



2016-2017

Academic Handbook for Parents of Elementary Students

LEP (Limited English Proficient) Students

District LEP students are supported by tutors and classroom teachers in their buildings. Staff have access to specific materials designed for LEP students, who continue to receive support until they reach proficiency levels on the state assessment measures.

If you would like more information about Title I services, contact Chris Bilant, Federal Projects Director, at 751-3408.

◆ GIFTED/TALENTED

KalisPELL Public Schools provide enrichment opportunities for exceptional students with talents in a variety of areas. Students are identified through a referral and assessment process initiated at a school site. For more information, please contact Andrea Johnson at 751-3434.

• Homeless Education Liaison

For families who find themselves in transitional housing arrangements, the District offers support and solutions to specific needs. For more information, please contact Nichole Heyer at Flathead High School, 406-751-3630



◆ SAFE ENVIRONMENT

KalisPELL Public Schools strives to create a climate and culture for students to feel safe, valued, and respected. A safe environment is complimented by the Safe and Civil Schools Project, the Montana Behavior Initiative (MBI), and the Olweus Bullying Prevention Program. The School Board goals include:

- Creating safe, civil and productive schools;
- Facilitating a proactive process to solve behavior/discipline problems in and with students;
- Using data to make decisions about students.

- A **safe** school is welcoming and inviting to all. A **civil** school is one in which everyone is pleasant, polite, and respectful to everyone else—even during disagreements. A **productive** school is a place where students and staff support the progress of others and have a sense of accomplishment, one in which people are motivated, engaged in meaningful learning tasks, and experiencing social and academic growth.

In creating safe, civil and productive learning environments, each school's **Foundations Team** implements a process that:

1. Evaluates school practices;
2. Uses data-based decision about current practices using:
 - Office disciplinary data;
 - Attendance data;
 - Student, staff and parent surveys;
 - Direct observations across schools settings, etc.
3. Structures success by fostering safety, civility, and productivity;
4. Teaches responsibility;
5. Establishes firm, clear boundaries for student behavior;
6. Is inclusive, invitational and positive;
7. Communicates high expectations;
8. Creates consistency in common areas around the school; and
9. Allows flexibility for each classroom teacher.

The Foundations Team process at Edgerton, Elrod, Hedges, Peterson, Russell, and Kalispell Middle School:

1. Establishes and relies on a culture of data-driven decision making;
2. Is directed by a representative, site-based team of educators and parents;
3. Emphasizes and facilitates productive involvement by the entire staff in all school improvement activities;

- The right to prohibit disclosure of personally identifiable information (including "directory" 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 file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

During the past few years, the Kalispell School District has undertaken ACBM-related activities (i.e., removal, repair, encapsulation, enclosure, etc.) at the following facilities:

- Flathead High School (pipe insulation)
- Linderman Alternative Education Center (boiler)
- Elrod Elementary School (boiler and pipe insulation)
- Hedges Elementary School (pipe insulation)
- Peterson Elementary (boiler)
- Central Admin (boiler)

Over the course of the next years, the Kalispell School District anticipates undertaking ACBM-related activities (i.e., removal, encapsulation, enclosure, etc.) at the following facilities:

- Peterson Elementary School (boiler and pipe insulation)
- Elrod Elementary (window removal)
- Flathead High School (ceiling tile)
- Linderman Alternative Education Center (boiler and pipe insulation)
- Russell Elementary School (pipe insulation and floor tile)
- Kalispell Middle School (water heater)

ANNUAL NOTICE RE: ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which required that public schools be inspected for purposes of identifying any asbestos-containing building materials (ACBM). The Kalispell School District conducted its initial AHERA inspection of all of its facilities in the late 1980's as required by AHERA, and all known and suspected ACBM in those facilities was located, sampled (or assumed) and rated according to its condition and potential hazard. In accordance with AHERA, the Kalispell School District has since conducted a re-inspection of its facilities every three years to determine whether the condition of that ACBM has changed and to provide information on how best to manage that ACBM (or any newly- discovered ACBM) through maintenance or removal. In addition to its inspection, re-inspection and periodic surveillance requirements, AHERA also requires that school districts develop and maintain a management plan for any known or suspected ACBM. A copy of the Kalispell School District's Management Plan is available for review and inspection by appointment at either our Central Administration Office located at 233 First Avenue East or any of our school facilities.

It is the intention of Kalispell School District to comply with all federal and state regulations pertaining to asbestos and ACBM, and to take whatever steps are necessary to maintain our safe and healthy environment for our students to learn in and for our employees to work in. Northern Industrial Hygiene, Inc. (Kevin Oliver, PE) currently serves as the School District's Designated Person for coordinating our Asbestos Management Plan, and any inquiries concerning the Plan or other asbestos-related matters can be directed to Mr. Oliver at (406) 245-7766. Further information concerning AHERA and the presence of ACBM in public schools can found at:

http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html

Dear Families,

Welcome to another great year at Kalispell public schools. We are excited to share in the education of your student(s). I believe that the education of our children is a partnership between the home and the school. We need you and you need us in order to provide a comprehensive education of the core skills in reading, writing, and mathematics along with the many other disciplines that make for a well rounded educated person.

