



Student–Parent Handbook

2025-2026

**160 Old River Bridge Road
P.O. Box 309
West Glacier, MT 59936
www.westglacierelementary.org
(406) 888-5312**

To Students and Parents:

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

The Student-Parent Handbook is designed to be in harmony with Board policy. The handbook itself is updated once each year, while Board policies may be changed or revised at any time. If a policy changes during the year, families will be notified through newsletters or other school communications, and the new or updated policy will replace anything in the handbook that no longer matches. If the handbook and Board policy ever appear to conflict, the official Board policy is the one that will be followed. To confirm the most current policies, families can use the policy codes listed throughout this handbook to look up the full, up-to-date versions on our district website:

www.westglacierelementary.org/about-us/policies-and-forms

Parental Rights

West Glacier Elementary School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District’s website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student’s education:

- Student and Family Privacy Rights – Policy 2132
- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Health Instruction – Policy 2335
- School Activities – Policy 3233
- Student Records and Confidentiality – Policy 3600
- Student Health – Policy 3410
- Student Immunization – Policy 3413

Release of “Directory Information”

Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended]. This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Welcome to West Glacier Elementary!

Educating the mind, body, and creative spirit of each student.

School/District Vision Statement

West Glacier Elementary, through a safe, respectful, and nurturing environment, empowers and challenges every child to reach their greatest potential by providing a diverse and dynamic curriculum.

School/District Mission

The community, parents, and staff of West Glacier Elementary are committed to creating an environment that encourages continual growth socially, academically, and personally. This partnership will use challenging and engaging curriculum that focuses on each individual child, enabling them to become responsible, respectful, and successful students and citizens, and to encourage them to become life-long learners.

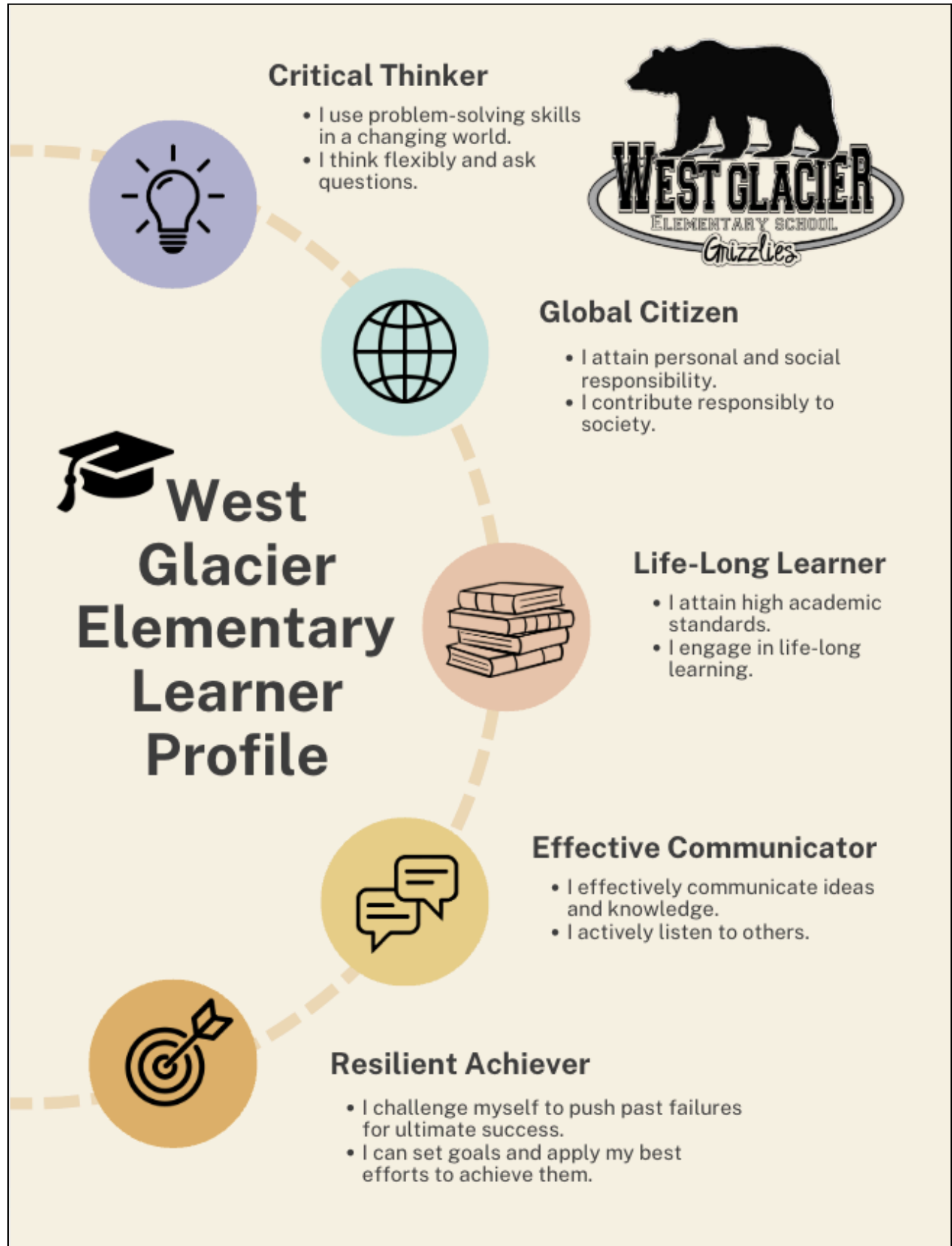
School/District Philosophy of Education

The focal point of West Glacier Elementary is the student. The Board of Trustees will provide leadership to create, maintain, and improve the school for the children's educational needs, guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with community, parents, school staff, educational partnerships, and students. The community of West Glacier Elementary must work every day to help our young people question, invent, anticipate, and dream so that they will be prepared to succeed and to make a difference. The school recognizes that a child learns best at his or her own rate according to ability and that learning is best accomplished by using a variety of teaching approaches, encouraging students to challenge themselves in a safe environment. West Glacier Elementary will provide a balanced program including academics, creative arts, physical education, and the use of technology. The following goals have been established for our students to learn and develop personally, academically, and socially to their highest potential.

All students will:

- Attain high academic standards;
- Develop personal and social responsibility;
- Contribute responsibly to society;
- Engage in life-long learning;
- Effectively communicate ideas and knowledge;
- Use problem-solving skills in a changing world;
- Challenge themselves to push past failures for ultimate success.
- Develop social/emotional/physical awareness and skills to be mentally and physically healthy.

School/District Learner Profile



Board of Trustees Mission Statement

The Board of Trustees, as representatives of this community, will strive to provide the necessary resources and leadership to create and maintain a high-quality learning environment for all students.

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen, and we will provide guidance on how to get your concerns addressed through the proper channels.

West Glacier Elementary Board of Trustees

Name	Position	E-mail Address
Courtney Eberhardy	Chair	board@westglacierelementary.org
Jennifer Evans	Vice-Chair	
Paul Lautenschlager	Trustee	

Flathead County Superintendent

Marcia Stolfus • 406-758-5720 • mstolfus@flatheadcounty.gov

Teacher-Led School

West Glacier Elementary is a teacher-led school, meaning that the duties typically associated with a school principal are divided among the teaching staff, with assistance from the school clerk. Parents wishing to discuss one of the topics shown in the table below should contact the person to whom that topic has been assigned.

