

**Townsend
Elementary
2024-2025
STUDENT
HANDBOOK**



Table of Contents

Page 1	Cover
Page 2 and 3	Table of Contents
Page 4	District Mission Statement
	Vision Statement
	Student Rights and Responsibilities
	Parental Engagement
Page 5	Parental Engagement <i>(continued)</i>
	Release of “Directory Information”
	Rights concerning Student School Records
Page 6	Attendance
	Absences
Page 7	Attendance Verification
	Grading and Reporting Student Progress
	Discipline
	Discipline Procedures
Page 8	Discipline Procedures <i>(continued)</i>
	Classroom Discipline
	Office Referrals
	Guidelines for Potential Discipline Interventions
	State Law
Page 9	State Law <i>(continued)</i>
	Due Process
	Appeal
	GENERAL CONDUCT GUIDELINES
	Respect for staff
	Care of school property
	Respect for other students
	Respect for other student’s property
	Drugs and Alcohol
	Tobacco and tobacco products
Page 10	GENERAL CONDUCT GUIDELINES <i>(continued)</i>
	Firearms & Weapons
Page 11	Firearms & Weapons <i>(continued)</i>
	Lunchroom Guidelines
	Bicycles/Skateboards/Scooters/Heelies
	Electronic Devices
	Gum/Candy/Pop
	Toys
	Homework Guidelines
	Family Involvement
Page 12	Family Involvement <i>(continued)</i>
	Grading
	Lockers
	Meal Program
	Library Guidelines
	Telephones
	Dress Code
Page 13	Dress Code <i>(continued)</i>
	Lost and Found

Page 13	School Activity Cards
	Visitors
	Enrollment Procedures
	Fire/Earthquake Procedures
	Fire Drills
	Earthquake Procedures
	STUDENT SERVICES
	Insurance
Page 14	STUDENT SERVICES <i>(continued)</i>
	Guidance Services
	MTSS (Multi-Tiered System of Support)
	School-Wide Title I
	Speech and Language Services
	Special Education
	Section 504
	Vision and Hearing
	Child Protection
	Preschool Screening
Page 15	STUDENT HEALTH GUIDELINES
	Child with symptoms
	Head Lice
	Medicine At School
	Transportation
Page 16	Transportation <i>(continued)</i>
	School Field Trips
	School Records
	Protection From the Elements
	Bell Schedule For Kindergarten through Grade Five
	Level 1 Infractions
Page 17	Level 1 Infractions <i>(continued)</i>
	Level 2 Infractions
	Level 3 Infractions
	Immunizations
Page 18	Immunizations <i>(continued)</i>
	Student Records
Page 19	Student Records <i>(continued)</i>
	Special Education Records
	Sexual Harassment/Sexual Discrimination
	Bullying/Harassment/Intimidation/Hazing
Page 20	Bullying/Harassment/Intimidation/Hazing <i>(continued)</i>
	Asbestos Management Plan Notification
	Awareness Education
	Equal Opportunity
	Student Technology Acceptable Use Agreement
Page 21	Student Technology Acceptable Use Agreement <i>(continued)</i>
Page 22	Student Technology Acceptable Use Agreement <i>(continued)</i>
	Internet Safety
	Bring Your Own Device/Guidelines
Page 23	School Calendar
Page 24	School Calendar <i>(continued)</i>

Townsend Elementary School

Townsend School District #1

210 North Pine
Townsend, Montana 59644

Telephone: (406) 441-3451
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District Mission Statement

Together we inspire, we lead, we excel.

Vision Statement

Integrated community that understands educational needs so that we can inspire students for the challenges ahead. Continuously promote a community that values quality education for our students and instills success to meet future challenges and opportunities, creating lifelong learners.

Student Rights and Responsibilities

Students have the right:

1. To an education that is well planned by the teacher.
2. To an educational experience which utilizes interesting and well prepared materials.
3. To fair and impartial treatment.
4. To an educational experience that helps to build a positive self image and self concept.
5. To an educational facility that is conducive to learning.
6. To have recourse to appeal a situation deemed unfair.

Students have the responsibility:

1. To be present and on time unless ill or excused.
2. To follow the rules and regulations both written and oral established by the classroom teacher, the administration and the school board.
3. To treat fellow students and teachers with respect at all times.
4. To treat the property of the school and others with respect.
5. To do their own work and try their best at all times.