Kalispell Public Schools Believe:

- The best decisions, put students first
- Every student can learn and succeed
- High expectations produce high achievement
- Our students and staff are our most valuable asset
- We are stewards of the public trust
- Quality public school education is a critical economic investment
- Excellent schools have a positive impact on communities

Your continual support of our schools is a vital part of our continued improvement. Providing a safe, secure, supportive environment along with extraordinary instruction occurring in each classroom is our expectation for every child.. Thank you for your part in helping us produce learners who will be career and college ready.

Sincerely,

Mark Flatau, Superintendent

District Administrators:

Mark Flatau
Superintendent

Andrea Johnson
Assistant Superintendent, Ed. D.

Tracy Scott , Director
Human Resources

Gwyn Andersen, Director
Finances/Operations

Chris Bilant, Director
Special Education Services and Federal Projects

Rich Lawrence Director
IT

Board of Trustees:

Joe Brenneman– Chairman

Anna Marie Bailey-Vice Chairman

Bette Albright

Tom Clark

Steve Davis

Jack Fallon

Don Murray

Jeremy Reed

Mary Ruby

Dave Schultz

Lance Isaak

Preschool Special Education:

Preschool special education services are available at Russell and Edgerton Elementary Schools. Related services, including Speech & Language, Occupational Therapy, and Physical Therapy are available to eligible students in these programs as needed.

Non-categorical Special Education:

Resource special education services are available throughout the school day on a scheduled basis to elementary and secondary students in grades one through twelve. Related services, including Speech & Language Therapy, Occupational Therapy, and Physical Therapy are available to eligible students with disabilities, as needed. Adaptive Physical Education is also available to eligible students as needed.

Life Skills Special Education:

Life Skills special education services are available at Hedges and Edgerton Elementary Schools, Kalispell Middle School and Glacier High School.

Kalispell Public Schools also participate in cooperative arrangements with other Flathead school districts to provide special education services to students identified as emotionally disturbed. The Crossroads Day Treatment Program, hosted by Evergreen School District #50, provides special education services to emotionally disturbed students, grades 3 - 8. Special Education programs are provided for students with disabilities. Placement occurs only after extensive parent involvement. For more information, call Federal Projects 751-3408.

1. Employees of the school district have access to school records in connection with their school functions and responsibilities;
2. Student records will be forwarded to other schools to which a student transfers to;
3. Researchers, with permission of the Superintendent of Schools, may examine records and report information which does not identify individual students.
4. Parents who are interested in seeing their children's records, should make an appointment with the Principal, and upon presenting proper identification, will be provided the opportunity to see the records and to receive interpretations and explanations of these records.

TELEPHONE AND CELL USE BY STUDENTS

Cell phones are not allowed to be visible or used on Kalispell Public Schools elementary campuses. The use of the telephone by students is discouraged as we have a minimum number of lines in the school and it must be maintained for business. Therefore, unless the call is an emergency, permission will not be granted. Any after school arrangements with your child, except an emergency, need to be made before your child comes to school.

TESTING

March 3-March 26 (Grades 3 - 8 & 10)
CRT (Criterion Reference Testing) - State Required.

VISITS TO SCHOOL

Parents are encouraged to visit classrooms and their child's teacher. Please call to make arrangements prior to a visit, and

◆ NO CHILD LEFT BEHIND ACT OF 2002

You may request the following information regarding your student's classroom teacher(s), if you wish. If you request the information, the District will provide it in a timely manner in an understandable and uniform format. To the extent practicable, information will be provided in a language you understand.

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information for your student's teacher/s, please submit your request in writing to:

Chris Bilant, Federal Projects Director
Kalispell Public Schools
233 1st Avenue East
Kalispell, MT 59901

You must specify your student's full name, the school he/she attends, your name, and your address where the response can be mailed.

check in at the office and receive your ID badge before going to the classroom. **Children not enrolled in our school are not to visit school unless accompanied by a parent or prior arrangements have been made with the office and teacher.**

VOLUNTEERS

We invite those of you who have time, talents or an interest, to become involved in your school. Duties that may be assigned will vary from school to school. Volunteers need to sign in at the school office, wear an ID badge and sign a volunteer form.

