

Anderson School Student/Parent Handbook 2020-2021



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Web Site: <http://www.andersonmt.org>

TABLE OF CONTENTS

School Directory	4
Welcome	5
School District Philosophy	5
Mission Statement	5
District Goals	5
Annual Asbestos Notification	6
ANDERSON SCHOOL BOARD	6
Educational Program/Non-Discrimination Statement	6
Uniform Complaint Procedure	6
Right of Expression	7
Student Rights	7
Right to Education and the Right to Participate	7
Search and Seizure	7
Right to Be Free from Sexual Harassment	8
Sexual Harassment Prevention	8
Harassment, Intimidation and Bullying Prevention	8
Cyberspace Harassment	8
Student Records	9
Release of Student and Directory Information	9
Student and Family Privacy Rights	9
Publications, Video and Internet Photos	9
Video Surveillance	10
Student Dress	10
Out-of-School Suspension	11
In-School Suspension	11
Due Process	11
Equal Education, Nondiscrimination & Sex Equity	12
Section 504	12
Americans with disabilities Act	12
General School Rules and Information	13
Face Mask Guidelines	13
Attendance	14
Reporting Absences	14
Pre-Arranged Absences	14
Excessive Absences	14
Leaving School	14
Birthday Invitations	14
Daily Schedule	15
Arrival Procedure & Start Times	15
Early Dismissal	15
Tardiness	15
Accident Prevention	16
Accidents/Illnesses	16
Lunch Program	16
Cell Phones	16
Change of Address/Email	17
Communication with Families (Parent/Teacher Conferences)	17
School Newsletter/Calendar	17

Report Cards and Conferences	17
School Nurse	17
Fire/Earthquake/Crisis Drills	18
Emergency Opening/Closing or Dismissal	18
Cold Weather Policy	18
School Dances/Fun Nights	18
Medication at School	18
Telephone Messages	19
Valuables	19
Book Fees	19
Insurance	19
Lost and Found	19
Transportation	19
Parking Lot Procedures	19
BEFORE SCHOOL AND AFTER SCHOOL	20
Entering and Exiting the Building	20
STUDENT BEHAVIOR	20
Rules and Responsibilities	20
Public Displays of Affection	20
Bicycles, Skateboards & Roller Blades	20
Walking to School	21
Playground Guidelines	21
Animals in School	21
Animals on the Playground	22
Chemical Use and Abuse	22
Weapons	22
Anderson School's Academic Program	23
Music	23
Art	23
Health Enhancement	23
Library/Media Center	23
Special Education	24
Gifted and Talented Education	24
Electives	24
Counseling	24
Homework	24
Assignment Books and Textbooks	25
Grading System	25
Field Trips	25
Student Technology Responsible Use Agreement	26
Community Supports	32

ANDERSON SCHOOL DIRECTORY

SCHOOL BOARD

Mr. Warren Bauder (Chair)
Mr. Jack Huczek (Vice -chair)
Mrs. Mary Burrows
Mrs. Jaime June
Mr. Brandon Atkins

Superintendent

Kristi Jacobs 587-1305

School Secretary

Mrs. Liz Sullivan 587-1305 School Fax: 587-2501

Business Manager/District Clerk

Mrs. Tanya Roberts 587-1305

Anderson Staff

Kindergarten	Mrs. Kindness & Ms. Maddock
First Grade	Mrs. Conrad
Second Grade	Mrs. Moriarty & Ms. Grimes
Third Grade	Ms. Staats
Fourth Grade	Mrs. Cissel
Fifth Grade	Mrs. Seeds
Sixth Grade	Ms. Lourie
7th/8th Grade	Mrs. Kinna
7th/8 th Grade	Mrs. Wold
Resource K-8	Mrs Schultz
Music/Band	Mr. Vick
Health Enhancement	Mr. Olson
GATE/Student Coordinator	Mrs Fasting
Library	Mrs Costle
Counseling	Ms. Dickson
Spanish	Mrs. Wagner
Technology Teacher	Ms. Carpenter
Interventionists	Ms. Carpenter Mrs. Harbac Ms. Persson Mrs. Rosswork
Special Education Para-educator	Ms. Persson
Technology Director	Mr. Breukelman
Technology Coordinator	Mr. O'Donnell
Technology Assistant	Mr. Going
School Nurse	Dr. Julie Ruff
Food Service Manager	Mrs. Donch

Food Service Assistants	Mr. Pilon
	Ms. Kelly
	Mr. Pilch
Bus Driver	Mr. Pilch
Head Custodian	Mr. Pilch

Welcome to Anderson School!

The purpose of the Student/Parent Handbook is to give you information about your school, its operation and our expectations for our students. We solicit your support in being an active participant in the Anderson Learning Community.

School District Philosophy

The Anderson Board of Trustees is collectively entrusted with the education of each student enrolled in School District No. 41. The Board desires a challenging education in a pleasant environment for each student to achieve to his/her fullest potential. To this end, Anderson's Trustees are committed to drawing together community resources under the following statement of mission and goals.

Mission Statement

Anderson School District will foster and maintain a challenging, nurturing learning environment for every student. We will achieve this through small class sizes, highly trained teaching professionals, innovative use of limited resources, and high levels of community involvement.

Goals

Academic Program – To create an academic program which can be constantly adjusted to fit each student's skill level and enable each student to achieve according to his or her potential as outlined in District adopted curriculum.

Educational Facilities – To provide and maintain educational facilities that will reinforce and promote the goals and aspirations of Anderson students within a safe, orderly environment.

Staff Education – To ensure the participation of the staff in educational programs that will enhance their effectiveness in the identification and re-evaluation of student skills and their abilities to adjust classroom programs to assist each student in meeting the objectives of each curriculum.

Information Coordination – To adapt ways to provide opportunities for each student to showcase his/her academic progress and school success with parents/guardians and the greater school community. Each student at Anderson needs to learn to be his/her own best learning ambassador.

Program Development and Evaluation – To foster student, staff, and community participation in the development and evaluation of all programs and policies for Anderson School.

Student Development/Outcomes - To develop responsible students who have mastered a basic education that should enable them to use their reading, writing, speaking, computing, and thinking to:

- find joy in learning
- communicate, ideas, knowledge, thoughts, and feelings
- reason critically and creatively
- assume social responsibility
- further their creative ability
- become effective in a changing world

- develop personal responsibility
- learn who they are becoming

ANNUAL ASBESTOS NOTIFICATION

Anderson Public Schools maintains an asbestos management plan for each of its facilities as required by the Asbestos Hazard Emergency Response Act. These plans contain information regarding the location and condition of known asbestos containing materials, periodic surveillance and inspection activities, repair or removal operations that have been completed and other information required by pertinent codes and regulations. Copies of the asbestos management plans are available for public review at the administration office, at 10040 Cottonwood Road, Bozeman, MT.

ANDERSON SCHOOL BOARD

The Anderson School Board is composed of five trustees who serve three-year terms. The Board meets monthly at 6:00 PM on the second Thursday, at 10040 Cottonwood Road, Bozeman. Board meetings are open to the public. Items may be contributed to the agenda by notifying the District Clerk or Superintendent of potential agenda items two weeks prior to the scheduled meeting. The school board members encourage open communication, and parents are invited to contact any trustee if they have concerns or information they wish to share that will make Anderson a better place to educate students. The Board is responsible for creating and maintaining school policy. Policies are available through the school website and copies of school policies may be secured by contacting the clerk.

