



# 2023-2024 Student Handbook

## AMSTERDAM SCHOOL

6360 Camp Creek Road  
Manhattan, MT 59741  
Phone: (406) 282-7216  
Fax: (406) 282-7724  
Office Hours: 8 A.M.-4 P.M.  
Student Hours: 8:20 A.M.-3:35 P.M.

### AMSTERDAM SCHOOL ADMINISTRATION

**Marisa Stewart**

Principal/Superintendent  
[mstewart@amsterdamschool.org](mailto:mstewart@amsterdamschool.org)

**Holly Boers**

Office Manager  
[hboers@amsterdamschool.org](mailto:hboers@amsterdamschool.org)

**Sharon Roe**

Business Officer  
[sroe@amsterdamschool.org](mailto:sroe@amsterdamschool.org)

**Martha Schneider**

District Clerk  
[mschneider@amsterdamschool.org](mailto:mschneider@amsterdamschool.org)

# AMSTERDAM SCHOOL VISION STATEMENT

The Amsterdam school community supports quality rural education where all students develop a life-long love of learning.

## VALUES SHARED BY BOARD, STAFF, & 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.

# AMSTERDAM SCHOOL STAFF

## **Certified Staff:**

Keda Miller	Kindergarten
Becky Pipal	1st Grade
Kathy Wiersema	1st/2 <sup>nd</sup> Grade
Kim Devore	2 <sup>nd</sup> Grade
Sherilyn Stoner	3 <sup>rd</sup> Grade
Michell Haag	3rd Grade
Monica Armstrong	4 <sup>th</sup> Grade
Tealla Martin	5 <sup>th</sup> Grade
Jamie Wubben	6 <sup>th</sup> Grade
Chantel Doherty	Title 1 Specialist
Angela Bergantine	Library and Technology Teacher
Sue Kocyba	Technology Support Specialist
Patty Larios	Music/Band
	Guidance
Amber Hultman	PE / Health Enhancement
Martha Schneider	Special Education Teacher

## **SUPPORT STAFF:**

Karen Dyk	Instructional Aide
Falon Albertson	Instructional Aide

## **SPECIALISTS:**

Lani Smith	Director of the Special Ed Co-Op
	School Psychologist
Amanda Massey	Speech Therapist
Jennifer Lewis	Occupational Therapist
Erin Farrell	Counselor

## **MAINTENANCE**

Greg Hohn

## **CUSTODIAL**

Karrie Nagel

## **Manhattan Christian School Bus Coordinator:**

Todd Flikkema

**Staff Email Reminder:** all staff emails are first initial followed by last name @ amsterdamschool.org / example; [hboers@amsterdamschool.org](mailto:hboers@amsterdamschool.org)

## **To Students and Parents:**

The Amsterdam 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.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Amsterdam School District’s policies can be found on the district website at: [amsterdamschool.org](http://amsterdamschool.org)

## **EQUAL EDUCATION, NONDISCRIMINATION**

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.

• **Release of “Directory Information”** *“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, gender, parent/guardian’s name and address, photograph (including electronic version), date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, and honors and awards received. In exercising my right to limit release of this information, I have completed the Student Directory Information*

*Notification* and returned it to the school.

## **Rights Concerning a Student's School Records**

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

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.

The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

The right to a copy of any school student record proposed to be destroyed or deleted.

The right to prohibit the release of directory information concerning the parent's/ guardian's child.

The right to request that information not be released to military recruiters and/or institutions of higher education.

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. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

# **ALCOHOL, DRUGS, & TOBACCO**

No person 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.

## **Annual Asbestos Notification- Amsterdam School District (Pursuant to the AHERA Rule, C.F.R. ss763.84(c), 763.93(g)(4))**

Asbestos is a naturally- occurring mineral which has, until about 1980 been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound.

Examples of asbestos-containing building materials (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorate over time, or are disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated with the AHERA Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the AHERA Rule, the Amsterdam School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and locations of these ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are linoleum flooring in the restrooms in the old building.