Parental Engagement

Townsend 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 and Clubs – Policy 3233 and Policy 3510

Student Records and Confidentiality – Policy 3600

Student Health – Policy 3410
 Student Immunization – Policy 3413

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

• Release of “Directory Information”

*“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, address, 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.

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

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. Student attendance is tracked and families will be contacted when students reach 5 absences both excused and unexcused.

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. Parents/guardians must notify the school **406-441-3452** either by phone or in writing if a student is absent or to be absent from school.

School employees must investigate and report violations of the state compulsory attendance law. Absences may be considered excused (absences are those that are caused by illness, danger to health from serious exposure (weather) or imperative necessity (emergency medical and dental appointments, death or funeral in the family.) Absences may be considered unexcused (**absences** are those that occur with the knowledge of the parent/guardian but for reasons not listed above (shopping, vacations, etc. would be among the reasons for unexcused absences) or due to no prior notification of the school concerning an absence. 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.

Townsend Elementary is a closed campus. Students are not allowed to leave campus unless signed out by their parents/guardians.

Students who are absent 10 consecutive days will be dropped from the rolls.

Grading and Reporting Pupil Progress

The school is aware of the necessity of keeping the parent/guardian as current as possible on the student's progress with the use of the school's website – Parent Portal, progress reports, notes and phone contacts. If you have questions about your student's progress, please contact the teacher. A conference can be arranged to create a plan for success.

Discipline

A strong and fair discipline system helps to ensure safety and order in the learning environment. It can also help to ensure that no one will be denied his/her education because of the actions of others in the classroom or school. A discipline system and structured behavior learning plan is at the heart of our desire to teach students the difference between right and wrong, taking responsibility for their actions toward community, and supporting their ability to settle disputes in a non-violent manner. The staff at Townsend Elementary works together to achieve these ends.

Our school participates in the Montana Behavioral Initiative (MBI), a statewide coalition designed to improve the safety and atmosphere in our schools. Our efforts are based on the following beliefs:

- All students should be treated with dignity and respect.
- Students should be taught skills for success.
- Motivation and responsibility are encouraged through positive pro-active interactions.
- Misbehavior provides a teaching opportunity.
- Corrective procedures for misbehavior must be implemented. in a calm and respectful manner.
- Use as mild a corrective procedure as reasonably fits the infraction.
- Corrective procedures should be implemented consistently.
- Staff must work together to meet student needs.
- Patterns of chronic misbehavior should prompt staff to develop a pro-active individualized plan.
- A "Love and Logic" approach will be used by staff.
- Schools and communities must work together to meet the diverse needs of students.
- Safe schools create an environment where academics can flourish.
- Positive, proactive and preventative efforts of schools and communities can reduce violence.
- It is essential that school and home work together to help students become responsible.
- Students are expected to maintain appropriate interaction with other students at their school level:

elementary, middle school and high school.

Bullying is strictly prohibited and consequences will be given for any bullying incidents.

Discipline Procedures

The guiding goals of our behavior expectations are:

- Be safe.
- Be respectful.
- Be responsible.
- Be “paws”itive.

When students violate this code, a **Level System** is in place to determine consequences. A detailed review of our three **Level System** of consequences is on page 17 and 18 of this handbook. Please review it and become familiar with these expectations. The Level System covers all areas of the school throughout the day. As you will see, there are different consequences for different infractions. In most cases, a notice home to the parent is part of the procedure.

Classroom Discipline

Individual teachers are responsible for determining the rules, guidelines and consequences for conduct in their classroom. These procedures will be taught to students during their first weeks of school and will be reviewed with parents at a Parents as Partners introductory meeting in the afternoon on the first Friday of school.

Office Referrals

With both the Level System and the individual classroom systems, referrals to the office occur in the following situations:

1. Physically dangerous behavior (assault, fighting, behavior that has a high possibility for physical harm).
2. Illegal behavior (possession of controlled substances, extortion, threats of violence, etc.)
3. Defiance, overt and immediate refusal to follow a staff person’s direction.

Guidelines for Potential Discipline Interventions

Detention may be assigned to students for violation of classroom or school rules. It will be served on the next scheduled school day unless other arrangements are made with the parent. Arrangements will always be made for transportation needs directly with the parents.

In-school suspension may be assigned to students. In these cases the following guidelines apply:

1. The student will be strictly and closely supervised.
2. The student is to have no speaking privileges with fellow students.
3. Students placed on in-school suspension will not be counted absent and will be awarded credit for the assigned work they complete.
4. Lunch will be eaten in the in-school suspension space.