Delineation of Duties

Teacher	Duties
Mrs. Kristen Hebert <i>Lead Cooperating Teacher</i>	Staff Management, Policy Support, Yearly Reporting, Communication, School Board Relations, Scheduling, Budget, Website, Curriculum
Ms. Lela Baumann <i>Cooperating Teacher</i>	Student Discipline, Field Trips, Extracurricular Activities, Policy Support, Grants, State Testing/Reporting, Transportation
Ms. Melissa Kempke <i>Cooperating Teacher</i>	Curriculum, Testing, State Reports, Grants, Technology, High-Potential Student Coordinator, Policy Support
Ms. Lindsay Kindred <i>Cooperating Teacher</i>	Building Maintenance, Missoula Children's Theatre, Fundraising, Parent-Teacher Committee Coordinator, Hot Lunch, Policy Support

West Glacier Elementary Staff

Name	Position	E-mail Address
Rachelle Aldrich	District Clerk	wclerk@westglacierelementary.org
Lindsay Kindred	Teacher (K)	lindsayk@westglacierelementary.org
Sarah Satterwhite	Teacher (1) & PE (K-4)	sarahs@westglacierelementary.org
Kati Knutson	Teacher (2), PE (5-6), & Music (K-6)	katik@westglacierelementary.org
Kristen Hebert	Teacher (3)	kristenh@westglacierelementary.org
Lela Baumann	Teacher (4)	lelab@westglacierelementary.org
Melissa Kempke	Teacher: Art (K-6), & Special Education	melissak@westglacierelementary.org
Carolyn Wieringa	Teacher (5-6)	carolynw@westglacierelementary.org
Heidi Keaster-Blaze	Spanish Teacher	heidik@westglacierelementary.org
Lisa Burrell	Paraeducator & Cub Camp Supervisor	lisab@westglacierelementary.org
Diana Washburn	Paraeducator	dianaw@westglacierelementary.org
Gerry Nolan	Maintenance Technician	
Lisa Nolan	Maintenance Technician	

Equal Education/ Non-Discrimination

The West Glacier School District is committed to providing equal educational opportunities for all students. No student will be denied access to programs, activities, services, or benefits, nor limited in the exercise of any right, privilege, or advantage, on the basis of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental disability, economic or social condition, or actual or potential marital or parental status.

The West Glacier School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies: **Kristen Hebert, Title IX Coordinator / Lead Teacher, 160 Old River Bridge Road, West Glacier, MT 59936, 406-888-5312**

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

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ATTENDANCE

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

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. [See Policy 3122, and 3123]

ABSENCES & TARDIES

We value our students and their education and strive to make each day the most valuable learning opportunity that we can. When a student is absent, it creates gaps in learning—and since our goal is to educate, we ask that your student miss as little school as possible. Being late also disrupts the learning process. Students and their parents/guardians should make every effort to be to school every day on time and be ready to learn.

School begins promptly at 7:40 a.m., and students are expected to be on time. If a student arrives late, a parent/guardian must accompany the student to the main entrance facing Old River Bridge Road and sign the student in at the front desk.

Prior to 7:40 a.m., students should enter through the west entrance, except during inclement weather. If playground supervision is not present, students must be brought to the main entrance facing Old River Bridge Road.

Health Requirement for Attendance: Students must be healthy in order to attend school. Any student exhibiting signs of illness may be excluded from school to protect the health and safety of others.

Students are required to complete make-up work for all days of absence. In the case of a planned absence extending beyond one day, assignments will be provided upon the student's return. Missed work must be completed within a reasonable period of time, as determined by the teacher. It should be noted that not all instructional activities can be replicated, and certain learning opportunities may be lost due to absence.

Excessive absences and/or tardiness may significantly impede academic progress and may result in student retention. To address such concerns, the school will convene a meeting with administrative staff, faculty, and the parent/guardian to develop a plan for improvement. Pursuant to district policy, a student who is absent for more than ten (10) consecutive school days will be withdrawn from enrollment and must seek re-admittance upon return, unless extenuating circumstances exist. Such cases will be evaluated on an individual basis.

No student will be released during a school day without a written note or verbal permission from the parent/guardian regarding the time and purpose. Parents/guardians are requested to sign their student out on the form provided at the front office during the school day to keep disruption to a minimum.

Unexcused absences or suspected skipping of school by any student will be cause for administrative action and possible truancy officer intervention. The Flathead County superintendent is WGE's truancy agent.

In accordance with state law, West Glacier Elementary is required to contact the parent or legal guardian if a student is absent. To assist in accurately tracking attendance, parents/guardians are asked to notify the office by 8:00 a.m. by calling (406) 888-5312. When reporting an absence, please include the student's name, the date(s) of absence, and the reason for the absence (e.g., illness, medical appointment, family emergency).

Please refer to Appendix A, **Parent/Guardian & Student Agreements**, for additional information.

ACCIDENTS & ILLNESSES

If a student becomes ill or is injured while at school, he/she will receive immediate care/intervention from a staff member. If the occasion warrants, the parent/guardian will be notified. If the child must be sent home, then the school will not release a student until we are certain that a designated adult is present in the home to receive the child and ensure his/her safety and well-being. The emergency medical release and liability waiver form on file with the school should have a secondary contact in case the parent/guardian cannot be reached. We ask that you update that form if contact information changes during the academic year.

AWARD CEREMONIES & SPECIAL EVENTS

West Glacier Elementary is a dynamic little school with several unique opportunities for its students and community, which may include:

- Red Bus Tour
- Pumpkin Patch Field Trip
- Glacier National Park Ranger Visits
- Mini-Golf
- Ranger Visits
- Winter Program
- Missoula Children's Theatre
- Science Fair or Social Studies Museum
- Spelling Bee
- Ski Trips
- Glacier Institute – Big Creek Trip
- Hockaday Museum Visits and/or Trip
- Kindergarten Round-Up/Annual Barbeque
- Community Volunteering
- Swimming Lessons
- Bicycle Trip to Glacier National Park
- Field Day
- End of the Year Awards
- Kindergarten Graduation

Special events are dependent on community/parent volunteers and fundraising and may vary year-to-year depending on community and student response. We hope that you will help us continue to provide these and other special events this academic year.

BIRTHDAYS

Students may bring birthday treats to share with their class. Parents should notify the homeroom teacher in advance if treats will be provided. Your child's teacher will inform you of any significant food allergies in the class (e.g., nuts) so that these items can be avoided.

Birthday party invitations may be distributed at school only if the entire class is invited. If invitations are limited to selected students, families are asked to make arrangements to distribute them outside of school and off school grounds.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. [See Policy 3226]

CALENDAR

The West Glacier School District calendar is available on our website and provides important information about the school year, including start and end dates, holidays, early release days, PIR days, and other key events. Families are encouraged to check the online calendar regularly, as updates and changes are made throughout the year to reflect school activities and district scheduling needs. The calendar can be found at: <https://www.westglacierelementary.org/academics/calendar>.

CHAPERONES

According to MCA §§ 20-3-323, 20-3-324, and 20-4-104, as amended by House Bill 745 effective July 1, 2025, all public schools must follow strengthened student safety requirements. Anyone who may have unsupervised contact with students—including volunteers and field trip chaperones—must complete a fingerprint-based background check through the Flathead County Superintendent's Office in Kalispell before participating. The process requires a \$28 fee, a valid photo ID, and takes about one month to complete, so families are encouraged to plan ahead. To schedule an appointment, please call (406) 758-5720. We greatly value our parent and community volunteers and thank you for helping us maintain a safe learning environment for all students. [See Policy 5122, 5430]

Chaperones (who have had a background check) must sign up as soon as possible to support with field trips. The online chaperone sign-up will close two weeks prior to field trips and is first come-first serve. No late sign-ups will be accepted.