Upon confirmation of the presence of ACBM, and Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. *The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings are maintained in a condition that will not pose a threat to the health of our students and employees.* The Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include keeping the linoleum flooring maintained in good condition and re-inspection and reassessment of nonfriable and assumed ACBM. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semi-annual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness training program for maintenance and custodial personnel is discussed.

Copies of the Asbestos Management Plans are available for your review in the School District administrative office during regular office hours. Mrs. Reynolds is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plans to her at 282-7216.

## 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.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to

disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

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. When a student arrives late, the student is required to report directly to the office. All absences and tardies will be recorded on the report card. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

Students can accumulate ten (10) absences each semester. This includes excused and unexcused, but does not include extracurricular absences. After 10 absences, additional absences are considered unexcused. Once the teacher observes that the student's absences or tardiness are having an adverse effect on the student's progress, the teacher will make parental contact to express concern and to explain the problem. If no improvement is made a meeting will be required with the teacher, principal, and counselor to create a plan so that the absenteeism has minimal effect on the student's academic success. Absences and excessive tardiness may be significant factors in the decision of retention.

### 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

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. 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 it is practical. The school has established expectations for distance learning to accommodate students who must complete work from home.

Unexcused Absences

In cases where doubt occurs concerning the validity of an excused absence, 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. Students 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 accumulates repeated trancies, a conference shall be held among the parent, student, teacher, 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 10<sup>th</sup> absence per semester the principal or designee will send a letter to the parent that includes a copy of the student's attendance record.
3. Upon the 15<sup>th</sup> absence, the District may file truancy charges with the County Attorney against the parent. The principal may recommend that the Board expel a student for chronic absenteeism.

## Tardiness

Students are expected to be in class on time. A student is tardy if they arrive after the pledge is complete and the students have entered the classroom. 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 5<sup>th</sup> tardy per quarter the principal or designee will send a letter to the parent that includes a copy of the student's attendance record.
2. Upon the 8<sup>th</sup> tardy per quarter 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 15<sup>th</sup> 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.

## **BOARD OF EDUCATION**

Board of Education meetings are usually held on the second Thursday of each month at 7 p.m. at Amsterdam School. Schedule changes or additional meetings are posted regularly on our school website and on the entrance to the School Office.

Board Members:

Brandon Bailey, President  
Ryan Mattick, Vice-President  
Todd Graham, Trustee  
Kristy Sullivan, Trustee  
Alana Edwards, Trustee

## **BULLYING**

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- (a) causes a student physical harm, damages a student's property, or places

a student in reasonable fear of harm to the student or the student's property;

(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or

(c) substantially and materially disrupts the orderly operation of a school.

(2) The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups. MCA 20-5-208

Examples of bullying include, without limitation, harassment, threats, intimidation, stalking, physical violence, sexual harassment or violence, theft, public humiliation, teasing, social exclusion, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the above actual or perceived characteristics, or any other distinguishing characteristic, is prohibited.

No student shall be subjected to bullying:

1. During any District-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-events or activities; or 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

## **BUSSING**

Amsterdam School contracts busses through Manhattan Christian School. Students will follow the expectations of MCS's bus drivers and follow The Amsterdam Way when riding to and from school. If you have concerns about bussing please call the Amsterdam School office. Amsterdam School's administration will communicate with MCS any necessary concerns or information. If a problem is still not resolved a parent may be directed to contact MCS administration or the Transportation Coordinator.

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 also 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. Do not change seats!

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. 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 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.

## **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. This includes the bus ride to and from school.

## **CHILD DEVELOPMENT DAYS**

District 75 participates in screenings for children ages Birth-5 years old at the request of parents who have concerns about their child's readiness for kindergarten and/or to identify children ages 3 – 5 who may be eligible for special education and related services. These screenings are in the fall each school year in cooperation with the Gallatin-Madison Special Education Cooperative. Notification of screening dates and locations will be provided through the school's newsletter, the district website, and other postings. The pre-school screening focuses on speech/language, motor, socialization and school readiness skills. If you have any questions about the screenings, please contact the office at (406) 282-7216.