SPECIAL PROGRAMS FOR STUDENTS

◆ SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) requires public schools to have a practical method to locate, evaluate, and identify all children who have a disability and need special education and related services. Child Find includes:

- Preschool transition from the IDEA, Part C Early Intervention Program;
- Preschool screening activities that reach out to the community at large, including private and home schools, the Children's Developmental Center (CDC), and Head Start Programs;
- Screening and evaluation activities to students placed by parents in private schools, including home schools; and School-based pre-referrals activities for school-age children, 3 -18.

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PERMISSION TO LEAVE SCHOOL GROUNDS DURING SCHOOL HOURS

All children who are leaving early or entering late must check in/out at the school office. Parents/Guardians must check their child out if necessary to take them from campus during the school day.

PERSONAL USE OF TECHNOLOGY

Periodically our students' pictures and names are used in local media publications and web sites. Notify your child's school if you do not wish their name or picture to be in such publications.

PHYSICAL EDUCATION

Minor ailments, such as cold and flu symptoms, are not generally accepted as reason for not participating in PE. However, the ailments will be considered when determining the extent of participation. *Students suffering from extended illness, accidents, or have problems which require the students to be under doctor's care for an extended period of time, will be excused, and arrangements will be made for the student to spend time in the library, classroom or doing individual PE activities which will not cause additional complications.*

Students in all grades should bring a pair of PE shoes (no black soles) which can be left in their lockers. They will not need any other PE materials. Girls are encouraged to wear slacks on gym days.

REPORT CARDS

There are 3 grading periods, approximately every 12 weeks. The goal of Kalispell Public Schools' report card is to com-

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municate to the parent and the student, individual student progress on grade level skills for each grading period.

1. Grades K-2

A skill based report card is used to reflect current skill level, achievement of the state and district standards. "Grades" will be reflected as proficiency levels and will be indicated on the report cards with check marks and/or written comments in the appropriate columns.

2. Grades 3-6

These grades will receive report cards on a TRIMESTER basis with letter grades reflecting achievement. Skill levels in math, reading and language will be available from the individual teachers. Grading scales and other achievement information will be shared with you from school sites.

STAFF TRAINING: EARLY DISMISSAL

There are six early release days built into this year's calendar. These days are designed to provide time for direct instruction and collaboration opportunities for staff members. In order to continue to provide high quality instruction, staff members must continually update their skills and create some common expectations for students.

STUDENT RECORDS, ACCESS TO

The safeguarding and proper maintenance of current records are the responsibility of each building Principal. A student's records may be seen or reviewed only with written permission of the parent (or student if 18 years of age or older), except under the following circumstances:

LOST, STOLEN OR DAMAGED PERSONAL PROPERTY

The District's insurance policy does not provide coverage for lost, stolen or damaged personal property while on the school premises. Toys and valuables should remain at home.

LOST AND FOUND

Each school has a LOST AND FOUND. Have your child check this area regularly. All lost and found items must be claimed by the end of the school year. **Please write your child's name in their coat, jacket, sweatshirt, etc. to help identify lost items.**

MEDICATIONS

In certain acute or chronic health conditions it may be necessary for a child to take a prescription or over-the-counter medication during the school day. In order for this medication to be administered, the School Nurse must be contacted and the procedure below followed:

1. There must be a written Physician's Order which includes the diagnosis, name of medication, dosage, times to be given, and possible side effects. A Physician's Order form may be obtained from the school office. If the medication is on-going, this order must be renewed by the physician at the beginning of each school year.
2. The parent or guardian must sign the consent for the medication to be given.
3. The medication must be supplied by the parent or guardian in a properly labeled pharmaceutical container.
4. The medication may only be dispensed by the School Nurse or her designee.

HEALTH AND SAFETY

1. Due to allergy concerns with several of our students, no visiting pets are allowed in buildings.
2. At school entrance registrations, a health record form is filled out to be kept on file. Please inform the school office of any new information which should be added to the health record.
3. Medical and dental appointments during school hours are discouraged. Students will be dismissed for these only upon parent's written request.
4. Parents are requested to file with the school the procedure they wish followed should the school be unable to reach them or their designated alternate in case of emergency, illness or accident. Should transportation be unavailable, the school will attempt to arrange for the child to be taken home.
5. Students are encouraged to ride their bikes to school. Bikes must be parked and locked in the school bike racks, and are not to be ridden on the school grounds while school is in session. Bikes are to be walked on the sidewalks around the school and after each day.
6. With the help of volunteers and in conjunction with the District Health Coordinator, the school will conduct visual and scoliosis screenings annually.
7. The District will make provisions for hearing evaluations. This testing will be done by the Region I Audiological Hearing Center.
8. All kindergarten students are screened for vision, hearing, speech and motor coordination skills at the beginning of the school year.
9. Children who walk to school should walk on the sidewalks or the side of the roads. During school hours, students crossing the highway **MUST** cross with the crossing guards, at intersections

MOVING OUT OF DISTRICT OR LEAVING TOWN

Please notify the school a week in advance if you will be moving out of the district. This gives us the opportunity to ensure completion of necessary records. Please have your child's new school request school records so that permanent records can be sent to them. A transfer slip for the new teacher will be provided to you at the time of departure from your Kalispell school. When leaving town, please notify your school for temporary contacts and medical release information.