CLASSROOM PARTIES

Parents work together to host two holiday parties per year (Fall and Valentine's Day), as well as a school picnic. Hosts coordinate to provide healthy snacks, treats, and games or activities for students. Holiday parties are held during the last hour of the school day to minimize disruption to the school day and should be coordinated with the classroom teacher(s). Parents are asked to sign up to volunteer to help host those events well in advance. It is advised that at least two parents host each party.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school so that other students who may have been exposed to the disease can be alerted.

These diseases include, but are not limited to: Amebiasis, Hepatitis, Rubella (German Measles), Campylobacteriosis, Influenza including congenital, Chickenpox, Lyme disease, Salmonellosis, Chlamydia, Malaria, Syphilis, Colorado Tick Fever, Measles (Rubeola), Scabies, Diphtheria, Meningitis, Shigellosis, Gastroenteritis, Mumps, Streptococcal disease, invasive Giardiasis Pinkeye, Tuberculosis, Hansen's disease, Ringworm of the scalp, and Whooping Cough (Pertussis).

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

All students, staff, and others present in the school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff members shall supervise children when they use hand sanitizer

and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual.

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Lead Teacher. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The school office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available on the website.

COMPUTER RESOURCES

To prepare students for an increasingly digital world, the District has made a substantial investment in technology for instructional purposes. Use of these resources is limited to approved educational purposes under teacher supervision.

Students and parents/guardians must sign the **WGE Technology Acceptable Use Agreement** (see Appendix D or the school website) each year. Violations of this agreement may result in loss of computer privileges and other disciplinary action.

Students and parents should also be aware that electronic communications (including email) using District computers are not private and may be monitored by District staff. [See Policies 3612 & 3612P]

CONDUCT

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

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

School rules exist to protect the rights of all students and create an atmosphere conducive to learning. WGE is committed to maintaining a safe, positive learning environment through a school-wide discipline plan. At the start of each year, students and staff review schoolwide expectations (see Appendix B: MBI Code of Conduct) and revisit them throughout the year. Classroom procedures, developed by teachers,

must align with state law and board policy. The disciplinary matrix (Appendix C: Behavior Documentation Sheets) provides guidance for addressing infractions.

West Glacier Elementary follows the five classroom rules from the Whole Brain Teaching Philosophy:

- Rule # 1 Follow Directions Quickly
- Rule # 2 Raise Your Hand for Permission to Speak
- Rule # 3 Raise Your Hand for Permission to Leave Your Seat
- Rule # 4 Make Smart Choices
- Rule # 5 Keep Your Dear Learning Community Happy

These rules will be discussed with all students at the beginning of the year and periodically revisited. Examples of appropriate and inappropriate behavior may be used to demonstrate the expectations outlined.

WGE's Core Principles guiding discipline include:

- Adults show warmth, positive interest, and involvement with students.
- Rules and consequences are communicated clearly.
- Rules are applied consistently, with fair, nonphysical, and respectful consequences when expectations are not met.
- Adults model positive behavior toward students and one another.

Parents with questions about discipline should first contact their child's teacher. If needed, a meeting with the teacher, parent, and cooperating lead teacher may be arranged.

Applicability of School Rules and Discipline

West Glacier School District's rules and discipline apply in all situations connected to school, including:

- On or near school grounds before, during, and after school hours, or when the school is being used by a school group.
- At school-sponsored activities or events, whether on or off school grounds.
- While traveling to and from school or school activities.
- In any setting—including online—if conduct threatens staff or students, disrupts school purposes, or negatively impacts the school environment.

Further information may be found at policy 3310 in the District's Policy Manual.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense. [See Policy 3305]

CUB CAMP (AFTER-SCHOOL PROGRAM)

West Glacier Elementary offers a self-sustaining after-school program, *Cub Camp*, available to students Monday through Thursday from the end of the academic day until 5:00 p.m. A fee of \$5.00 per day is charged for each student to cover supervision and a daily snack.

Any student who has not been picked up by 4:15 p.m. will be considered a Cub Camp participant and assessed the \$5.00 daily fee. Invoices for Cub Camp and other fees will be issued at the end of each trimester.

Parents are asked to notify the office in advance if their child will be attending Cub Camp. If you are delayed in picking up your child, please contact the office as soon as possible.

DRESS & GROOMING

The District's dress code is established to promote good grooming and hygiene, prevent disruption, and minimize safety hazards. Students are expected to maintain standards of dress that reflect common sense, self-respect, and respect for others. Clothing should be appropriate for the season and conducive to participation in an educational setting. Parents are responsible for ensuring that students arrive at school properly dressed. [See Policy 3224]

Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following guidelines:

- **Seasonal Clothing:** Students must wear warm clothing (e.g., boots, hats, mittens, snow pants) during winter months. If clothing becomes wet, soiled, or is otherwise inappropriate during the school day, parents may be contacted to provide a change of clothing. When necessary, alternate clothing may be supplied by the school.
- **Footwear:** Each student is required to keep a clean pair of non-marking tennis shoes at school for gym and indoor recess.
- **Shorts/Skirts/Dresses:** Must extend beyond the student's longest finger when arms are at their sides.
- **Headwear:** Hats, bandanas, and other headgear are not to be worn in the building. These items must be removed upon entry and placed in lockers or backpacks. Headwear should not be visible during the school day. Any items visible in hallways or classrooms will be confiscated and turned in to the office. An administrator will return them to the student.
- **Outerwear:** Coats and jackets are not to be worn in classrooms and must be stored in lockers. Teachers may use discretion to permit coats or jackets in classrooms during extreme weather conditions.
- **Prohibited Items:** Jewelry, clothing, or school supplies displaying or promoting violence, racism, drugs, alcohol, or tobacco, or containing sexual or vulgar content, are not permitted. Spiked accessories, long chains, or other items posing a safety hazard are not allowed.
- **Shirts and Tops:** Shirts must extend beyond the beltline so the midriff is not visible. If the midriff shows when moving, the shirt is not appropriate for school. Shirts and dresses must fully cover the back and chest area and have adequate shoulder straps. Single-strap or spaghetti-strap tops are not permitted.
- **Undergarments:** Must remain covered at all times and are not to be worn as outer garments.
- **Enforcement:** Students in violation of the dress code will be required to change into school-provided clothing or have a parent/guardian bring appropriate attire.

EDUCATION OF HOMELESS CHILDREN & YOUTH

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. In addition, homeless students will have access to services comparable to those offered to other students. The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. [See Policy 3125]

McKinney-Vento Education of Homeless Children and Youth Assistance Act

According to McKinney-Vento definition homeless children are:

- Temporarily living in a public or private shelter
- Living with another family due to loss of housing or economic hardship

- Sleeping in cars, public spaces or buildings not intended for habitation
- Staying in hotel or motels due to lack of fixed or adequate housing

Under the MCKINNEY-VENTO HOMELESS ACT, students have the right to:

- Go to school, no matter where you live or how long you have lived there. You have the right to attend classes even if you don't have immunization records or a birth certificate. You must be given access to the same public education provided to other children.
- Enroll in a school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll in school even if you are not living with a parent or guardian. Schools cannot require you to have a parent or guardian to sign paperwork if you are not living with them.
- Continue in the school you attended before you became homeless or the school you last attended.
- Receive transportation to and from school if you or a guardian request transportation.
- Participate in the same special programs and services as provided to all other students, including athletics and other extra-curricular activities.
- You have the right to file a dispute if you disagree with any decision about your education.