EDUCATIONAL PROGRAM/NON-DISCRIMINATION STATEMENT

Students can expect a challenging and nurturing learning environment. They will have opportunities to read, write, speak and listen. They will be able to delve into mathematical problem solving and computing, to experience a variety of music and art, to become involved in science and social studies activities, to speak a foreign language, to learn lifelong physical education skills and about health enhancement and much, much more. Many of these offerings are required by Montana School Accreditation Standards but Anderson School also prides itself in providing a challenging “world class” curriculum.

The Anderson School Board is committed to a positive and productive learning -working environment free of discrimination based on race, religion, gender, culture, age, national origin, or handicapping condition. Implementing our non-discrimination policy is covered in Board Policy and is pursuant to the terms of applicable state and federal laws. The law applies equally to all students and personnel. Persons found in violation of any area included in the Non-Discrimination policy will be subject to probation, demotion, suspension, or termination or other sanction as determined appropriate by the Superintendent. All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others. Once a report has been filed with an authorized person, a confidential and expeditious investigation shall begin. ***(Board Policy Reference - Equal Education. Non-Discrimination and Sex Equity – 3210)***

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 involving challenges to educational material and those governed by a collective bargaining agreement.

Board or its employees or agents have violated the individual’s rights under: (1) Montana constitutional,

statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor 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 pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies. *(Board Policy Reference – Uniform Complaint Rule - 1700)*

RIGHT OF EXPRESSION

Student Rights

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs, cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's and District's educational mission. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

Right to Education and the Right to Participation

A student is the center of the school and the purpose for which it is operated and maintained.

Students have the inherent right to be treated with dignity and respect. A student has the right to a non-disruptive education as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

Search and Seizure

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activities on or off School District premises. The Superintendent or designee is authorized to search a student, locker, and/or personal property (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity, or while transit on a school bus or other transportation authorized by the District.

A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules. School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections. School authorities shall determine appropriate action, including notification of parents, notification of law enforcement authorities and commencement of disciplinary proceedings. Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the District. Reasonable suspicion requires that independent facts exist and are able to be articulated. Considering factors that include the following may form reasonable suspicion:

- Eyewitness observation by school personnel;
- Information received from a reliable source; and/or

- Suspicious behavior by the student coupled with the student's past history and school record.
(Board Policy Reference – Searches and Seizures - 3231, 3231P)

Right to Be Free from Sexual Harassment

A student has the right to attend and participate in school activities in an environment free from sexual harassment. The District does not tolerate sexual harassment in any form. *(Board Policy Reference – Sexual Harassment/Intimidation of Students – 3225)*

Sexual Harassment Prevention

The policy of the Board of Trustees of Anderson Public Schools is to provide students with a school environment free from sexual harassment. Anderson School will not tolerate sexual harassment in any form. "Sexual Harassment" means: a) sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act; b) unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or offensive school environment. An intimidating, hostile or offensive school environment includes sexually-oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, that is directed toward a student based on the student's sex; and c) conduct of a sexual nature that is prohibited according to Montana State Law. Students who believe they are being subjected to sexual harassment by anyone connected with Anderson Public School should, and are encouraged to, report the matter promptly to their teacher, counselor or Superintendent.

Harassment, Intimidation and Bullying Prevention

All students have the right to learn in an atmosphere free of intimidation, hostility, and offensiveness. Students are not to engage in harassment of any kind. Harassment in any form will not be tolerated. Including the use of any technologies (e.g. cell phones, internet, etc.)

Examples of prohibited harassment are:

1. Unwelcome advances, gestures, comments, or contact,
2. Threats,
3. Offensive jokes, and
4. Ridicule, slurs, derogatory action or remarks.

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report to a teacher or Superintendent. The teacher or Superintendent will inform the student of the established complaint procedure. Substantiated charges of harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion.

Cyberspace Harassment

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital images or website postings (including blogs).

All reports of harassment in cyberspace will be investigated by the school administrator. Sanctions may

include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

Student Records

All student records are kept confidential according to the mandates set forth in FERPA, PL 94-142 and State regulations. Parents of an Anderson School student who is or has been in attendance may inspect and review the student's educational records (FERPA, Reg. 99.11 and 99.31). A permanent record is established for each student who is in attendance at Anderson. Records include information related to health, academic records, attendance and demographics.

Persons who may have access to personally identifiable information without prior consent are listed in FERPA, Reg. 99.31. These include state education authorities; persons connected with financial aid which the student has applied or has received; organizations conducting studies for or on behalf of education agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.

Upon an authorized request by a school District that will be the student's school of attendance or by request of the parent, student records will be transferred to the school of attendance.

Release of Student and Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anderson School District #41, with certain exceptions, obtain parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anderson School District #41 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. ***If you do NOT want to release your child's information, please carefully read and sign the "Parent Permission form".***

Student and Family Privacy Rights

Surveys - General

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.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. ***(Board Policy Reference – Student and Family Privacy Rights – 2132)***

Publications, Video, Internet Photos

Students who attend school at Anderson are occasionally asked to be part of school publicity, publications, school website publications, media events (e.g. newspaper, television, etc.) and/or public relations activities.

If you do NOT want your child to be included in any publications and/or public relations activities please indicate by marking the appropriate answer and signing the “Parent Permission form.

District Use of Video Surveillance

The Anderson Board of Trustees authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors/chaperones while on Anderson School buses. Each bus is equipped with video/audio surveillance equipment and will be used in accordance with District expectations and policy.

Right to Select Personal Appearance/Student Dress

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of distraction. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students are expected to come to school ready to participate in learning activities. These expectations apply during graduation, ALL field trips and field day.

General Guidelines

Students should not wear clothing, shoes, jewelry, and accessories that disrupt the learning environment such as:

- Any clothing item that hints at alcohol, drugs, tobacco, violence, sexual innuendo, harassment, ethnic and religious slurs is unacceptable...even if it advertises something that is positive, i.e. a ski race, baseball team, marathon, etc.
- apparel that denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale and use of drugs (i.e., bandanas, group colors).
- apparel that creates a safety hazard for said student or other students at school (i.e., spiked jewelry, chains, etc.).
- apparel that distracts the learning environment due to length and coverage.

Specific Guidelines and Restrictions

- Attire (pants, shorts, shirts, skirts, etc.) must not reveal underclothing, chest, cleavage, or torso/midriff. Shirts shall have a layer of opaque fabric underneath to fully cover the torso. Shirts and blouses must touch the top of pants or a skirt waistband when standing.
- Uncovered strapless dresses and tops are not acceptable at school. Sagging pants or sweats that reveal undergarments, and dresses or tops which are intended as undergarments shall not be worn in school. Oversized pants are to be belted at the waist to prevent sagging.
- Shoes (footwear) must be worn at all times. Students shall wear shoes or sandals that are safe and appropriate for school. Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Specific footwear may be required for activities/classes such as health enhancement or field trips.
- Wearing of a brimmed hat is not allowed inside Anderson School during the school day and should be removed when in the hallway, classroom, or the cafeteria/gymnasium. Students may be permitted to wear brimmed hats for special occasions, afterschool events, school spirit days, or as an opportunity of positive reinforcement in the classroom. Upon request, exceptions will be made when there is a medical

purpose/need for any individual. Each teacher will develop their own classroom procedures that are shared with students and parents outlining specific expectations at the beginning of the year.

- Sunglasses or similar eyewear are not to be worn in the building unless for medical purposes.
- Clothing may not display or imply profane or obscene language, or pictures showing crude or vulgar gestures, nor express racial, ethnic or sexual/sexist innuendoes or implications. Clothing may not advertise or encourage the use of drugs, alcohol or tobacco.
- Skirts and dresses must be no shorter than the length of the longest fingertip when the arms are held straight at the sides of the body.
- Shorts must be no shorter than the length of the thumb when arms are held straight at the sides of the body.
- Other clothing and/or apparel not mentioned above will be dealt with on an individual basis.