PARENTS' CLUBS

Parents' Clubs are advisory councils made up of all parents and staff. Organizations vary from school to school. Parents will be notified in advance of meetings and are encouraged to attend whenever possible.

CELEBRATIONS

Parties may be scheduled throughout the school year. Because of religious preference, you may not wish to have your child participate in room parties. If this is the case, your wishes will be honored. However, because normal class work precedes parties, you should request dismissal from the party only. Because of hurt feelings by the uninvited, please refrain from sending such notices at school. No names or addresses of any students can be released. Family Education Rights and Privacy Acts (FERPA) according to FERPA.

with traffic lights.

10. Students must check in at home after school and then return after 4:00.

HOT LUNCH

The District uses a computerized system for purchasing meals. Students deposit money into their account ahead of time and then money is withdrawn from the account when they purchase lunch. Deposits in any amount can be made and tracked. **Please send the correct amount of money, as change is NOT available in school offices.** There is a no-charge policy in all schools.

In addition to hot lunch, milk is available for purchase daily. Free and reduced priced meals will be available; applications may be obtained at the school office.

Free, reduced priced, or full paid meals can be paid for using the computerized system. Our program assures the privacy of students qualifying for free or reduced priced meals.

For information regarding the price of meals, please visit our district website at <http://www.sd5.k12.mt.us>. A weekly menu appears in the Sunday edition of the Daily Interlake. Parents are invited to eat hot lunch occasionally with their children. Prior notification will not be necessary. Contact (406) 758-8655 for further questions.

INSURANCE

Students will be offered a private insurance program that parents/guardians may choose to participate in. Forms will have a dated return prior to the end of September. Student injury is covered by personal provider medical insurance unless there is negligence by the school or personnel.

FIELD TRIPS

Field trips are an integral part of the elementary curriculum used to enrich classroom lessons by providing learning experiences outside of the classroom structure. Appropriate behavior on field trips is essential to allow for the safety and maximum learning of students. Student participation may be limited or require parental involvement due to safety or behavioral considerations. Some schools incorporate field trips as behavioral incentives for students but these would be on a limited basis with preset guidelines by school personnel.

Parent/guardian permission slips are not required for the field trips but parents will be notified of field trip activities. If parents do not wish to have their child participate in a specific experience, then the parents and school should make alternative arrangements. There could be a limited cost for field trips that parents may be requested to pay but no child will be denied the right to attend a trip due to the lack of financial resources.

Prior written notification must be given to the school site for alternative transportation of any student. Permission must be granted to transport your own children to ensure we know the whereabouts of all of our students.

FINES FOR DAMAGE/LOSS BY STUDENTS

Any student who loses or willfully damages school property will be fined an amount sufficient to replace the item. Students found defacing school property, inside or outside, will be requested to pay for the damage caused or will be requested to work with the custodian after school or compensate for damages.

HEAD LICE

“They are a nuisance, but have not been shown to spread disease.” (Center for Disease Control)

Head lice are gray- brown insects that live on the scalp and neck hairs of the human host. They lay eggs (nits) on the hair shaft.

They crawl quickly, but do not fly from head to head.

1. When a student is found to have active head lice at school, the parent will be called to take the student home and will be given instructions on what is expected before the student returns to school.
2. Students with active lice will be required to have their hair treated with lice treatment by parents, and nits combed out before they return to school. They will be checked by the school nurse, or other staff, when they return to school, and will be sent home if active lice still remain. They will not be sent home if nits remain, but parents are encouraged to continue to comb nits out of hair. Nits are not a sign of active infestation. (NASN position statement)
3. The school nurse, or other staff can do follow up checks as needed or requested by family or teachers.
4. We suggest that families check for lice and nits and comb daily at home for 14 days, and retreat in 7-10 days after initial treatment.
5. School personnel will also check siblings of infected students in the school.
6. Remind students not to share combs, hats or other items to prevent transmission of head lice.
7. We suggest families continue to check their child's head every 2 weeks for a month.
8. Classroom screenings will be done if 3 students in the class are found to be infested within 2 consecutive weeks.

GRIEVANCE PROCEDURE FOR PARENTS

A parent who questions a teacher's judgment of a student's school work or behavior should:

1. Talk with the teacher after having called the school office for an appointment.
2. Ask for an appointment with the Principal if he/she feels dissatisfied with the outcome of the conference with the teacher.