ELECTRONIC DEVICES

Students and parents/guardians are responsible for all personal items brought to school. Electronic devices (phones, gaming devices, etc.) must remain off and out of sight during the school day and on school-sponsored trips. If a phone is sent for safety reasons, it must be kept in the student's locker or turned in to the teacher. Smart watches are discouraged, however if a student chooses to wear one, it should not be used during school hours for texting or phone calls. Devices used during the day will be confiscated and parents contacted. If a device is visible or causes disruption, it may be held in the office for parent/guardian pickup.

Cell phones or other electronic devices, including those with cameras, may not be used in locker rooms, bathrooms, or other locations where privacy rights may be violated. [See Policy 3630]

EMERGENCY INFORMATION

It is important that the school have accurate contact information in the student information system where parents or legal guardians can be located. In the event this information changes, please notify the school office as soon as possible.

In the case of an emergency, Infinite Campus Messenger will be utilized and we will try to reach every family with a brief message.

ENROLLMENT

Children may enroll in kindergarten if they are five years old on or before September 10 of the school year. First grade enrollment requires a child to be six years old on or before September 10. Proof of identity (such as a birth certificate), proof of residence, and current immunization records are required at enrollment. Medical or religious exemptions must be filed on the appropriate state forms each year.

Students transferring from other schools will need a parental release from signed to allow records to be released. Placement will be made temporarily based on school records. Evaluation and final placement will be made within one month of the day entered.

The District follows all federal requirements under the McKinney-Vento Act and ESSA to ensure immediate enrollment of homeless and foster children, and will work with families and agencies to

secure records and services. Children of relocating military families may be preliminarily enrolled prior to arrival in the District.

Further information may be found at policy 3110 in the District's Policy Manual.

Out-of-District Student Enrollment

Families living outside the District may apply for admission to West Glacier Elementary each year by submitting the official application (Policy 3141F) by **April 15**. Admission decisions are made by the Board of Trustees, with temporary approval possible until the Board meets. Approval is for one year only and applications must be filled out annually. For complete standards and procedures, please see Board Policy 3141.

FEDERAL IMPACT AID

West Glacier Elementary participates in the Federal Impact Aid Program. This program provides funding for schools impacted by federal activities. A survey form is sent home in the fall to count federally connected students. Those who qualify must have parents that live and/or work on federal land. This can be an important source of funding, and we appreciate your cooperation in returning surveys promptly.

FIELD TRIPS/PERMISSION SLIPS

At the beginning of the school year, a permission slip that is inclusive of all field trips for the year is signed and placed in each student's file. Without the signed permission slip on file, a student will be excluded from field trips until such time that it is signed and filed. If a parent/guardian would not like their child to participate in a specific field trip and has the blanket permission slip on file, a note must be submitted to the administration at least two academic days prior to the event so that an alternate activity can be planned for the student.

FIREARMS & WEAPONS

It is the policy of the West Glacier School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

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

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake

(facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. [See Policy 3311]

FREE/REDUCED MILK

West Glacier Elementary participates in the Federal Free and Reduced Milk Program. This program not only provides milk to our students but also qualifies us for other need-based funding. A registration form is provided annually with your registration packet. We ask that 100% of our families apply, regardless of whether they want to participate in the free/reduced milk program, because the free and reduced lunch applications also help fund other school programs. Families may apply for free or reduced milk at any time during the school year, but all parents/guardians are asked to apply at the beginning of the academic year. If families qualify, reduced milk is available for students at fifteen cents (\$0.15) per carton.

FUNDRAISING

WGE holds one major fundraiser per year for the Student Activities Fund. This fund is vital to providing extra-curricular learning experiences outside & inside the classroom. Some examples include having Missoula Children's Theatre in residence for the week, covering half of the cost of two days of ski/snowboard lessons at Whitefish Mountain Resort, providing students with school t-shirts, covering the transportation cost for all field trips, providing financial need-based scholarships, bringing in guest presenters, providing supplies for special projects, & so much MORE! Typically, this fundraiser is run in conjunction with the Missoula Children's Theater performance. Students who do not directly perform in the theater production still benefit from the fundraiser; therefore, all students need to attempt to participate in raising funds.

To continue the programs we have enjoyed traditionally, keep out-of-pocket costs minimal, & make WGE a unique school, we need approximately \$150.00 per student. If there is no interest in fundraising or it is not possible for your family and you wish to donate this amount to the student activities fund, it would be greatly appreciated.

HEAD LICE

Head lice are tiny insects that live in human hair. They hatch from small eggs called nits, which are attached to the base of individual hairs. The nits hatch in about ten days and reach maturity in about two weeks. As the louse feeds on its host, it injects saliva into the wound, which causes local irritation and itching. Head lice are a common nuisance among school-age children.

Parents are encouraged to check their child's head at least once per week during the school year for the presence of lice or nits (eggs). In accordance with current recommendations from the Centers for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN), students identified with live lice will not be sent home immediately; however, they must be treated before returning to school. Upon return, confirmation of treatment by the teacher or office staff is required, and no nits should be present within five days of treatment. Parents of affected students will be notified promptly and asked to complete treatment before the student may return. This approach reduces unnecessary absences, stigma, and expense while addressing the issue as a public health concern.

HEALTH SERVICES & SCREENINGS

Health services and screenings may be offered through the school (Policy 3410). Such services may include:

- Development of procedures at each building for isolation and temporary care of students who become ill during the school day
- Consulting services of a qualified specialist for staff, students, and parents
- Vision screening
- Hearing screening
- Scoliosis screening (6th graders only)
- Any physical or mental health services, examination, or screening;
- Immunization as provided by the Department of Public Health and Human Services.

Parents will be notified in writing prior to any vision and hearing screening, scoliosis screening, and/or other similar physical screening. The notification will include notification to the parent of their right to opt their student out of such screenings.

Parents will be notified in writing prior to any group mental health screening applicable to all students or a specific group of students. The notification will include notification to the parent of their right to opt their student out of such screenings.

Parents will be notified in writing prior to any scheduled immunization of students. The notification will inform the parent that their child will not be immunized without the prior written consent of the parent. Parents will be notified in writing of any issues or concerns resulting from any physical or mental health screenings of their child.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

- A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.
- If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.
- If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. [For further information, see policy 3413]

LIBRARY PROCEDURES

The library contains many types of materials, such as picture books, fiction and non-fiction, and reference materials which can be checked out by students, teachers, and parents/guardians. Students are allowed to check out as many as four books at a time. Each book is checked out for two weeks. Books

may be renewed twice. To be renewed, books must be brought back to the librarian during the weekly library period. If a book is not brought back to be renewed, it will be considered overdue. If a student has any book(s) outstanding, they will not be allowed to check out any more books. Books that are lost or damaged will be charged with an appropriate replacement fee.

Reference books, such as encyclopedias, atlases, and almanacs, are to be used in the library or classroom. They may be checked out with special permission and must be returned the next academic day.

LOST & FOUND

Personal items left at school will be placed in the lost and found baskets in the hallway. Smaller items such as keys or jewelry will be kept in the office. Items not claimed will be donated to charity twice a year—once before winter break and once at the end of the school year. Families are encouraged to check the lost and found regularly.

LUNCH & SNACKS

Students should bring a sack lunch each day to eat in a designated area. Only cold lunches are allowed, as microwaves are not available. Healthy options are encouraged. If a student forgets a lunch, an alternative will be provided for a nominal fee.

Hot lunches are offered on Wednesdays (beginning in October) for \$5.00, as volunteer staffing permits. This program is self-sustaining and depends on volunteer support. If you are interested in helping with the hot lunch program, please call the office at (406)888-5312 or sign up online through the school website, www.westglacierelementary.org/opportunities/volunteering.