## **COMMUNICABLE DISEASES & CONDITIONS**

Any student with a fever (100.4\* or higher) during the school day will be sent home. Any student with a fever must be FEVER FREE for 24 hours (without the aid

of fever reducing medications) before returning to school. Following these guidelines will help prevent other students from being infected.

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	COVID-19

## **COMMUNICATION- HOME TO SCHOOL**

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 the office via phone or via the office voicemail. Please do not leave such messages on a teacher's voicemail, in an email to a teacher, or the office.

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 at least once each day. All school staff will endeavor to respond to voicemail and email promptly.

When you dial the school and no one picks up you will be sent to the office voicemail, which is the proper spot for a message. Messages are checked immediately by a staff member in the office upon return to the office and responded to promptly. Staff will hand deliver messages to the classroom so that students are not interrupted. 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 not accommodated as it interrupts student learning. Please do not call or leave messages after 2:45 pertaining to that day's transportation as it is 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.

## **COMMUNICATION- SCHOOL TO HOME**

A school newsletter is generated once a month throughout the school year. This newsletter, called the Cougar Report, is a source of up to date communication

between the school and home. The Cougar Report is sent out via email, posted on our website, and paper copies are provided to families per request. A short Weekly Update containing upcoming activities and events will be emailed from the office at the end of each week.

Each teacher is responsible for communication with families in their classroom. Teachers will send correspondence throughout the year for a number of reasons. Weekly or monthly newsletters may be provided. Some teachers may use a blog or website to promote their on-going activities.

The Amsterdam School website is [www.amsterdamschool.org](http://www.amsterdamschool.org) and is an online source for current Cougar Reports, District 75 forms and applications, contact information, and other resources. The website is updated regularly throughout the year.

## **COMPLAINT PROCESS**

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

### Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The grievance procedure shall be made available on the District's website and the location of which shall be included in all handbooks issued by the District.

The District requests all individuals to use this complaint procedure to resolve concerns within the District when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board. Attempts to bypass this Uniform Complaint Procedure at any of its Levels shall be redirected by District officials at the appropriate Level.

The District will seek to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

#### Level 1: Informal

An individual with a complaint should first attempt to discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally in accordance with requirements of Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. An exception to attempts at informal resolution is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

#### Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an investigation and file a report and recommendation with the Administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

### Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

### Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar 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.

## 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 that 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.

Under the supervision of District staff, students may create accounts, or have accounts created for them, on appropriate educational websites and apps. Amsterdam School is a member of the Montana Student Data Alliance which vets the policies of educational technology vendors to ensure they comply with Montana Student Data Privacy Policy. For additional information, see policy 3612, 3612P, 3612F.

## CORE CURRICULUM

A comprehensive core curriculum is offered to all District 75 students. Beginning in kindergarten, children are instructed in reading/language arts, mathematics, science, social studies, physical education, music, technology, and library. The curriculum is aligned with state and national standards and reflects the vision of the school board and the community. Instructional strategies are developmentally appropriate and based upon research and best practices in education.

## 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.

**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.

# 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 or consequences may include, but are not limited to:

- Warning
- Break from activities
- Being withheld from school sponsored trips
- 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 staff will review The Amsterdam Way and 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 a certain order. The student's behavior and the teacher's professional judgment are determining factors that may influence the progression of behavior consequences.

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 afterschool conference. Students involved in a fight with others will be removed from the setting and parents will be notified of further disciplinary action.

## **DISMISSAL- PICK-UPS/WALKERS/BIKERS**

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

Parents are expected to follow proper safety guidelines for driving children off of school property. This includes seat belts for each person, car seats when necessary, and cautious driving when entering and exiting the property.

Any child riding their bike or walking home must have permission via a parent phone call in the morning or a signed note. Students who are walking or riding their bike home must wait until the south parking lot is free of traffic and may only leave the school property once they are dismissed by a staff member.