HARRASSMENT

It is the policy of Kalispell Public Schools to prohibit harassment of any kind to any student or staff member. Harassment means any unsolicited comment, gesture or physical contact of a nature that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive learning environment. Anyone who believes that they are being subject to harassment by an employee or student of the District must report the matter promptly to a School District employee or building administrator who is not involved with the alleged act.

More information on head lice and treatment for schools and parents can be found at CDC website

<http://www.cdc.gov/parasites/lice/head/schools.html> and

The National Pediculosis Association website is www.headlice.org

Position statement of School Nurses for head lice is @ www.nasn.org

Call your school nurse, your family doctor, or the Health Dept. with questions.

EMERGENCY/DISASTER PROCEDURES

In the event that an early dismissal from school would be in order for such things as bomb threats, fire, explosions, severe weather, earthquake, nuclear danger and civil disturbance, the school will follow this procedure:

1. When time and/or conditions are not a critical factor, buses shall follow regular routes on irregular time schedules. If parents are not home this day, children should go to a pre-designated home close by. Parents are responsible for informing their children where they are to go or what they are to do. Town students shall walk home as usual.
2. When time and/or conditions ARE a critical factor, buses will not operate. Each bus student shall follow directions of the Principal, who will establish procedures in advance for disposition of bus students (homes of friends, relatives who reside in town, temporarily remain at school, etc.) Each school has an individual crisis plan. Town students shall proceed home in the most direct route possible. If another student has been directed to accompany town students home, they will proceed together.

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5. School personnel will also check siblings of infected students in the school.
6. Remind students not to share combs, hats or other items to prevent transmission of head lice.
7. We suggest families continue to check their child’s head every 2 weeks for a month.
8. Classroom screenings will be done if 3 students in the class are found to be infested within 2 consecutive weeks.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important that the school office be notified of any change in a student’s address or phone number. If there is a change in the emergency number or work number of a parent, please notify the school office immediately.

COMMUNITY ACTIVITY NIGHT

Efforts will be made to arrange school activities so as not to conflict with student participation in church activities on Wednesday evenings.

DETENTION

Detention of students after school, for the purpose of making up work, or for other reasonable purposes, may be required, but will be reserved for serious situations. Students detained will be supervised. When detention is necessary, the student will not be kept after 4:30 PM. Detention will not be carried out unless reasonable provisions have been made for the student’s transportation home.

DRESS AND CLOTHING

Student clothing is a responsibility of the parent, who is urged to exercise good judgment in seeing that the children are dressed appropriately for the school activities. The following are guidelines for you to follow when determining what is appropriate for school:

1. Are your child’s clothes well cared for?
 - Clean, good condition, not ripped or torn
2. Do your child’s clothes cover their body?
 - Legs covered to mid-thigh

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- No bare midriffs
 - No see-through shirts or blouses
 - Appropriate footwear is required for sanitation and safety
 - No tank tops
3. Are your child’s clothes tasteful?
 - No alcohol/drug advertisements
 - No offensive pictures or words
 4. Hats are not to be worn inside school. Appearance must not be detracting nor disruptive to the school’s environment or to the educational process. The building Principal will make the judgment whether or not the clothing in question is distracting.

COLD WEATHER DRESS AND CLOTHING

Students need to be dressed warm enough to be outside in the cold weather. During severe inclement weather, students may be kept indoors at recess and at noon. However, we expect all students to go outside during those times when the weather is cold, but not severe. **Students will go outside if the temperature is above zero, including wind chill.**

BUS REGULATIONS

Passenger safety is our #1 priority. These regulations are necessary to achieve this goal. Parents and school administrators will be notified if a student violates bus rules. Disciplinary action may include an assigned seat or riding privileges may be revoked as decided by school administration and the Transportation Office.

1. Students are to arrive at their assigned bus stop 5 minutes prior to departure time.
2. The driver is in full charge of the bus. Students will comply promptly with any request and will have no part in the operation of the bus.
3. At the discretion of the driver, seats may be assigned.
4. Unnecessary conversation with the driver is prohibited.
5. The bus is an extension of the classroom. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, fighting, or using inappropriate language or abusing or showing disrespect toward the driver or other pupils, forfeits the right to ride on the bus. Cell phones are to remain in the off position while riding the school bus.
6. Littering is prohibited (in the bus or out through the windows.)
7. Safety dictates that no portion of the body will be extended out the bus window.
8. Students will not get on or off or be out of their seats while the bus is in motion.
9. Any damage to the bus must be reported to the driver at once.
10. The possession or use of tobacco is prohibited. **See Board Policy 3310.**

ARRIVAL ON GROUNDS

CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:45 AM. Bus pupils and those having special permission are excluded. Playground supervision is provided only during those play periods authorized during the school day. The school cannot be responsible for students who arrive early. Your cooperation will be greatly appreciated in working with us concerning this. School aides will be responsible for supervising students before school each day, and also will determine whether students shall be outside or inside. Except during inclement weather, students remain outside until the starting bell. At dismissal time, students are to go directly home, with the exception of those students waiting for a bus. Those who are waiting for a bus will be under supervision of an aide.