Students need to dress appropriately for the weather realizing that they go outside at recess and they may need to evacuate the building or school bus in the event of an emergency. Remember to wear appropriate gear for cold, wet, and/or windy weather. When you are dressed appropriately, you can enjoy being outside. There will be no outdoor recess in weather below 10 degrees or in severe weather conditions as determined by the administration.

Students can expect to put hats and coats in their lockers/cubbies with their backpacks, etc. A spare pair of shoes is recommended since shoes, not slippers, are required inside the buildings. During winter months, boots, hats, gloves or mittens, and coats are necessary for outdoor activities. Anyone with clothing that is unacceptable will be asked to call home and make arrangements to change. Any articles that are confiscated will be returned to parents/guardians upon their request. *(Board Policy Reference – Student Dress – 3224)*

Out-of-School Suspension

In accordance with Anderson School District Policy, misbehavior which can earn out-of-school suspension includes: harassment, fighting, possession of weapons, drugs and defiance of authority. A copy of this school policy is available at the Office.

In-School Suspension

In school suspension is a dramatic form of “time out” and may be applied over an extended length of time/days. When a student demonstrates behavior that infringes on the rights of others, s/he may need time away from others. In-school suspension is monitored, silent, work time that accomplishes several goals:

- It keeps the student in school.
- It addresses misbehavior immediately.
- It protects the rights of others.

Due Process

Each student is entitled to know the rules and what is expected. Teachers and staff will review the rules at the beginning of the school year and again during the year periodically. If students are accused of breaking a rule they will have a chance to explain their interpretation of what happened before consequences are determined. If students have questions about any rules or regulations they should ask their teacher, a staff member or the Superintendent.

(Board Policy Reference – Student Discipline – 3310)

Equal Education, Nondiscrimination & 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 Kristi Jacobs, 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.

Title IX complaints should be directed to the Title IX Coordinator, Kristi Jacobs.

Section 504 of the Rehabilitation Act of 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The Anderson School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child.

- You have a right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child.
- You have the right to an evaluation of your child if the District has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity before the initial placement.
- before any subsequent significant change in placement
You have the right to an opportunity to examine all relevant records for your child.
- You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.
- You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

Any questions or concerns should be brought to the attention of the District's 504 Coordinator Charlotte Dickson at 587-1305.

Americans with Disabilities Act

Anderson School District 41 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The

District's ADA Transition Plan is available on the district's website www.andersonmt.org Community members and visitors to Anderson School are encouraged to contact the school office at 406-587-1305 to arrange for any necessary accommodations prior to visiting. You may also use the online accessibility tool at www.andersonmt.org Best efforts will be made to accommodate any individuals using our facilities. All visitors to Anderson School should enter through the main entrance on the North end of the building and check in at the office. The ADA coordinator is Kristi Jacobs and can be reached at 406-587-1305. The following person has been designated to handle inquiries regarding the Anderson School Districts' non-discrimination policies:

Kristi Jacobs, Superintendent
Anderson School District
10040 Cottonwood Road
Bozeman, MT 59718
406-587-1305
www.andersonmt.org

GENERAL SCHOOL RULES AND INFORMATION

Anderson School Face Mask Guidelines

Face coverings are required in all indoor spaces and all outdoor spaces on school grounds. The face covering requirement applies to all Anderson School students, staff, parents, and anyone else who is accessing the building or school grounds for whatever reason. Exemptions will be made for students or staff who are unable to wear a face covering due to a medical issue. If students and staff are able to be outside in a classroom setting six feet apart, face masks can be removed.

Face covering requirements will supplement measures such as social distancing, frequent hand washing, and frequent cleaning already in place.

What Counts as a Face Covering?

Appropriate face coverings are those that cover the mouth and nose of the wearer. Following Centers for Disease Control guidance, effective face coverings include simple cloth masks and disposable masks. All masks should be clean and/or laundered daily. Bandanas and buffs are prohibited.

Following CDC guidance, face coverings should:

- fit snugly but comfortably against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- be able to be laundered and machine-dried without damaging them or changing their shape.
- Cannot have an "exhale valve," as those allow droplets to escape the mask

Plastic face shields may be used in instances where an individual can consistently and reliably maintain appropriate social distancing or where a cloth mask is otherwise impracticable. Such instances may include, but not be limited to, ADA and other medical accommodations (i.e. autism, developmental age, etc.). If an individual chooses to use a plastic face shield the shield should cover from above the eyes to below the chin and wrap around the side of the wearer's face to reduce the risk of the spread of respiratory particles. Face shields

and masks can be worn together if preferred by the wearer however, it is important to note that disposable or cloth face masks are preferred.

Our policies do not extend to our construction site, anything within the construction barrier is under the guidelines of Dick Anderson Construction.

Attendance Policy

Students are expected to attend classes regularly and be on time for all classes. Research shows that students who have good attendance records: achieve higher grades, enjoy school more and have more employment opportunities after leaving school. Anderson students are recognized for excellent attendance and timeliness.

When students are absent, parents have a responsibility to inform the school before 9:00 AM. You may call to leave a message on the school's answering machine before the day begins at 587-1305.

There are two types of absences: excused and unexcused. When students know they are going to be absent and it is an excused absence of more than two days, they need to complete a pre-arranged absence form which is available from the school secretary. The completed form is to be submitted to the teacher before the absence. *(Board Policy Reference – Attendance Policy – 3122)*

Reporting Absences

When a student is absent, parents are asked to inform the school by 9:00 AM each day of absence. If a student is not present and the parent/guardian has not notified the school of the absence, the school will attempt to call the parent by 9:00 AM.

Pre-Arranged Absences

When parents/guardians know ahead that a child will be absent from school for an extended period of time, then the parent and the child can assume responsibility for making up work prior to the absence. A pre-arranged absence form may be obtained from the school office. Some assignments can be made up; however, some cannot be replicated. The student and the parent/guardian should work with the teacher to design alternate assignments.

Excessive Absences

When a student is absent from any class for more than ten consecutive or nonconsecutive days, a letter will be sent to the parent or guardian. The letter will call to the attention of the parent or guardian the importance of good school attendance to student achievement. When a student is absent for more than fifteen consecutive or nonconsecutive days, a second letter expressing concern regarding the student's poor attendance will be sent to the parent or guardian. If the absenteeism is unavoidable, parents/guardians need to develop a plan to ensure the absenteeism has minimal effect on the student's academic success.

Leaving School

No student will be allowed to leave the school with any adult other than a parent/guardian until proper permission is secured. Students leaving the school during the day should bring a signed note from parents/guardians in advance, stating the reason for the absence. A parent or guardian or parent designee are required to come outside of the office to sign their student out.

Birthday Invitations

Out of respect/kindness for ALL students, birthday and/or party invitations will not be handed out at school UNLESS ALL students in that particular classroom are invited.

Daily Schedules

- K-1 8:25 AM - 3:05 PM
- 2-3 8:25AM - 3:10 PM
- 4-6 8:15 AM - 3:20 PM
- 7-8 8:10 AM - 3:25 PM

Arrival Procedures and Start Times

- 7th & 8th Grade Students may enter the building at 8:00 AM
- 4th-6th Grade may enter at 8:10 AM
- K-3 Students may enter the building at 8:20 AM
- Playground Supervision begins at 7:45 AM

Students should not arrive at school before 7:45 AM, especially on bad weather days. Supervision begins at 7:45 AM. The cohort areas are supervised from 7:45 AM until students enter the building at the morning bell, and at all scheduled recesses.