Students should also bring enough **healthy snacks** for both morning and afternoon snack times. Please pack quick, ready-to-eat options such as fruit, nuts, or jerky, and avoid sugary foods and beverages, which can negatively impact learning. Snacks should not require heating or preparation.

Milk Program

Milk is offered to students at lunch. West Glacier Elementary participates in a free and reduced milk program. If families do not qualify, milk is available for \$0.25 per carton. Guests and staff may also purchase milk for \$0.25 per carton, as available. Free and reduced forms are available in the office or on the school website.

MEDICINE AT SCHOOL

Parents/Guardians should notify the school if students are on any medications. Medicine will be administered with a doctor's order and parents' release slip only. Forms are available in the school office to present to your doctor. This includes non-prescription drugs, such as Tylenol, cough syrup, etc. For medication to be administered, it must be in its original container, with the child's name, date, name of medication, time to be administered, doctor's name and possible side effects as applicable. The medication will be kept in a locked office and will be administered by two staff members. The person(s) administering the medication will record information on a prepared log.

A trained school employee may administer medication to a student if written authorization is provided by both a physician/dentist and the student's parent, guardian, or caretaker relative (educational authorization affidavit). Medication administration may also be delegated in accordance with Montana law.

Students who are authorized to possess and self-administer medication must complete and file the appropriate state form with the office:

- Montana Authorization to Carry and Self-Administer Medication, or
- Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication.

Details regarding self-administration of medication are available in the office and in Board Policies 3416, 3416F, and 3416F1.

Cough Drops

Students may bring cough drops for personal use. They may keep them in their possession during the school day and use them as needed.

NEWSLETTER & WEBSITE

West Glacier Elementary publishes a monthly newsletter on the last Thursday of each month. It is sent home with students, distributed by email, and posted on the school website: www.westglacierelementary.org. The newsletter keeps students, parents, and the community informed of school activities and events.

Parents or community members who wish to submit information for the newsletter or website should email the Lead Teacher. Submissions are due one week prior to publication and are subject to administrative review and editing.

The school website is updated regularly with the school calendar, policies and forms, volunteer opportunities, online resources, the library catalog, and more. WGE also shares updates and photos on its Facebook page: www.facebook.com/WestGlacierElem from time to time.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the teacher.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the teacher any questions, such as concerns about placement, assignment, early graduation or methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher please contact the teacher via email or call the school office at 888-5312 for an appointment. A teacher will usually arrange to return the call or

meet with the parent during his or her prep period or at a mutually convenient time before or after school.

- Become a school volunteer.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in WGE's Parent-Teacher Committee. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

PHOTO CONSENT

Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, open assemblies, or field trips.

PLEDGE OF ALLEGIANCE

Montana state law requires K-6 schools to recite the Pledge at the beginning of the first class of each school day (MCA 20-7-133). Montana law does include an 'opt out' provision for those who choose not to participate. Any student who objects to participating for any reason in the pledge exercise must be excused from participation. A student who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

PROTECTION OF STUDENT RIGHTS [Policies 3200 & 2132]

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose

of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

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

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

RECESS PROCEDURES–INDOOR/OUTDOOR

Students will not be permitted outside during recess in cases of severe lightning or thunderstorms, extreme blizzard conditions, rainstorms, or when the temperature is below 0°F. During cold or inclement weather, students will not be required to remain outdoors for extended periods. However, the District believes that regular outdoor activity and fresh air are beneficial for both body and mind. When weather permits, all students are expected to participate in outdoor recess.

If a student must remain indoors during recess for health reasons, a note from a parent or doctor is required. In such cases, the student will remain in an area designated by a WGE staff member during the recess period.

When snow is on the ground, students in kindergarten through second grade must wear snow pants, boots, gloves, hats, and coats to be released from the porch. Students in third grade and above are strongly encouraged to wear similar attire.

SAFETY

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

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

If injured while at school or at a school sponsored activity, contact your teacher and have them fill out the district's injury report form as soon as possible. This form can be obtained at the school office: Form 3431F. Students **MUST** tell the teacher the injury so that the teacher can file an accident report. Notification to the teacher **PRIOR** to seeking a physician's care is very important. The insurance carrier for West Glacier Elementary School **WILL NOT** process any paperwork without first having an accident report on file.

Accident Insurance

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

Emergency Medical Treatment and Information

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

Disaster Drills and Other Emergencies

Emergency drills are held regularly as required by law. When an alarm sounds, students are expected to follow the directions of teachers or staff **quickly, quietly, and in an orderly manner**. [See Policy 8301]

Emergency School-Closing Information: SCHOOL CLOSURE–EMERGENCIES

In the event of adverse weather or emergency conditions, announcements will be made through the Flathead County Superintendent's Office on local radio stations and posted on the county's website: <https://flathead.mt.gov/departments-directory/schools/emergency-school-closures>. In addition, Infinite Campus Messenger will be used to send brief messages directly to families via email, text message, and automated phone call.

If emergency travel only is declared, there will be no school in accordance with county procedures. If students are already at school when conditions become hazardous, emergency measures will be taken to ensure student safety. Please note: if School District #6 closes, West Glacier Elementary is not automatically closed.

SCHOOL BOARD MEETINGS

Regular school board meetings are scheduled on the third Wednesday of each month at 5:30 PM. Occasionally, meetings may be rescheduled. Special and work session meetings may be held on an as-needed basis. All school board meetings are open to the public. A time will be provided in the agenda for members of the public to address agenda items as well as to comment on other issues. If you wish to have an item added to the agenda, please contact the board chair, the clerk, or cooperating lead teacher at least 7 days prior to the scheduled meeting (see policy 1420). Meetings are posted a minimum of 24 hours before they occur. The school board is ultimately responsible for what happens in your school. The best way to stay informed about the workings of the school is to attend school board meetings. The school board can also be reached via email, board@westglacierelementary.org, or the USPS at P.O. Box 309, West Glacier, MT 59936.

SCHOOL ELECTIONS

The district holds at least one election annually for trustees. If you wish to run for a seat on the school board, you must circulate and file a petition with the clerk at least 40 days prior to the regular school election on the first Tuesday in May. Any registered voter who lives within the district may be a

candidate. Normally, a trustee's term is three years, with one seat opening each spring. WGE currently operates with a three-person board.

SCHOOL FACILITIES USE

The school may be used by for-profit and non-profit organizations. Application for use must be approved by the cooperating lead teacher. A cleaning deposit will be requested and a per usage fee charged according to policy. Requests for fee waivers need to be brought before the board of trustees at a regular meeting. The group assumes responsibility for care of the building and equipment. Arrangements will need to be made with the site administration to obtain access to the building and pay all fees and deposits. A clearance checklist is expected to be completed. Summer use must be approved in advance. (see Policy 4330 F)

SCHOOL PICTURES

School pictures are taken twice each year. Individual pictures are taken in the fall and class pictures are taken in the spring. No purchase is necessary, but all students will be photographed. Ordering information will be sent home with students near the date pictures are to be taken.

SCHOOL SECURITY

The doors to the school will remain locked during regular business hours in accordance with policy 4325. Visitors may access the school by using the intercom system located in the vestibule of the north entrance or by calling the school at (406)888-5312.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with the lead teacher, **Kristen Hebert**, who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

SPECIAL EDUCATION

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

SPECIAL SERVICES

West Glacier Elementary School is a member of the Flathead Special Education Cooperative with personnel to screen our students and visit our school on a regular basis to deliver services to students who qualify.

Child Find

In cooperation with the state's effort to locate children who need special help (Child Find), we encourage you to contact the special education teacher if you know of a child of any age who would benefit from any of the types of screening we offer, or who you feel needs special services. All information will be kept confidential.