BEHAVIOR AND DISCIPLINE

Students are expected to act in a responsible manner. In teaching responsibility, parent involvement is imperative. Therefore, should your child be having difficulty assuming responsibility, you will be notified and asked to become involved in a plan of action. A conflict resolution process may be used when students have interpersonal conflicts at school. Conflict resolution is often facilitated by trained school personnel. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

Teachers and administrators will carry out reasonable disciplinary measures, consistent with the building and District rules, regulations and policies, and State laws, to assure that they maintain appropriate standards of conduct. The school has a

11. Matches and cigarette lighters are not allowed on the bus.
12. Drugs and alcohol are prohibited. **See Board Policy 3310.**
13. Weapons of any kind will not be allowed on the bus. **See Board Policy 3310.**
14. Band instruments will be allowed as long as they go behind a seat or can be held on the student's lap. Instruments cannot displace a bus passenger. Skate boards and other hazardous equipment are not allowed on buses.
15. Students should wear warm clothing during cold weather.

District policy when a decision is made not to operate the buses (or a bus) when school is in session is stated under "ATTENDANCE."

If your child does not arrive at home on schedule, please: CALL THE SCHOOL OFFICE IMMEDIATELY. The number is on the last page of this handbook. We will contact the Transportation Manager for bus information or call the Transportation office at 751-3404.

BUS PASSES

A registered bus student may have a guest student ride with them provided that the guest has a guest pass. The guest's parent must call the Transportation Office (751-3404) before 10:00 AM on the day of the request. The parent must know the name of the registered bus student, the bus # and the school the pass will be sent to.

responsibility to cooperate with the policy, and to protect the individual rights of students. A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

BULLYING

All Kalispell elementary staff has been trained in a bully prevention program through the internationally recognized Olweus (Ol-vay-us) training. Engaging in bully behavior as defined by the Olweus Bully Prevention Program as exposing others, repeatedly and over time, to negative actions with the intention for harm, and further characterized by an imbalance of power. These behaviors could be carried out physically, verbally, or non verbally. School-wide bullying rules include:

1. We will not bully others;
2. We will help students who are bullied;
3. We will include students who are left out, everyone belongs;
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

If an incident is reported to an adult at home, please relay the information to someone at school as well. Parents and school employees need to work together whenever students feel bullied.

ATTENDANCE POLICY

School attendance is essential to a student's academic success while teaching early lessons of responsibility and a positive work ethic. Excessive absences or tardies can be used as primary criteria in evaluating the student's promotion, retention and/or placement. It is the student's and parent's responsibility to keep the school informed about any circumstances that affect the child's attendance. If the student must be absent and has not made advance arrangements for the absence, the parent must call the school the morning of the absence. The school office will call you to verify an absence if you don't call.

Homework will be prepared for students who miss two or more consecutive days of school. Parents can pick up homework after school.

Students who miss 6 days or more per trimester will have a letter sent home stating the absences, reasons for the absences (if known) and the attendance policy. Students who miss 9 days or more per trimester will have a letter sent home requesting a parent conference with the Principal unless unusual circumstances or illness are apparent. During the meeting, the parents and child will be informed of the consequences for further absenteeism. If the student misses 12 days or more per trimester, a letter will be sent home requesting principal conference and possible referral to the Department of Family Services and/or the School Resource Officer, unless excused by special circumstances or medical reasons. If poor attendance becomes an issue, or if the student misses more than 30 days during the school year, it will be used as a primary criteria in evaluating the student's promotion or retention. The 75 day attendance rule may be waived only in exceptional cases, such as prolonged illness or hospitalization.

◆ TITLE I

Title I is a federally-funded program supporting Kindergarten through twelfth grade students in reading and mathematics. It is the largest federal aid program to our nation's schools. The goal of the Title I program is to bring students whose academic performance falls below grade level proficiency standards, as set by the state (those failing or most at risk for failure), up to state standards for academic performance in mathematics and reading; and to help parents and families, through a family/school partnership, better support student learning.

Title I funds are allocated to schools by determining the percentage of free and reduced lunches distributed in area schools. All schools in the Kalispell Public Schools District except Glacier High School are eligible for Title I support.

Title I is also in place in four nonpublic schools; however, only those students who would otherwise attend eligible district schools receive Title I support.

A variety of assessment measures are used to select students most in need of Title I support and to monitor academic growth. At the elementary sites, teachers assess students on grade level skills and students complete other diagnostic tests pinpointing areas of academic need. At the middle and high school level, additional reading assessments and writing samples provide specific data used to individualize instruction in Reading Intervention classes, which support students reading well below grade level. Students in nonpublic schools are assessed with the same measures used in district schools.