Because of State Accreditation Standards and the Anderson School Board Policy – Students in K-3 require less hours of instruction per school year than students in grades 4-8. Our daily schedule reflects these standards. Students in K-3 start their day at 8:20 am and finish at 3:20 pm. Students arriving before 8:20 am are to go directly to their cohort area.

Students in grades 4-6 may not enter the school until 8:10 am and through their designated cohort door. 7th and 8th grade students may meet with teachers, work on homework and/or visit quietly in the hallway starting at 8:00 am. **Please do not have your children enter the main entrance. They need to enter through the assigned door per their cohort assignment at the designated times noted above.** We do not have appropriate supervision in the hallways and teachers are busy preparing lessons, attending staff meetings or meeting with students and are not available.

Early Dismissal

An Early Dismissal day is when students are released at 12:30 PM. Early Dismissals are posted on the annual calendar. Parents planning to pick up students should arrive no later than 12:30 PM. Students need to know where to go and what to do on Early Dismissal days.

Tardiness

Anyone who is tardy reports to the office staff before going to class. Students are expected to be in class on time. We want to prepare our students for a lifetime of arriving at their future career pathways in a punctual manner. 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. Students who are considered excessively tardy (more than 8 per trimester) may be considered as not being in good standing for extra-curricular events or as *out-of-district*

students.

Accident Prevention

School staff will do everything possible to prevent accidents. However, parents/guardians must understand that some activities such as recess play, physical education activities or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken by the District. In consideration of your agreement to allow your child to participate in these activities, you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in these activities that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Anderson School District #41.

Accidents/Illnesses

If a student is ill and does not feel well enough to participate in school activities, they need to stay home. If they are in school they will be expected to go outside, attend HE class and take part in classroom activities. If there are extenuating circumstances, a note from a doctor explaining the condition is helpful.

If a student becomes ill or is injured while at school, parents will be asked to take them home if necessary. If they are seriously injured, parents will be called; first aid will be administered by trained staff, and emergency treatment and /or transport will be secured to the nearest medical facility.

If the parent/guardian cannot be reached, the Superintendent is empowered by the Board of Trustees to authorize emergency treatment and/transport of the child to the nearest medical facility.

Lunch Program

The cost for lunches is \$3.25 (K-4) \$3.75 (5-8) and \$4.25 for adults. Milk costs .55 cents per carton. Students eat in their cohort room or assigned area and are excused on a regular schedule. Students may bring cold lunch from home. If students bring a cold lunch **items should not need refrigeration or microwaving.** All students are reminded to be courteous and to use good manners while eating. Sodas are not allowed in the school. Good nutrition provides a foundation for good health and optimum learning.

The Anderson School lunch program accepts payment at the beginning of the school year and throughout the year to be posted to a student lunch account. Each week, a report is run identifying all accounts that have begun running a negative account balance followed by an email sent to the parent(s)/guardian(s) indicating that the lunch account needs immediate attention. A student running a negative lunch account balance may continue to receive lunch; however, account balances that run delinquent of \$50.00 or more are subject to being forwarded on to a collection processor after 30-days of no response or attempt to set up a payment plan. Payment to a students lunch account can be made directly to the school via cash, check (we do not accept credit cards) or through our third-party vendor Myschoolbucks.com.

Cell Phones and Other Electronic Devices

Student possession and use of cellular phones, pagers, and other electronic devices (including, but not limited to iPads, iPods, Phones, and iWatches) on school grounds, at school- sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students may use cellular phones, and other electronic

devices on campus before school begins and after school ends or as determined by school procedures. Cell phones are to be kept in lockers when not in use during the school day. In special circumstances, the school Superintendent may authorize the use of cell phones or other electronic devices by students (for example, the use of iPods during a bus trip, the use of iPads or cell phones for research or calculations in the classroom or other exceptions due to a specific student situation). Specific building regulations and procedures shall be published annually in the student/parent handbook. The District is not responsible for lost or stolen devices. (Policy #3630) The school may regulate the use of cell phones by parents and other adults while they are on school property. Parents and other visitors use of electronic devices for video or photographic capabilities may not infringe upon the rights of students. ***(Board Policy Reference – Cell Phones and Other Electronic Devices – 3630, Student and Family Privacy Rights- 2132, Video Surveillance- 3235)***

Change of Address (Including Email Address)

Please **immediately** inform the school of any change in address, work phone number, home phone number, email address or emergency phone numbers.

Communication with Families (Parent/Teacher Conferences)

Communication between the home and school is an essential part of the educational program. Parents are encouraged to contact their child's teacher or any specialist if they have questions, concerns or compliments about their child's progress in school. They should first address their concern with the teacher. If this does not solve the concern, a meeting with the Superintendent can be scheduled.

Conferences are scheduled with parents at the end of the first trimester in the fall. Another conference is optional in late winter or spring. Students may be asked to attend the conference and share their progress and achievements with their parents.

School Newsletter/School Calendar

The school newsletter, "The Panther Paw" will be emailed monthly. It is also available online at andersonmt.org. Events and achievements will be highlighted in the newsletter along with other scheduled events during the school year. Please let the office know if you would like a hard copy of the newsletter.

Report Cards and Conferences

Grades will be reported to parents by trimesters. The first report card will be issued at the end of November or early December. Midterm reports will be sent home after six weeks. The lengthier term will allow teachers an opportunity to get to know each child's skills and abilities better.

Reporting student progress is the result of daily evaluation of your child. Conferences are required after the first trimester, and then scheduled on an as needed basis. Effective parent-teacher communication is essential for student success in school. That means two-way, on-going, honest communication that focuses on what is best for the child. Parents and teachers will work together to provide the optimum opportunities for a student's success in school.

School Nurse

Dr. Julie Ruff is Anderson's school nurse on a part time basis. If students or parents have a health concern they can contact the school secretary who will serve as the liaison if Julie is not present and or place both parties in contact with one another. The District provides staff training to properly address health care needs and respond to life threatening emergencies. Procedures are aligned with the Montana Office of Public

Instruction's Technical Assistance Manual "Serving Students with Health Care Needs in Public Schools".
(Board Policy Reference – Student Health/Physical Screenings/Examinations – 3410, Student Immunization- 3413, Administering Medicines to Students- 3416, Emergency Treatment- 3431)

Fire Drills/Earthquake/ Crisis Drills

Emergency evacuation drills for fire, earthquake, and crises are practiced during the school year so that students may become familiar with the proper procedures. If a fire drill takes place during inclement weather, students will be allowed to get their coats. The Anderson Crisis Management Plan is available at the office if you would like to read it.

Emergency Opening/Closing or Dismissal

Occasionally, conditions arise that require the closing of school early for safety reasons. Examples are severe storm conditions, and problems with water or sewer at the school. Emergency situations where school is closed or dismissed early are announced through the Anderson School Parent One Call system.

Cold Weather Policy

School closes when the temperature is at -30 F. These days will be made up during the academic year or at the end of the year. In the event of a closure prior to the start of the school day, you will receive a call from the **Anderson School Parent One Call System by 6:45 AM.**

When school is in session during periods of cold weather, students will not be on the playground in temperatures 10 F or below and/or other severe weather conditions at the discretion of the Superintendent. For student safety, parents can assist teachers in stressing the importance of wearing hats, scarves, mittens, boots, snow pants, and other winter garb that make it fun to be a Montana. If students need to walk between the Brown and Red Schools, they need to be dressed appropriately. Outdoor class time will be held more this year so appropriate clothing is essential!