Section 504

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational accommodations. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The 504 Coordinator is Marcia Stolfus, the county superintendent. (For more information refer to District Board Policy #2162 & #2162P)

Gifted and Talented

It is also the intent of the District, to the extent possible and with available resources, that all gifted and talented students will have the opportunity to participate in appropriate educational programs. "Gifted and talented students" are students of outstanding abilities, who are capable of high performance and who require differentiated educational programs beyond those normally offered."

TELEPHONE USE

School telephones are primarily business phones. Children will be permitted to use the phone only when necessary and with permission from a staff person. Students should only use the phone in the front office so that all calls may be monitored and be least disruptive to the educational environment of the classroom. Plans for after school activities and needs for the day's activities should be arranged prior to arriving at school. Excessive use of the school phone by students will not be permitted.

Parents/guardians should feel free to call the school at any time in an emergency. School staff will pass on messages during recesses, lunchtime, or after school.

Cell phones may only be used prior to school or after school. During the academic day, and during Cub Camp, cell phones should remain out of sight and in the off position. If a cell phone is left on or visible during the academic day or at Cub Camp, the phone will be confiscated and held in the office until the parent/guardian comes to retrieve it. [See Policy 3630]

West Glacier Elementary takes no responsibility for personal items brought to campus.

TESTING/ASSESSMENTS

West Glacier School District uses a variety of assessments to evaluate student progress. Testing is also a valuable tool for lesson design and implementation. In addition to state-mandated testing, STAR testing, DIBELS 8, and other assessment testing will be used to assess reading (dyslexia), language, and mathematics.

TOBACCO/DRUG FREE LEARNING ZONE

West Glacier Elementary is a Drug-Free and Tobacco-Free Zone. The use of tobacco, tobacco innovations (including e-cigarettes), drugs, and all marijuana products—including medical marijuana—is strictly prohibited on District property. Smoking or chewing tobacco is not allowed in the building, on school grounds, or at any school function by any person.

The District has clear policies regarding tobacco, illicit drug, and alcohol use by both students and staff. For students, use of illicit drugs or alcohol is considered a serious offense and may result in expulsion. Penalties for staff violations are also outlined in board policy. [See Policy 3310]

TRAFFIC & PEDESTRIAN SAFETY

Parents/Guardians who provide their own student's transportation should drop off their student west of the building no earlier than 7:30 AM adjacent to the playground. Students who walk to school should stay to the right of the traffic lane. The road coming toward the school has some big curves that can block vision of the drivers. Students who are walking in the roadway are putting themselves in danger. Crossing the railroad tracks is not a safe route of travel. For this reason, it is necessary for all students to be escorted across the tracks by parents or an adult if crossing.

In order to support a safe flow of traffic, please pull head-in to the fence at a slant leaving space for children to walk in front of the vehicles to enter the gates onto the playground. As you back out of the space, drive east, past the school, and use the turn around at the end of the school by the gym.

School supervision begins at 7:30 AM. Upon arrival, students should go directly to the playground so that the staff member on duty can monitor their safety until school begins at 7:40 AM. At 7:40, the students will be brought inside via the playground door. Students arriving after 7:40 should go directly into the school through the front door of the school. Students are dismissed at 4:05 PM (K-2) and 4:10 PM (3-6). At the end of the day, students will be released through the playground door. After-school supervision

ends at 4:15 PM. At that time, if Cub Camp is in session, all remaining students will be enrolled in Cub Camp and assessed the \$5.00 fee.

In the event of inclement weather, the staff member on duty will decide for the students to enter the building. Bus students are supervised both before and after school and all school rules are applicable while the students are on campus. Bus students will not be allowed to leave school property with an alternate means of transportation without written permission from their parent/guardian. Such changes should be arranged in advance and communicated clearly with administration.

Parents/Guardians or community volunteers who need to park their vehicles are asked to park on the side of the road adjacent to the school and abide by the striped parking and non-parking spaces. WGE has one designated handicapped parking spots. Overflow parking is located behind the building during events.

TRANSPORTATION

School Sponsored

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

West Glacier Elementary Bus Rules

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in the case of an emergency.
4. Students shall be on time for the bus both morning and afternoon.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms, or heads through bus windows.

On whole school field trips, K–2 students will sit in the front of the bus accompanied by their teacher, and 3–6 students will sit in the rear of the bus accompanied by their teacher. Additional chaperones will be assigned accordingly.

VISITORS

Parents/Guardians are encouraged to visit our school. Arrangements for visitations should be made with the teachers at least one day (24 hours) in advance. Any arrangements for student visitors must be made at least one day (24 hours) in advance with classroom teachers and the administration should be notified. If a visit will be an interruption to the class, a teacher may deny a request. We believe that the exchange of students from other schools can be interesting and an educational experience for students, if it is understood that the student visiting our school is expected to participate in all activities and follow the school rules. All visitors must sign in at the front office upon arrival and sign out when leaving.

VOLUNTEERS

West Glacier Elementary welcomes parents, guardians, and community members to volunteer in our school. Volunteers support students by assisting with classroom activities, field trips, hot lunches, and other school projects.

Volunteers who will have direct access to students must complete a background check through the Flathead County Superintendent's Office and sign the Volunteer Agreement Form (Appendix E). All volunteers must also sign in and out at the office.

We deeply value the time, energy, and talents our volunteers contribute to making WGE a safe and supportive place for children to learn and grow. [See Policies 5122, 5122F, & 5430]

APPENDIX A: FERPA Rights

Rights concerning a Student's School Records

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

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDIX B: MBI Code of Conduct

Hallway Expectations

- Students arriving before 7:40 go directly to the playground (weather permitting) and check in with the playground monitor.
- When doors open, put school items in your locker and go straight to class.
- Walk at all times.
- Use a 0–1 voice (quiet).
- Respect others and their property.
- Keep hands, feet, and objects to yourself.
- Get all necessary items from your locker so you’re prepared for class.
- Keep lockers clean and orderly.
- Floors should be clear of belongings.
- Lockers will be empty except for gym shoes before any holiday or weekend.
- Food goes home over weekends and holidays.

Bathroom Expectations

- Get the job done, flush, wash, back to class!
- Use a 0–1 voice (quiet).
- Wash hands with soap for at least 20 seconds (sing the ABCs).
- Put trash in the garbage.
- Flush after every use (urinals too).
- Turn off the water completely.
- Leave all doors unlocked after use.

Lunchroom Expectations

- Wash hands before entering.
- Quietly pick up milk as you enter.
- Find a seat and make room for others.
- Stay seated; raise your hand if you need help or to be excused.
- Walk, don’t run.
- Use quiet voices and good manners (say “please” and “thank you”).
- Eat your food.
- Clean up your space when finished.
- Empty liquids before throwing containers away.
- Store leftovers in your lunchbox (on top of your locker to take home).
- Eat only your own food (no trading).
- Raise your hand to be dismissed.

Playground Expectations

- Use the restroom before going outside.
- Avoid asking to go back inside once you’re on the playground.
- Wait on the porch for recess duty staff.
- Eat snacks on the porch only and throw away trash properly.
- Follow staff directions the first time.
- Stay inside playground boundaries (staff will show you where these are).
- When the bell rings, line up immediately with a zero voice, by class.
 - Slow to a walk at the picnic tables or orange cones (depending on the season).
- Brush off snow in your class line when needed.
- Wipe feet on the porch mats before entering the building.