The Kalispell Public Schools Title I service delivery emphasizes low teacher/ tutor: student ratios to best meet individual student needs. Tutors work in the classrooms, under the direct supervision of classroom teachers. Teachers select programs, materials, and lessons that best meet each student's individual

The waiver must be approved through the Principal's office.

The following will govern school attendance when a decision is made not to operate the buses (or a bus) when school is in session:

1. Students who rely on District transportation will be given an excused absence. This absence will not count in the attendance policies that restrict the number of absences nor attendance incentives that are tied into semester tests.
2. Students who do not rely on District transportation whose parents decide that it is too unsafe to drive them will be handled in the same way. Written verification from parents will be required in such instances. This absence will not count in the attendance policies that restrict the number of absences nor attendance incentives that are tied into semester tests.
3. Every effort will be made by the District to make cancellation decisions no later than 6:00 a.m. Once made, the decision will be immediately announced over local radio stations and on the District website at <http://www.sd5.k12.mt.us/>

TARDIES

A student in grades K through 5 who is tardy to class 5 days or more per trimester will have a letter sent home stating the tardies and asking the parents to insure their child will be to school on time. After 10 days or more of being tardy per trimester, a letter will be sent home requesting a principal conference or contact unless excused by special circumstances or medical reasons. If there is no resolution or continued tardiness throughout the school year, it may result in referral to the Department of Family Services and/or the School Resource Officer, unless excused by special circumstances or medical reasons. Any waivers to this policy must be approved through the Principal's office. Tardies due to late bus or severe weather conditions will be excused.

needs, and closely monitor student progress in the tutoring program.

Title I teachers and tutors have training in remedial reading strategies, including Early Steps, Read Well and guided reading, and receive ongoing training in math and reading strategies used in district classrooms.

Targeted Assistance vs. School-wide programs

Of the schools eligible for Title I support, two (Kalispell Middle School and Flathead High School) have Targeted Assistance programs. In this model, funds received through Title I are used only for programs that provide services to eligible students identified as having the greatest need for academic assistance, as determined by multiple assessment measures.

Five schools (Edgerton, Elrod, Hedges, Peterson, and Russell), by virtue of their free and reduced lunch percentages, are designated as School-wide programs. In a School-wide Title I program, tutorial staff are not limited to supporting only those students identified most at risk for academic failure. Teachers and support staff collaborate on meeting the needs of students of all ability levels throughout school.

Parent Involvement

We recognize that parents are their children's most influential teachers and that children are most successful in school when there is a close partnership between parents and schools. Parent Advisory Teams at both the school and district level provide a formal avenue for parents of Title I students to give input on the use of Title I funds at the building level and the type of support they would like to receive to help them be more active participants in their children's education. As Title I funding supports all students in School-wide schools, all parents at those schools may participate in the Parent Advisory Teams. Contact your building administrator for more information.

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*The Museum at Central School ~ Northwest Historical Society ~ 124 2nd Avenue East
Photo courtesy of Jon Kaps, Glacier High School AV Media Specialist*

DAILY SCHEDULE

Kindergarten - Grade 3:

8:30 a.m. to 3:30 p.m.

Grades 4 and 5

8:25 a.m. to 3:30 p.m.

Recess: 9:45 a.m.—10:30 a.m.

(15 minutes ~ varies by site)

Lunch: 11:15 a.m.—12:30 p.m.

(Varies according to school and grade level)

Contact your child's school for specific daily schedule.

Trimesters

Aug. 31– Nov. 24

Nov. 25—March 25

March 26– June 10

4. Encourages the involvement of students, families and community members in school improvement activities, as needed and appropriate, and
5. Is designed to be ongoing, built around an “improvement cycle” of review, prioritization, revision, adoption, and implementation.

Safe and Civil Schools/ Olweus Bullying Prevention Program/Montana Behavior Initiative has three levels of application in creating multiple ways of addressing students’ behavior and minimizing the possibility of any students “falling through the cracks”.