School Dances/Fun Nights

The rural schools in Gallatin Valley typically take turns sponsoring dances for students in sixth, seventh, and eighth grades each school year. The dances are held at the sponsoring school and are chaperoned. Dress codes and school rules DO apply at these dances. The sponsoring school is responsible for sending invitations to students at other schools.

Medication That Must be Taken At School

Parents need to make arrangements with the school secretary about any medication that must be taken during school hours. This arrangement consists of completing a form allowing the dispensing of medication by school personnel. All medication must be kept in its original packaging or current prescription bottle. A student giving medication to another student can be disciplined under the school's drug distribution policy. Aspirin and other over-the-counter medications are discouraged. Teachers or other school staff members are NOT to dispense medication unless authorized to do so by the Superintendent. The District will follow the guidelines and procedures outlined in **Board Policy 3416– Administering Medicines to Students – 3416**

Telephone Messages/Deliveries

Except in an emergency, teachers will not call students to the telephone or make deliveries to the classroom. We encourage students to take responsibility to remember assignments and appointments.

Students should not use the telephone to obtain permission to visit a friend after school, or persuade someone to bring a forgotten assignment. Deliveries to the classroom will be made by a staff member during a time that is not disruptive to the learning environment.

Valuables

Money, purses, wallets, watches, cameras and any other personal item that have value should be in the student's possession at all times or kept in a safe place. Music headphones, radios, tape players, CD players, iPods, etc. are allowed on the school busses but **MUST** be **TURNT OFF** and put away when entering the building or on the playground.

Book Fees

Any student who is issued a textbook is responsible for its care. The wear and tear brought about by daily use is expected. However unreasonable damage to any book will result in a fine and possible replacement costs.

Insurance

Anderson School District's insurance policy does not cover students. Student insurance may be purchased at low cost through a separate insurance carrier. Information is handed out at registration and sign-off is required if a family elects to not have student insurance. The state of Montana also offers extremely low cost insurance for lower income families. Check with the school office for confidential information relating to these programs.

Lost and Found

Outdoor clothing and equipment should be clearly labeled with your child's name. Lost items are stored in the bus barn and in the hallway outside of the 8th grade room. Both are periodically donated to local charities. Students should check this area for missing items. If your child has lost an item, we will do everything possible to help him/her find it.

PARKING LOT PROCEDURES (Arrival and Dismissal)

At the end of the school day, **ALL** students must exit the building through their assigned cohort door. If you arrive early we ask that you wait in your car until you see your student exit the building. The parking lot has diagonal parking and clearly marked pathways for your children's safety. If you park in a diagonal spot in front of the bus lane you must back out when leaving- do not pull forward through the bus lane. For safety reasons, K-4 students must stay on the sidewalk area or grass in front of the school until their ride is parked and waiting. For safety purposes there is **ABSOLUTELY NO RUNNING or playing with equipment/balls (it is not a recess time)**. It is a time for students to wait patiently for their rides. Walking through the parking lot requires watchfulness to ensure a safe route to the vehicle. We ask all parents of children in grades K-3 to physically travel with their children to the car. Parents of older students are asked to remind their students not to run when going through the parking lot. Teachers will remind students repeatedly to use safe practices.

BEFORE SCHOOL AND AFTER SCHOOL

Entering and Exiting the Building

Because of State Accreditation Standards and the Anderson School Board Policy – Students in K-3 require less hours of instruction per school year than students in grades 4-8. Our daily schedule reflects these standards. Students in K-3 start their day at 8:25 am and finish at 3:05 pm. Students arriving before 8:20 am are to go directly to their assigned cohort area where there is appropriate supervision.

Students in grades 4-6 may be in their assigned cohort area until 8:10 am and then enter the building. 7th and 8th grade students may meet with teachers, work on homework and/or visit quietly in the hallway starting at 8:00 am. **Please do not have your children enter the building before their scheduled start time unless you have a scheduled appointment with their teacher.** We do not have appropriate supervision in the hallways and teachers are busy preparing lessons, attending staff meetings or meeting with students and are not available for supervision.

Student Behavior

Keeping the school a safe, orderly environment is a priority. The operating principles of the Anderson staff emphasize commitment to building a safe, humane school where students participate in a system that offers choices with consequences. Anderson staff supports an approach that is fair, firm and consistent. At the beginning of the school year teachers will go over the rules with each student. Students will be involved in a consistent discipline approach to facilitate a safe respectful community of learners. The Student Council will have the opportunity to represent grades 3 – 8 in governance and development of student projects and expectations. A primary teacher and middle school teacher will coordinate this activity to afford a balance of representation for all grades.

Rules and Responsibilities

When each student assumes responsibility and shows respect toward others, very few rules are needed and the school is a fun, safe place. However, a few rules are needed just to remind each of us that the school and community have expectations for behavior in the building and on the playground. Students will follow the “Expectations for the Anderson School Community” matrix.

Public Displays of Affection

Public displays of affection (kissing, hugging, hand holding etc) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

Bicycles, Skateboards, Roller Blades, Heeleys, Ripsticks

This year in particular we encourage children to ride, walk, skate, ski, etc. to school! Skateboards, roller blades, and ripsticks are not to be used during the school day. Heeleys (shoes with wheels) are not allowed at school. Students choosing to ride equipment to and from school are cautioned that the traffic on Cottonwood Road is heavy at times and the road has narrow shoulders. Use of the Safe Route to School path is highly

encouraged for safety. Students should have instruction on how to safely ride a bicycle to and from Anderson School. If students ride a bicycle to school they should park it in the bike racks and leave it in the racks until school is dismissed. Other equipment should be stored appropriately. The District is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Bikes, skateboards, rollerblades, and ripsticks are not to be ridden during the school day (including recess) unless it is part of an instructional program.

Walking to School

Walking to/from school must be authorized by the parent/guardian preferably beforehand. For safety purposes, please inform the Office that your child has approval.

Playground Guidelines

The playground is supervised from 7:45 AM – 8:20 AM. It is also supervised during scheduled recesses.

On the playground:

- *Always follow the Anderson School Behavior Matrix that is available on the school website
- *Use of equipment the way it was intended and in a proper and safe manner. Teachers will demonstrate how to safely use equipment.
- *Avoid actions which you know may endanger yourself or others, i.e. no sitting or standing on top of the monkey bars; in crowded areas, walk being careful not to bump into others.
- *Dispose of wrappers and other garbage in the playground waste containers.
- *Follow the instructions of playground supervisors and teachers immediately.
- * Playground balls are not to be thrown at other students when swinging or using the playground equipment.
- *Think. Use your good sense and do what's right.
- *Remember, respect yourself, others, and property.

In the building:

- *Always follow the Anderson School Behavior Matrix that is available on the school website
- *Use quiet voices in the hallways and classrooms.
- *Walk in the hallways. Pass on the right side.
- *Keep hands and feet to yourself.
- *Be courteous and pleasant to others.
- *Follow the directions of teachers and staff.
- *Respect yourself, others, and property.
- *Gum chewing is prohibited. However, as long as students are careful about disposing of gum, gum chewing can be used as a reward or an accommodation if the teacher so deems.
- *NO GUM IS ALLOWED IN THE GYM, ON THE PLAYGROUND OR DURING ANY PHYSICAL ACTIVITIES for safety reasons.