Playground Expectations (continued)

Be Respectful of Nature

- Keep the grounds free of litter.
- Be kind to trees: leaves and branches stay on the trees/bushes (no riding, climbing, or marking).
- Keep fallen sticks in the forested area.
- Walking feet only in the forested area.
- Keep apples and apple cores off the playground (they attract wildlife).

Be Respectful of School Equipment and Property

- Use equipment properly and return anything you've taken out.
- Swings go forward and back — no crashing, twisting, or standing.
- Slides are down only, feet first.
- Ask staff permission before going into the teepee.
- Ball games (except Four Square) must stay out past the "Castle" area.
- Ask staff permission to get balls that have gone out of bounds.
- Be safe on the castle: no climbing the outside or jumping off.
- Be safe on the tree fort: no climbing the outside or jumping off.
- Stay away from fences — feet stay on the ground.

Be Respectful of Each Other

- Keep hands, feet, and objects to yourself.
- Tag games are on the ground only, using a light tag (no hitting).
- Hold sticks below waist level.
- Rocks and snow (including snowballs) stay on the ground.
- Keep heads above the snow — no tunneling.
- Respect forts that other students are building in the forested area.
- Solve problems quickly and peacefully.
- Be proud and respectful of your school learning community. Remember: these rules apply before and after school too.

Stay safe, make smart choices, and have fun!

APPENDIX C: Parent/Guardian, Student, Teacher & School Community Agreements

Parent/Guardian Agreement

I want my child to succeed.

Therefore, I will encourage him/her by doing the following:

- Ensure my child attends school every day, on time, with all necessary materials.
- Make sure my child is well-fed and well-rested.
- Support the school and classroom discipline policies.
- Provide a quiet, well-lit place to complete schoolwork.
- Encourage my child's efforts and be available for questions.
- Stay informed about what my child is learning.
- Read with my child everyday and let my child see me reading.
- Communicate with my child's teacher(s) when I have questions or concerns about health or school success.
- Check my child's passport and backpack regularly for school communications.

Student Agreement

It is important that I work to the best of my ability.

Therefore, I shall strive to do the following:

- Attend school daily.
- Be on time for school each day.
- Be prepared for school each day.
- Follow directions.
- Respect the rights, feelings, and property of others.
- Believe in myself and my ability to succeed.
- Take responsibility for my learning.
- Share information about school with my parents/guardians.

Teacher Agreement

It is important that students achieve.

Therefore, I shall strive to do the following:

- Provide students with quality and timely educational programs.
- Provide an orderly classroom and a safe environment in which to learn.
- Use special activities in the classroom to make learning enjoyable.
- Assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the community.
- Encourage students and parents by providing information about student progress.

School Community Agreement

Together we support the involvement of parents, guardians, students, and teachers in the total school program for each child.

Therefore, we will strive to do the following:

- Facilitate an environment that allows for positive communication between the teacher, parent/guardian, and the student.
- Encourage teachers to provide meaningful, challenging instruction for each student.
- Encourage the development and growth of a learning community for students, staff, parents/guardians, and interested community members.

Appendix D: Behavior Documentation Sheets

Level 1 Behavior Form (White)

This form is used for minor infractions. A copy is filed with the classroom teacher.

Student Name:	Others Involved:
Day/Date:	Location:
Time:	Supervising Adult(s):

Behavior Categories (Please check all behaviors that apply.)

<u>General Misbehavior:</u> <input type="checkbox"/> Classroom disruptions <input type="checkbox"/> Disrespectful actions <input type="checkbox"/> Throwing things <input type="checkbox"/> Rough & tumble play <input type="checkbox"/> Arguing <input type="checkbox"/> Running in the building <input type="checkbox"/> Other (explain)	<u>Verbal Bullying:</u> <input type="checkbox"/> Passing offensive notes <input type="checkbox"/> Gossiping <input type="checkbox"/> Starting or spreading rumors <input type="checkbox"/> Teasing about possessions, clothes, looks, etc. <input type="checkbox"/> Insulting remarks <input type="checkbox"/> Calling names <input type="checkbox"/> Expressing superiority <input type="checkbox"/> Other (explain)	<u>Menu of Consequences:</u> <input type="checkbox"/> Handled by supervising adult <input type="checkbox"/> Reminder/warning <input type="checkbox"/> Time-out or reflection <input type="checkbox"/> Recess suspension <input type="checkbox"/> Removal from class <input type="checkbox"/> Phone call home <input type="checkbox"/> Lunch detention <input type="checkbox"/> Problem solving plan <input type="checkbox"/> Re-teach expectations <input type="checkbox"/> Other (explain)
<u>Non-Verbal Bullying:</u> <input type="checkbox"/> Dirty looks <input type="checkbox"/> Threatening or insulting gestures <input type="checkbox"/> Ignoring or excluding others <input type="checkbox"/> Hiding items from others <input type="checkbox"/> Other (explain)	<u>Physical Bullying:</u> <input type="checkbox"/> Pushing/shoving/poking <input type="checkbox"/> Taking items from others <input type="checkbox"/> Blocking other's path <input type="checkbox"/> Other (explain)	

Level One Instructions:

- The adult addressing the behavior completes this form.
- The menu of consequences should reflect instructional follow-up.
- The form is given to the classroom teacher for filing and possible additional consequences.
- A chronic Level 1 (3 repeated infractions within a few weeks) is elevated to Level 2.

Level 2 Behavior Form (Green)

This form is used for more serious infractions or chronic Level 1 behaviors. A copy is filed with the classroom teacher and a copy is submitted to the Lead Teacher in charge of Behavior/Discipline.

Student Name:	Others Involved:
Day/Date:	Location:
Time:	Supervising Adult(s):

Behavior Categories (Please check all behaviors that apply.)

<p><u>General Misbehavior:</u></p> <p><input type="checkbox"/> Inappropriate language</p> <p><input type="checkbox"/> Cheating</p> <p><input type="checkbox"/> Minor physical altercation</p> <p><input type="checkbox"/> Insubordination/defiance</p> <p><input type="checkbox"/> Chronic level 1 behaviors</p> <p><input type="checkbox"/> Other (explain)</p>	<p><u>Verbal Bullying:</u></p> <p><input type="checkbox"/> Bullying via email, phone, or notes</p> <p><input type="checkbox"/> Insults based on identity (race, gender, ability, etc.)</p> <p><input type="checkbox"/> Fighting words</p> <p><input type="checkbox"/> Intimidation through persistent gossip, teasing, or humor</p> <p><input type="checkbox"/> Slander</p> <p><input type="checkbox"/> Chronic level 1 behaviors</p> <p><input type="checkbox"/> Other (explain)</p>	<p><u>Menu of Consequences:</u></p> <p><input type="checkbox"/> Phone call home</p> <p><input type="checkbox"/> Parent conference</p> <p><input type="checkbox"/> Individual behavior plan</p> <p><input type="checkbox"/> Counseling referral</p> <p><input type="checkbox"/> Referral to Lead Teacher in charge of Behavior/Discipline</p> <p><input type="checkbox"/> Suspension of recess/lunch/social opportunities</p> <p><input type="checkbox"/> Restorative task (e.g., cleaning, reparation for damage)</p> <p><input type="checkbox"/> Reflection assignment or letter</p> <p><input type="checkbox"/> Other (explain):</p>
<p><u>Non-Verbal Bullying:</u></p> <p><input type="checkbox"/> Defacing property</p> <p><input type="checkbox"/> Playing tricks to embarrass others</p> <p><input type="checkbox"/> Stealing from someone</p> <p><input type="checkbox"/> Chronic level 1 behaviors</p> <p><input type="checkbox"/> Other (explain)</p>	<p><u>Physical Bullying:</u></p> <p><input type="checkbox"/> Threatening physical harm</p> <p><input type="checkbox"/> Fighting</p> <p><input type="checkbox"/> Scratching/headlocks/biting/spitting/kicking</p> <p><input type="checkbox"/> Tripping or causing a fall</p> <p><input type="checkbox"/> Chronic level 1 behaviors</p> <p><input type="checkbox"/> Other (explain)</p>	

Level Two Instructions:

- This form is completed by the supervising adult.
- A copy is filed with the classroom teacher and a copy is submitted to the Lead Teacher in charge of Behavior/Discipline.
- Use this form for serious infractions or chronic Level 1 behavior.
- Include a reflection or reteaching opportunity for the student.
- If a student has an existing behavior plan, all staff must follow its outlined supports.
- Chronic Level 2 (3 incidents in a few weeks) elevates to Level 3.
- The Lead Teacher in charge of Behavior/Discipline will support with further consequences, if needed.