## **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 (or, another acceptable example, if it is a party for just boys and all the boys in the class are invited).*

## **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.

## **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, text message and/or email in such cases.

## **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 Katherine Dawe, 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.

## **Family Engagement**

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies,

practices, and programs; and

6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

## FEES

The Board of Education has established the following student fee schedule for the 2023-2024 school year:

### **Out of District Tuition**

First child is \$1275.08 per school year prior to school starting

Each additional child \$637.54 per school year prior to school starting

### **Out of District Bus Fees**

\$75 per month per child 1st-6th; \$54 per month per child Kindergarten

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including: Costs for materials for a class project that the student will keep, membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities, personal physical education and athletic equipment and apparel, voluntarily purchased pictures, yearbooks, etc., participation fees for extracurricular activities, musical instrument rental and maintenance, personal apparel used in extracurricular activities that becomes the property of the student, fees for lost, damaged, or overdue library books.

## FIELD TRIP

Field trips are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom learning by providing 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 that 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 the necessary insurance form and meet our minimum insurance requirement. **Chaperones may not bring other children.**

# **FIREARMS AND WEAPONS**

It is the policy of the Amsterdam School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

## **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks ; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Refer to Policy 3311

# **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least 30 days before the event. Except as approved by the Principal, fundraising by non-school groups is not permitted on school property. (See policy 3530)

# **GRADING SCALE (3-6)**

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

## **GUM**

Amsterdam School is a GUM FREE campus. Students are prohibited from chewing or possessing gum on campus, on bus, or on field trips. This includes all indoor facilities and all outdoor grounds.

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Teachers will provide purposeful assignments that not only enhance student achievement, but also develop self-discipline and associated good working habits. Reading each night is recommended at every grade level. If a parent feels their student is struggling to complete homework assignments in a timely manner they should contact their classroom teacher to discuss concerns or request additional support.

A few examples/intentions of homework:

- Provide essential practice in needed skills
- Aid as a diagnostic tool for both student and teacher
- Promote independent study and self-direction
- Include the home as a valuable tool in the educational process
- Bring the student in contact with the community as a learning resource
- Develop good work habits and practice in budgeting time

## **HOURS OF OPERATION**

The school office is open from 8 A.M.-4 P.M. daily. Generally Mrs. Boers or Mrs. Stewart can be reached at the school office during this time. However, there may be times that a call is not answered in the office due to multiple responsibilities of the office staff. When this occurs, one is asked to please leave a message, and staff will respond as quickly as possible.

The Amsterdam School day begins at 8:20 a.m. A student who is not in his/her classroom following the pledge at the flagpole will be marked tardy. If the student will be absent from school for any reason, the parent /guardian is responsible for calling the school office at (406) 282-7216 by 9:00am. If a phone call or note is not provided the school will call to verify the location and safety of the child.



# **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: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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 student (or 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]

# **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.

# **LAW ENFORCEMENT**

## **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school: The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection. The principal ordinarily will be present unless the interviewer raises

what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody: To comply with an order of the juvenile court; To comply with the laws of arrest; By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision; By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court; To comply with a properly issued directive to take a student into custody; By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

## **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.

## **Lunch**

Amsterdam School District does not have a hot lunch program. Students will be required to bring a lunch from home each day they attend school. If a student forgets to bring his/her lunch to school, that student will have the opportunity to call home to request that their parent delivers a lunch or the school may provide a sandwich if parents are unable to deliver a lunch. All students will have the opportunity to eat lunch during their grade level's scheduled lunch period. The

District may provide opportunities for students to order a hot lunch once each week.

## MEDICATIONS

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
- 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 in the office

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.

## Parental Right-to-Know

Parents may request information regarding professional qualifications of the student's classroom teacher.

## Parents of Amsterdam Children (PAC)

The Amsterdam Parent Organization supports the District 75 Board of Education, the administration, teachers and staff in upholding the highest ideals of education for our students in kindergarten through sixth grade. PAC is made up of parents and teachers who volunteer to take a role in enhancing the educational experience of the children.