Animals in School

Persons bringing animals into the school must receive prior permission from the supervising teacher, building principal, or administrator. Animals, including all vertebrates and invertebrates may be brought into

the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for and properly handled.

Neither students nor visitors to the schools shall bring pets of any kind onto school property or to any school function unless invited to do so by a teacher, building principal, or administrator in the interests of an educational, instructional purpose. Any person bringing a pet, or attempting to conceal a pet in a school building or to a school sponsored function, shall be directed to leave the premises until s/he can return without the animal in his/her possession. The only exception to this policy will be service animals individually trained to do work or perform tasks for the benefit of a person with a disability.

Guidelines published by the American Humane Association, "Care and Management of Animal Visitors at School," may be obtained from the American Humane Association, P.O. Box 1266, Denver, Colorado, 80201. (*Board Policy Reference – 8240*)

Animals on the Playground

Animals on the playground can be a nuisance or dangerous and are not allowed whether the animals are leashed or unleashed for any event unless permitted by the Superintendent. In situations where the animal's owner cannot be contacted, the Animal Controller will be called.

Chemical Use and Abuse (including tobacco)

The use, possession, or distribution of illicit drugs or alcohol, including drug paraphernalia is prohibited for all students and employees of Anderson School at all school functions on school premises at any time of the day or night. All field trips under the sponsorship of Anderson School are subject to this policy. Whenever an incident involving an illegal substance, including alcohol, occurs, the Superintendent will call the School Resource Officer (SRO) and will notify the student's parents or guardians. The incident and the actions will be documented and the student may be suspended out of school. (*Board Policy Reference – Tobacco Free School- 8225, Student Discipline – 3310, Alcohol, Drugs, and Tobacco use- 3340*)

Weapons

Except as provided in 45-8-317 MCA, no person may possess, use, carry, or bring dangerous or deadly weapons on property owned or leased by the school, on school-owned or chartered buses, to school functions whether on or off school property, or to school extracurricular activities. These weapons include, but are not limited to any explosive device, pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knife, slingshot, nunchuck, artificial knuckles or any substance, or any object used to, or threatened to be used as, a dangerous or deadly weapon. Any student found in violation of the sections of this policy pertaining to firearms, including pistols, revolvers, shotguns, rifles, shall be expelled from school by the Board of Trustees for a period of not less than one calendar year (365 days), unless the Trustees determine at an expulsion hearing that an alternate penalty should be applied. Students violating other sections of this policy applying to dangerous and deadly weapons, but excluding firearms, will be subject to corrective action and/or punishment, including possible suspension or expulsion. (*Board Policy Reference – Student Discipline – 3310*)

ANDERSON SCHOOL'S ACADEMIC PROGRAM

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking and mathematics are stressed at all grade levels. Social sciences, science, health, physical education, foreign language and fine arts are equally important subject areas. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through cooperative learning, the library/media center, computers and satellite communications. If you do not understand why something is being taught or how it is being taught, talk with the teacher or the Superintendent. There are Board-adopted curriculum guides for most subject areas.

Music

General Music All Anderson students receive instruction in general music. All-school and individual classroom programs give students the opportunity to perform music for the Anderson community to demonstrate their talents and skills.

Band Students in Grades 5-8 have the option of participating in band. This program is held during school; however, band students are expected to participate in school performances and graduation unless prior arrangements have been made with the music instructor.

Art

All students receive art instruction, either by the classroom teacher, through the enrichment program, or in the middle-school rotation block. K-4 students have art weekly and art is integrated with other subject areas.

Other visiting artists are scheduled through Montana Arts Council grants and with support from the Anderson Parent Council.

Health Enhancement

Health enhancement classes are offered throughout the week. These classes emphasize personal growth in the development of physical skills and knowledge of healthy lifestyles. Students are expected to dress appropriately to participate actively in indoor or outdoor physical education activities. A copy of the health enhancement curriculum is available in the office for parents to preview. Contact the health enhancement teacher if you wish to preview resources or videos.

Library/Media Center

The Anderson School Library and Media Center is designed to provide every student with a variety of learning materials to broaden interests and experiences and stimulate mental growth. The half-time librarian/media specialist provides exploratory experiences, reading guidance and instruction in the use of materials for any subject. The school has Internet access which includes an Internet filter. ***Students must sign and return a copy of the Responsible Use Agreement to the homeroom teacher before accessing the internet at school.*** The Library and Media Center is constantly expanding to offer more and better opportunities to Anderson students. All students participate in a library class on a weekly basis.

Special Education

Students needing assistance in academic or physical areas are provided support by the resource program. Anderson School uses an inclusive model where students with disabilities are serviced according to individual educational plans (IEP) in relation to the least restrictive environment (LRE). Anderson School contracts with the Gallatin-Madison Special Education Cooperative for the services of a speech clinician, physical and occupational therapists and a school psychologist.

Gifted and Talented Education

Occasionally a student may have moved beyond some areas of the curriculum at his/her grade level. The GATE program is designed to challenge those students academically in an area of giftedness.

Please visit the Anderson School website – Anderson School tab for more information.

Electives

Technology education, art and foreign language are offered to 7th and 8th grade students. These semester-long classes meet four days per week. Students take two elective classes each school year. These classes, in addition to the core curriculum, provide students with necessary skills and pre-skills for future decisions and success in high school.

Counseling Program

Guidance and Counseling are an important part of the total program of instruction. The Anderson School District is fortunate to have part-time guidance and counseling services. The goal of the counseling program is to help students achieve a high level of personal value from their education. The Guidance and Counseling Program works in five areas:

1. *Implementation of Guidance Curriculum.* Our counselor works with faculty and students in the areas of personal and social development, education and occupational development.
2. *Individual Planning Activities.* He/She assists students in planning, monitoring and managing their own learning, as well as their personal and long-term educational goals;
3. *Responsive Services.* Our counseling program has activities that meet the immediate needs and concerns of students by providing counseling, referral services, or general information. Our counselor helps students and families in need when facing emergency situations.
4. *Community Outreach.* The Counselor is involved in work in Gallatin County that helps to provide services for students and families. She coordinates our 504 services and acts as the Homeless Liaison to the state.
5. *Faculty and Staff Assistance.* Our counselor assists teachers, the faculty, administration, and staff in meeting academic, social, and emotional needs of students.

Homework

The purpose of homework is to allow students to practice skills they have learned or allow them to extend their current knowledge. Homework is not punishment or busy work. Students will be expected to perform homework at various times. The amount varies with each grade level. Sometimes, homework consists of work that was not finished in school. Most homework assignments should extend what they have learned in the classroom. Often, that assignment is designed for them and an adult to work together. Teachers will guide students in the types of homework for which they will be responsible. Even when students have no assigned homework, they should plan to read every night.

Assignment Books and Textbooks

Students in Grades 3-8 use an organizer for assignments. A fee amounting to the District's cost will be charged to parents of students in grades 3-8. Replacement fees will be charged for all lost assignment books. Any textbook issued to the students is their responsibility. Replacement is expected when textbooks or other learning materials are lost or damaged.

Grading System

Each teacher explains his/her evaluation process early in the year to students and to parents at *the Open House* or through a disclosure statement.

Field Trips

If current times eventually allow, your child's class will be participating in educational field trips during the year. It is the policy of Anderson School District #41 to acquire parental permission before allowing a student to travel with members of his/her class. **If you would like your child to participate, please carefully read and sign the "Parent Permission form"**. By signing and checking the yes or no you are giving permission for your child to go with his/her class on field trips during the year.