Level 3 Behavior Form (Pink)

This form is used for major infractions or chronic Level 2 behaviors. A copy is filed with the classroom teacher and a copy is submitted to the Lead Teacher in charge of Behavior/Discipline.

Student Name:	Others Involved:
Day/Date:	Location:
Time:	Supervising Adult(s):

Behavior Categories (Please check all behaviors that apply.)

<u>General Misbehavior:</u> <input type="checkbox"/> Chronic level 2 behaviors <input type="checkbox"/> Fighting (mutual) <input type="checkbox"/> Drugs/weapons at school <input type="checkbox"/> Continued insubordination or defiance <input type="checkbox"/> Damage or stealing property <input type="checkbox"/> Vandalism <input type="checkbox"/> Other (explain)	<u>Verbal Bullying:</u> <input type="checkbox"/> Prolonged harassment <input type="checkbox"/> Encouraging group exclusion <input type="checkbox"/> Exclusion of someone by threatening others <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Chronic level 2 behaviors <input type="checkbox"/> Other (explain)	<u>Menu of Consequences:</u> <input type="checkbox"/> Referral to Lead Teacher in charge of Behavior/Discipline <input type="checkbox"/> In-school suspension <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Parent meeting <input type="checkbox"/> Law enforcement contact <input type="checkbox"/> Other (explain)
<u>Non-Verbal Bullying:</u> <input type="checkbox"/> Destroying property <input type="checkbox"/> Arson <input type="checkbox"/> Arranging public humiliation <input type="checkbox"/> Graffiti about someone <input type="checkbox"/> Chronic level 2 behaviors <input type="checkbox"/> Other (explain)	<u>Physical Bullying:</u> <input type="checkbox"/> Repeated or graphic threats <input type="checkbox"/> Extortion <input type="checkbox"/> Retaliation <input type="checkbox"/> Threatening silence <input type="checkbox"/> Physical cruelty <input type="checkbox"/> Repeated acts of violence <input type="checkbox"/> Chronic level 2 behaviors <input type="checkbox"/> Other (explain)	

Level Three Instructions:

- This form is completed by the supervising adult.
- A copy is filed with the classroom teacher and a copy is submitted to the Lead Teacher in charge of Behavior/Discipline.
- Use this form for major infractions or repeated Level 2 behaviors.
- Include a reflection or restorative practice opportunity when appropriate.
- The Lead Teacher in charge of Behavior/Discipline will follow up with the student and implement additional consequences or support as needed.
- Students with behavior plans must be responded to according to their plan.



Internet & Technology Acceptable Use Agreement

West Glacier Elementary provides students with access to computers, electronic networks, and the Internet to support learning, research, and communication. Technology is an important learning tool, but its use is a **privilege, not a right**. Students are expected to use technology responsibly, safely, and only for educational purposes.

Further information may be found at policy 3417 in the District's Policy Manual.

General Guidelines

- Students are responsible for good behavior online, just as they are in classrooms and hallways.
 - School rules for conduct and communication apply to all technology use.
 - Communications on the network are not private; staff may monitor use at any time.
 - Parent/guardian permission is required before Internet access is granted.
 - Misuse may result in loss of privileges, disciplinary action, and/or legal consequences.
-

Acceptable Use

Technology must be used to:

- Support education, research, or school business.
 - Complete assignments, conduct research, and communicate with others about schoolwork.
 - Follow network etiquette:
 - Be polite and use respectful language.
 - Do not send or display offensive or obscene messages, images, or materials.
 - Protect your personal information and the privacy of others.
 - Respect others' work and property.
 - Use email only for school-approved projects under teacher supervision.
-

Unacceptable Use

The following are strictly prohibited:

- Violating laws (e.g., cyberbullying, threats, harassment, or accessing/transmitting obscene or copyrighted material).
- Damaging or disrupting computers, data, or networks (including viruses, hacking, or vandalism).
- Using another person's account, password, or identity.
- Interfering with others' use of the network.
- Sharing personal addresses, phone numbers, or financial information.
- Conducting business, advertising, or political lobbying.

- Using technology for cheating or academic dishonesty, including unauthorized use of AI or online resources.
-

Warranties & Responsibility

- The District is not responsible for lost, damaged, or unavailable information.
 - The District is not responsible for unauthorized purchases made online.
 - Students and parents/guardians may be held financially responsible for misuse.
-

Consequences

- Access to technology, devices, or networks may be suspended or revoked.
 - Additional disciplinary measures may be taken under school policy.
 - Severe violations may result in referral to law enforcement.
 - The principal makes final decisions regarding violations and consequences.
-

WGE Student Technology Pledge

When I use computers, iPads, or the Internet at school, I promise to:

- Be Safe – I will protect my personal information and not share private details.
- Be Respectful – I will use kind words and treat people and equipment with care.
- Be Responsible – I will only use technology for schoolwork and follow my teacher's directions.
- Be Fair – I will not use anyone else's account or try to access things that don't belong to me.
- Be Honest – I will do my own work and not use technology to cheat.

I understand that if I break these rules, I may lose my technology privileges and face other school consequences.



STUDENT INTERNET ACCESS AND EQUIPMENT USE CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the West Glacier School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

Student's/User's Name (Print): _____

Student's/User's Signature: _____ Date: _____

Parent or Legal Guardian. As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy.

I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting.

I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-201, MCA

In addition, I give my permission for my child to be assigned a West Glacier School District Google for Education account. This means the child will receive an email account and access to Google Apps resources.

Parent/Legal Guardian (Print): _____

Signature: _____ Date: _____

This Agreement is valid for the **2025-2026** school year only.



**VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONE**

I, _____ (the Volunteer) hereby agree
to serve West Glacier School on a volunteer basis as _____.

Please initial next to each statement:

_____ The Volunteer understands any volunteer services will not be compensated now or in the future.

_____ The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.

_____ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.

_____ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and may be adjusted at any time.

_____ The Volunteer understands that services as a volunteer may be terminated at any time.

_____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.

_____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.

_____ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.

_____ The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.

_____ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.

_____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

_____ The Volunteer is 18 years of age or older.

_____ The Volunteer understands that this authorization only applies to the **2025-2026** school year.

_____ The Volunteer understands that if the position stated above involves unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE



RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS

I have received a copy of the West Glacier Elementary Student-Parent Handbook for the 2025-2026 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook .

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by September 15 of this school year.

Student Name: _____ Date: _____ Grade: _____

Signature of Student _____

Signature of Parent _____ Date: _____

Siblings

Student Name: _____ Date: _____ Grade: _____

Signature of Student _____

Student Name: _____ Date: _____ Grade: _____

Signature of Student _____

Student Name: _____ Date: _____ Grade: _____

Signature of Student _____