The Mission of the PAC is to facilitate a partnership among parents, teachers, and staff, where goals and needs are fulfilled through volunteer service. More information about PAC is available on the District's website. For the 2023-2024 school year you may contact President Nadine Zikmund with any questions.

## PARKING LOTS

There may be no parent cars parked in the North Parking Lot before or after school because the bus plan calls for all busses to come through that parking lot. 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 7:45 A.M. and 8:30 A.M. as well as from 3:00 P.M. to 3:45 P.M.

For the safety of all children, there will be gates closing the South Parking Lot between 9:30 A.M. and 2:30 P.M. 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 is locked all day. Do not park in front of the office- this space is reserved for emergency vehicles.

## PLAYGROUND RULES

The school does not provide playground supervision after the buses leave the school.

If your child has been released to you or another adult 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 may be canceled and moved inside for reasons such as snow, rain, mud, smoke, wind, etc. Indoor recess is held in the multi-purpose room or gym 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, snow pants, 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. Students are expected to follow The Amsterdam Way on the playground and **use equipment as it was intended**. The following additional rules are aimed at ensuring the safety of your children while using the playground and fields:

- Blacktop area – Students may use equipment such as skateboards, roller blades, and scooters. **Helmets are required** and protective gear is highly recommended. Students may not share this equipment and may only use their own gear.
- 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

## **REGISTRATION FOR KINDERGARTEN**

All children in the State of Montana must be five years of age on or before September 10th in order to be admitted into Kindergarten. The child's birth certificate must be presented as proof of age and identity.

## **REGISTRATION FOR GRADES 1-6**

Parents, who reside within the Amsterdam School District boundaries, may register a new student any time during the school year by completing registration forms available at the District Administrative Office. Please contact Holly Boers for the registration documents.

## **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 will 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. You may not wait outside your child's classroom as this can be a distraction to other children as well as a security issue. 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. Once students are released to parents/guardians school supervision is no longer provided. Students who remain at school on the playground must be supervised by parent or designated adult.

## **SCHOOL-WIDE ENRICHMENT**

Gifted education in District 75 is provided through differentiated curricular activities that are delivered in the regular classroom setting. District 75 is committed to creating a learning environment where diversity is encouraged and each individual's contribution is valued. Students in each classroom are continuously involved in stimulating and challenging learning activities. These activities may include large group, small group, individual, and independent activities.

## **SEARCH**

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

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 (“SECTION 504”)**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

## **SPECIAL EDUCATION**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

## **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.

## **STUDENT CONDUCT (SCHOOLWIDE RULES & RESPONSIBILITIES)**

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 follow The Amsterdam Way:

- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be Safe

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. 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. 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.

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.

## **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.*

## **SUPPLIES**

Supply lists for each grade/class are available online at [amsterdamschool.org](http://amsterdamschool.org). Paper copies of all lists are available in the office.

## **STUDENT SUSPENSION PROCEDURE**

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.

## **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.



## **VISITATIONS**

*All visitors MUST* sign-in at the office upon arrival at the school. Parents and community members are encouraged to make themselves familiar with the programs at Amsterdam School. Any visitations and volunteering should be set up with your child's teacher or the school administration in advance. Guidelines for such visitations have been designed to avoid undue classroom disruptions and to promote safety in the classroom.

When dropping off items for a student or the class, a visitor must check in at the office. The office staff will direct you on where to put the materials (for example, birthday treats or a forgotten lunch). The office staff will be responsible for taking the items to the classroom during an appropriate time. Classroom instruction is a sacred time and interruptions impact student learning.

## **VOLUNTEERING**

District 75 encourages parents/guardians to be actively involved in their child's learning. Individual classroom teachers have various opportunities for parents/guardians to support the learning within their child's classroom. Please contact your child's teacher to learn more about these opportunities.

PAC is another way to support the educational programs of District 75. This volunteer group welcomes all parents/guardians to become involved in its activities and programs. More information about PAC is available on District 75's website.