Transportation will be provided by the District. If travel by a private car is required for an event, you will be notified prior to the trip. As a parent or guardian, your signature on the permission form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing you indicate that you understand that some activities on field trips involve inherent risks to students, regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow your child to participate in field trips you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a Trustee, employee or agent of the Anderson School District #41. In the event it becomes necessary for the District staff in charge to obtain emergency care for your child, neither he/she or the school District assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance. If your child has a medical condition, which the school should be aware of before allowing your child to participate on a field trip, you must notify the school and inform them of the nature of the medical condition. In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip. Parents who wish to assist in chaperoning a field trip may volunteer by contacting the teacher of the class or the building Superintendent. Due to a variety of factors (e.g. participant restrictions at field trip sites, space, etc.) additional family members or friends may not accompany a volunteer chaperone on field trips. All children participating in field trips must ride District provided transportation to and from the field trip site.

Student Technology Responsible Use Agreement (Kindergarten to Grade 8)

Anderson Public School Acceptable Use Policy Revised: July 2020

All users of technology in Anderson School District are required to abide by the Acceptable Use of Technology Policy (AUP) and Regulations as set forth below.

TECHNOLOGY PROTECTION MEASURE

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code, child pornography, as defined in Section 2256 of Title 18 United States Code or harmful to minors.

The school district will certify, on an annual basis, that the district is in compliance with the Children's Internet Protection Act. This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. The Board will provide reasonable public notice for changes to the Acceptable Use Policy to allow for input on the Internet safety policy from concerned community members.

Anderson School District has installed and will maintain Internet filtering software. The Anderson IT staff will monitor the blocking/filtering issues and will escalate student misconduct to the building administrator. This filtering cannot guarantee that the students will not access material that may not conform to the district's curricular educational standards. Teacher/staff supervision of student use of these services is required during school hours.

TECHNOLOGICAL RESOURCES FOR STUDENTS

The following policy outlines the acceptable uses of technological resources in Anderson School District. This policy applies, but is not limited to, the following categories of technology: district-wide computer networks, standalone computers, peripheral devices (televisions, SmartBoards, scanners, and printers), on-line services, licensed software, confidential district databases, and use of the Internet.

Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other online services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing,

innovation, collaboration, and communication.

The district reserves the right to prioritize and limit access to and use of its technological resources. Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by Anderson students. This policy seeks to balance issues of intellectual inquiry, freedom of speech, and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material. Acceptable use in the framework of Anderson School District can be defined as employing technology as an educational tool; using guidelines that the computing community at large and/or legal opinions have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the Internet Safety Policy as inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the school.

Personal use of this school district-wide service is permitted, at staff discretion, so long as the use is legal and complies with other district policies. Failure to comply with school policy will result in loss or reduction of computing privileges. Any material accessed by students must be related to the educational program or the approved extracurricular activities of the schools. While in school, student access to technological resources will be under the supervision of district staff and will be monitored by staff in the same manner as any other classroom tool. Using technology in the context of a school setting is not a right, but a privilege. Any student who uses the technological resources of the district consents to having all activities performed on the district network or on district devices monitored by a systems administrator.

INTERNET SAFETY POLICY

The following have been deemed inappropriate uses of school technology. The list is not all-inclusive, but includes some major categories of misuse of technology.

- Using the network for illegal activity (e.g., copyright infringement or illegal downloading of content or software)
- Disrupting or damaging of equipment/software or the operation of the system
- Vandalizing the data account of another user
- Gaining unauthorized access to another account, confidential school records, or computer/network resources not explicitly provided to a user Attempting to bypass internet safety systems through any means (e.g. –proxy servers)
- Using another person’s account or name without permission
- Using abusive or obscene language, sending hate mail, or harassing another individual through any technological means
- Obtaining pornographic text, graphics, or photographs through any means, including but not limited to, E-mail, Instant Messaging, Social Media, or general browsing
- Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of others
- Creating or installing a computer virus
- Using district technology for financial or business gain
- Installing or using personal software on any computer in the district

- Changing the configuration of an individual computer or network
- Downloading software not approved of by IT staff
- Logging onto the Internet or sending email using a fictitious name
- E-mail broadcasting or spamming
- Cyber bullying in any form

Students and staff are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System administrators have access to all district e-mail and illegal activities may be reported to law enforcement authorities or district administration. Students found to be using their school email for inappropriate use will lose access to their school email.
- In all forms of Internet usage, whether at school or at home, students should make a conscious effort to protect themselves against online predators. Students must not give out their names, home addresses, or telephone numbers to people they “meet” on the Internet. School district staff has developed means of communicating with students through e-mail or online course management and will not communicate with students through personal e-mail or personal social media outlets including, but not limited to, Facebook, Twitter, or Pinterest.
- Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.
- Users will respect and show proper care when handling all district technology equipment. Any student found to be intentionally damaging any software or hardware will lose usage privileges of school equipment and may be liable for the cost of repairs/replacements.

E-MAIL AND STUDENT ACCOUNTS

In an effort to provide a comprehensive and robust technology platform, Anderson School District has adopted G-Suite (formerly known as Google Apps for Education) as its primary user and data management tool. As part of this platform, all students in grades K-8 receive a student account. This account controls their access to the Internet/Network and district-owned computers. Along with access, this platform also provides school district email services for staff and students. As with all other district technology services, all electronic communication is monitored and audited by district IT staff and third-party services. Anderson School District utilizes email filtering technology to screen for offensive and inappropriate content and has partnered with industry technology leaders to actively scan for cyberbullying and indications of self-harm. All students in grades K-8, unless expressly forbidden, will be given access to email services as outlined below:

- Students in grades K thru 4 will receive “Internal Only” email accounts – this means they can communicate with other students and staff within Anderson School District only. Outside email access may be allowed to specific users or domains at staff request to complement the learning experience.
- Students in grades 5-8 will receive “Internal and External” email accounts – this means they can communicate with other students and staff within Anderson School District as well as outside the district. Due to new state legal privacy requirements, students will no longer be permitted to use their school email to communicate with non-approved businesses, applications, or services.

Written notice must be sent by the parent/guardian to the school superintendent if you do not want your student

to use email for school. If we receive no response within 10 days of the first day of attendance, we will consider that to be an "opt-in" and will allow your student to have email access.

ONE-TO-ONE COMPUTING

Anderson School District has recognized the need for additional computing resources for each student. To address this need, the district has adopted a one-to-one mobile computing initiative for students in grades 2-8. Each student in grades 2-8 will have a district-owned device assigned to them at the beginning of the school year. This device will remain with the student while enrolled at Anderson School. Students will be responsible for the physical welfare of their assigned device and any malicious destruction will result in the loss of all computing privileges and/or fines depending on overall damage and depreciated value of the device (see [Computing Fees and Fines Schedule](#)).

Student devices are monitored and Internet access is restricted at all times, this includes when the device is not physically on school district property. While the technology infrastructure that the district provides is robust, management and Internet restrictions while the device is "off-campus" and outside of school hours is provided at a best-effort level. In addition, District IT staff will not support student devices outside of school hours. See Internet Safety Policy.

Students will not physically alter their assigned device in any way, this includes but is not limited to the follow:

- Painting
- Engraving
- Removing or altering keys
- Removing or altering barcodes/school labels
- Changing batteries
- Using non-approved chargers

** Students MAY personalize their device by using vinyl stickers (NOT paper-based stickers) as long as the sticker is school appropriate and complies with all other school policies. District staff reserve the right to remove or disallow any personalization for any reason at any time.

The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries, or service disruptions caused by its own negligence or the user's errors. It is understood that a guardian signature is not required for this procedure to be effective.