1. **School-wide** applications focus on:
 - Creating a more invitational school climate;
 - Developing “guidelines for success”;
 - Improving safety and civility in the school’s common areas;
 - Creating positive procedures to meet the needs of all students;
 - Providing all staff members with information and support for dealing with severe and chronic behavior problems, and;
 - Defining school-wide beliefs relative to behavior management and discipline.
2. **Classroom** applications create consistency in:
 - Teaching behavioral expectations to students;
 - Providing frequent, high-quality positive feedback to students;
 - Providing consistent corrective consequences for student misbehavior;
 - Preventing and responding skillfully to student non-

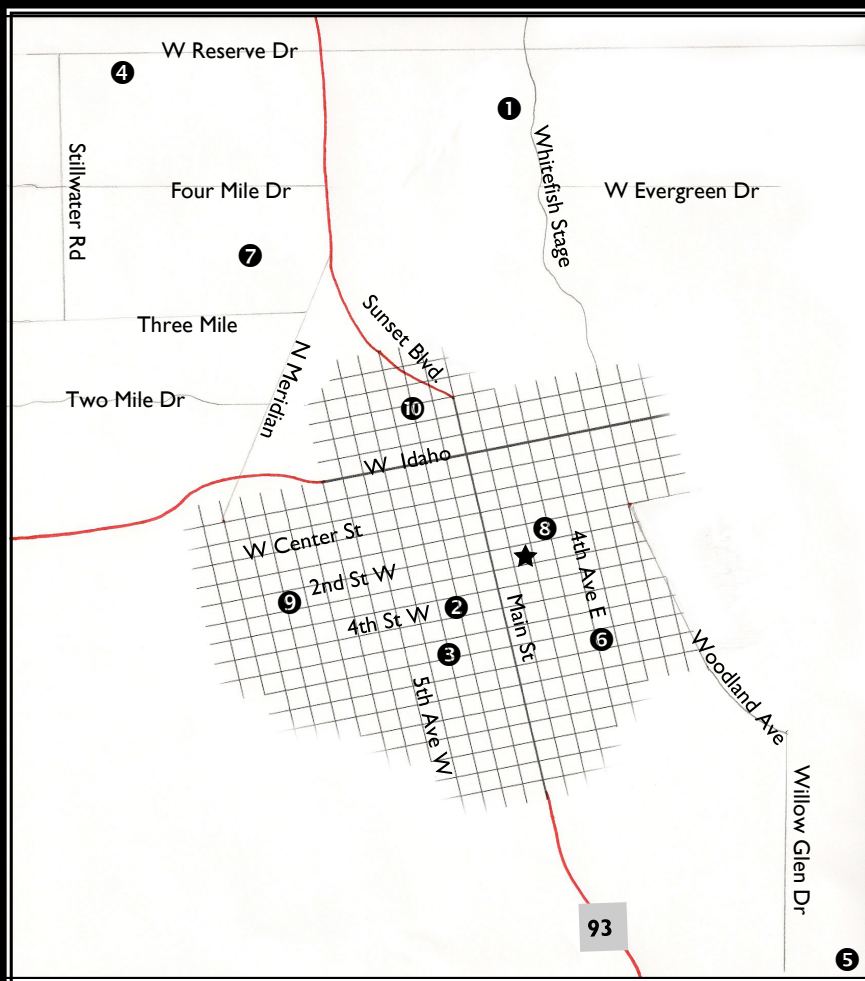
- compliance, and
- Supporting classroom teachers when they are dealing with severe and chronic student misbehavior.

3. **Individual student** applications ensure that:
 - There are school-wide systems in place for meeting the needs of all kids;
 - There is a multi-tiered problem-solving structure in place for designed individualized behavior support plans, and;
 - There will be coordination with other agencies and resources, when appropriate and necessary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to student’s education records. However, the rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

- The right to inspect and copy the student’s education record within a reasonable time from the day the District receives a request for access. Students less than eighteen (18) years of age have the right to inspect and copy their permanent record.
- The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.



KALISPELL PUBLIC SCHOOLS

- ① Edgerton Elementary • (406) 751-4040
Merissa Murray, Principal
1400 Whitefish Stage Road
- ② Elrod Elementary • (406) 751-3700
Glenda Armstrong, Principal
412 3rd Avenue West
- ③ Flathead High School • (406) 751-3500
Peter Fusaro, Principal
644 4th Avenue West
- ④ Glacier High School • (406) 758-8600
Callie Langohr, Principal
375 Wolfpack Way
- ⑤ HER Vo-Ag Building • (406) 751-3951
1259 Willow Glen Drive
- ⑥ Hedges Elementary • (406) 751-4090
Natalie Miller, Principal
827 4th Avenue East
- ⑦ Kalispell Middle School • (406) 751-3800
Tryg Johnson, Principal
205 Northwest Lane
- ⑧ Linderman Education Center • (406) 751-3990
124 3rd Avenue East
Jodie Barber, Director
Homebound • (406) 751-3408
Chris Bilant, Director
Transportation • (406) 751-3404
Kay Evans, Coordinator
- ⑨ Peterson Elementary • (406) 751-3737
Rick Anfenson, Principal
1119 2nd Street West
- ⑩ Russell Elementary • (406) 751-3900
Bill Sullivan, Principal
227 West Nevada Street

Administration Building ★

Mark Flatau, Ed. D., Superintendent
 Andrea Johnson, Ed. D., Assistant Superintendent
 233 1st Avenue East • (406) 751-3434