either immediately in the case of emergency or by the end of day before they depart, be given to Mrs. Dawe via phone or via her voicemail if she does not pick up. Please do not leave such messages on a teacher's voicemail or on email to a teacher or Mrs. Dawe.

Teachers are committed to checking their school voicemail daily before they leave school, but no earlier than 4pm. Teachers are too busy with academics to commit to checking voicemail before 4pm. Teachers will also check email every couple of days. All school staff will endeavor to respond to voice and email promptly.

When you dial the school and no one picks up you will be sent to Mrs. Dawe's voicemail, which is the proper spot for a message. Messages are checked immediately by Mrs. Dawe upon return to her office and responded to promptly. Please do not dial a teacher's extension to leave a message that must be delivered by the end of the day or request to be transferred to a teacher's extension for that purpose. Transferring to a teacher's room during the instructional day is generally not accommodated.

Please try not to call or leave messages after 2:45 pertaining to that day's transportation as they are difficult to ensure accurate delivery. However, when the need does arise to call after this time, we will endeavor to meet your needs. Student safety is our top priority. I hope this will help improve communications. Please let the office know if you continue to experience any difficulty. This letter is posted on our website should you need to access it again.