Computer access has become an integral part of the curriculum, and the inability to use this resource may impact your student's educational opportunities. Please sign the form below stating that you understand this document and the student will abide by the rules. Written notice must be sent by the parent/guardian to the school superintendent if you do not want your student to use computers in the school. If we receive no response within 10 days of the first day of attendance, we will consider that to be an "opt-in" and will allow your student to have computer access. Students will be held liable for violations of this agreement. It is understood that the Anderson School District's computer systems and technology resources are intended for educational purposes.

- Anderson School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in an appropriate manner.
- Anderson School District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.
- Anderson School District will not be held responsible for materials acquired on the network or via a District-owned device.
- Anderson School District will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service.
- Anderson School District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- Anderson School District will not be responsible for financial obligations arising from unauthorized use of the system.
- Anderson School District is not responsible for Internet access or Internet quality outside of school property.
- Anderson School District IT staff will not support any home Internet setup or devices. Only school-owned devices are supported.

(Policy # 3612)

REGULATIONS – TECHNOLOGICAL RESOURCES FOR STUDENTS/STAFF

Anderson School has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include but are not limited to:

- School/District computer networks
- Stand alone computers
- Peripheral devices (SmartBoards, televisions, projectors, telephones, scanners, printers)
- Internet Access
- Licensed software
- Databases of information compiled by the district

Computing Fees and Fines Schedule

Anderson Public School Computing Fees and Fines Schedule Revised: July 2020

All users of technology in Anderson School District are required to abide by the Acceptable Use of Technology Policy (AUP) and Regulations. Failure to abide by the policies may result in loss of computing privileges or, in the event of damage to computing devices, fines.

ONE-TO-ONE COMPUTING

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- Engraving
- Removing or altering keys
- Removing or altering barcodes/school labels
- Changing batteries
- Using non-approved chargers

** Students MAY personalize their device by using vinyl stickers (NOT paper-based stickers) as long as the sticker is school appropriate and complies with all other school policies. District staff reserve the right to remove or disallow any personalization for any reason at any time.

Suggested Fines

The following amounts are only examples and may be amended or modified at any time given situational circumstances including, but not limited to, accidental damage, theft, normal wear and tear, grade, previous misuse, or malicious intent by another student. In addition, fine amounts decrease with each year of depreciation (4 years total) to the device. Should a device need to be replaced, a device of equal age and status will be given to the student. If the student damages the replacement device, a loss of computing privileges will likely occur.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Broken Screen	\$125	\$80	\$50	\$20
Broken Hinge	\$125	\$80	\$50	\$20
Broken Keys	\$25	\$15	\$10	\$5
Water Damage	\$125	\$80	\$50	\$20
Electrical Damage	\$150	\$100	\$75	\$50
Frame Damage	\$80	\$60	\$40	\$20

End of Life Policy

Damage incurred to the device that does not affect normal operation and is noted at the end of the device's 4-year lifecycle will not be charged. This will be considered normal wear and tear and the asset will be disposed of.

COMMUNITY SUPPORTS

Anderson School recognizes the importance of eliminating barriers that impede parent/family involvement and encourages the collaboration of parents, families, and members of the community. The District has developed a plan that will ensure students feel safe, welcomed, valued, and connected. Any family or student seeking assistance is encouraged to contact the Anderson School Homeless Liaison at 587-1305. Please find below additional resources:

America's Covid Warning System - www.covidactnow.org

Family Promise – www.familypromisegv.org

Family Promise of Gallatin Valley is a non-profit network of diverse faith organizations working together to help Gallatin Valley's homeless families with children. For more information contact them at:

209 S Tracy Avenue Bozeman,
MT 59715
582-7388

Office of Public Assistance – www.dphhs.mt.gov

The Montana Department of Public Health and Human Services offers assistance through the Office of Public Assistance in Gallatin and Park Counties. The mission is to improve and protect the health, well-being, and self-reliance of all Montanans. OPA offers food stamp assistance, medicaid, TANF, and child support enforcement. For more information contact OPA at:

237 West Main
Bozeman, MT 59715
(406) 582-3010
220 East Park
Livingston, MT 59047
(406) 222-8000

Community Health Partners – www.CHPhealthmt.org

Health Centers focus on wellness and early prevention, the keys to cost savings. Community Health Partners provide more than just treatment for illness or episodic conditions. They offer comprehensive, "one-stop" services and a "health care home" for patients in their communities. To ensure that income or lack of insurance is not a barrier to care, patients who are not covered by public or private insurance are charged on a sliding fee scale according to income. For more information contact CHP at:

Community Health Partners
126 South Main Street
Livingston, MT 59047
(406) 222-1111
Gallatin Community Clinic
214 East Mendenhall Street
Bozeman, MT
(406) 585-1360

Bozeman Job Service – <http://wsd.dli.mt.gov/local/bozeman/>

Bozeman Job Service is designed to provide superior service to the employer and job seeker. Jobs are listed online. Job seekers can register on our database and manage their own job search or they can have mediated services provided by an employment consultant. For more information contact them at:

121 North Willson
Bozeman, MT 59715
(406) 582-9200

The HELP Center – www.bozemanhelpcenter.org

24-hour crisis counseling hotline, information, and referral. The Help Center offers the 211 info line, suicide outreach, and individual and group counseling for survivors of suicide. All services are free, confidential, and anonymous. Some counseling services are available for individuals, couples, and families without resources. For more information contact them at:

421 East Peach
Bozeman, MT 59715
586-3333

Child Care Connections – www.childcareconnections.info

Child Care Connections assist parents who are looking for quality and affordable child care. Child Care Connections offers a wide variety of programs and services for families and child care professionals. For more information contact them at: 1600 Ellis Street Unit 1A

Bozeman, MT 59715
587-7786

Salvation Army – http://www1.usw.salvationarmy.org/usw/www_usw_bozeman.nsf/

Ongoing programs and services for families in crisis. Emergency welfare aid which could include lodging, meals, clothing, or gasoline. For more information contact them at:

32 South Rouse
Bozeman, MT 59715
586-5813

LOVE, INC – www.loveincgc.org

Love INC mobilizes partner churches and their volunteers to find effective ways to serve individuals and families who find themselves in difficult circumstances and who need a helping hand. Serving individuals and households in Gallatin County, Montana, Love INC is a Christian, faith-based, non-profit organization designed to connect the human, material and spiritual resources of dozens of local congregations with individuals and families struggling in difficult circumstances. To request assistance or learn more about what is available contact them at:

No office Appointments are available all requests are made via phone – 587-3008

HAVEN – www.havenmt.org

HAVEN offers 24-hour emergency assistance, temporary shelter, legal assistance and advocacy, support and education for battered women and their children. HAVEN offers community education and referrals for those who batter. They can also assist with information and referrals for temporary restraining orders. For more information contact them at:

PO Box 752
Bozeman, MT 59715

586-4111 – Crisis Line
586-7689 – Business Office

Gallatin City-County Health Department – www.healthygallatin.org

This site has a wide array of resources to help people live healthy lives. For more information contact them at: 215 West Mendenhall

Bozeman, MT 59715

(406) 582-3100 – Human Services

(406) 582-3120 – Environmental Health (406)

582-3115 – WIC

Thrive – www.allthrive.org

The mission of Thrive is to encourage healthy family development through community awareness, parent education, and support to children and families. For more information contact them at: 400 East Babcock Street

Bozeman, MT 59715

(406) 587-3840

Montana 2-1-1 – www.montana211.org

2-1-1 offers assistance with general information and referrals as well as assistance for persons in crisis.

(406) 586-3333