Out of school suspension may be assigned to students after a hearing with the Principal. It is assigned for no more than three consecutive days per incident. Upon return to school, parents/guardians are expected to accompany the student on the morning of return. At that time a conference will be held to review the reason for the suspension and so the student can review their plan for success in the future. Students will be awarded credit for the assigned work they complete.

Expulsion is the exclusion of a student from school by action of the Board of Trustees for more than 20 days. If a student is expelled during a semester, the student may or may not receive credit for that semester. The Principal of a school may recommend the expulsion of a student to the Board. The recommendation shall be in writing, addressed to the Superintendent of Schools and shall set forth in detail the charges of misconduct upon which the recommendation is based. The recommendation shall propose the length of the expulsion, when it shall begin and whether or not the student should be granted credit for work completed in the present semester. The names of the persons who may be called as witnesses shall be listed on the recommendation. When an offense is deemed serious enough, any of these interventions may be utilized.

State Law

District policy is based on state law. Students attending Townsend Elementary School are subject to and required to follow all state laws as outlined in the School Laws of Montana. A portion of that law is as follows:

1. "Any pupil shall comply with the policies of the trustees and the rules of the school which s/he attends: pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while s/he is in school or on school premises, on his/her way to and from school, during lunch hour or recess.
2. Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by his section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, or harms or threatens to harm another person or his/her property shall be liable for punishment, suspension, or expulsion under the provisions of this title.
3. When a pupil defaces or damages school property, as defined above his/her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage."

Due Process

Students have a right to due process. Due process is a legal term that implies procedural fairness. We therefore will:

1. Tell the student what he/she is alleged to have done.
2. Tell the student the evidence against him/her and hear his/her side of the story.

If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process will be assumed by the administration.

Appeal

The student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may then be appealed to the Board of Trustees, and if still not satisfied, the student may (through an adult) appeal in accordance with law. It is understood that teachers and the administration will always attempt to administer these policies and rules in a fair and equitable manner. It must be remembered by all that each case must be judged on its own merit. Forms are available in the school office for the district grievance procedure.

GENERAL CONDUCT GUIDELINES

Respect for staff

It is expected that all students show respect for all school staff. Failure to show proper respect for staff and/or to obey their reasonable directives, both written and oral, will result in an office referral.

Care of school property

It is expected that students be proud of their school and take care of it. Students who damage school property intentionally shall be held responsible for the cost of repair or replacement.

Respect for other students

It is expected that all students show respect for each other. There is to be no harassment of any student including intimidation and physical abuse. Physical fighting of any kind will not be tolerated.

Respect for other student's property - Theft of any nature is unacceptable.

Drugs and alcohol

A student shall not knowingly possess, use, transmit, or show evidence of being under the influence of any illegal

drug, marijuana, or alcoholic product or be in possession of drug paraphernalia or an alcoholic product on school property or at a school sponsored function. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

Tobacco, tobacco products, and fake tobacco products

A student shall not possess or use any tobacco product on school property or at school sponsored functions. This rule applies to all areas of the school grounds as well as in the school buildings and on school or activity buses.

Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

FIREARMS AND WEAPONS

Firearms

For the purposes of the firearms section of this policy, 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). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Townsend 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.

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

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.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition the District will

refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to law enforcement officers acting in his or her official capacity.

Lunchroom Guidelines

Students are expected to maintain appropriate behavior in the lunchroom by responding to the directions of the supervising personnel. Good manners and appropriate conversational voices are to be used. Students are expected to pick up after themselves. Should students be unable to maintain these behaviors, alternate seating may be assigned for a period of time. **Soda pop is not allowed at lunch time/nor cold lunch.**

Bicycles/Skateboards/Scooters/Heelies

For the safety of others who are playing, students must walk their bicycles onto and off the playground. Locks are recommended. Bikes must be kept in the bicycle rack.

Due to the difficulty of controlling skateboards, scooters and heelies with the wheels down, they constitute a safety problem around our school. Skateboards, scooters and heelies with the wheels down are not to be used on school property during the school day.

Electronic Devices

No student will be called to the office from class for telephone messages except in the case of emergencies. Students are allowed to use the phone in the office for emergencies with teacher permission. Students may use cellular phones and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day.

Gum/Candy/Soda Pop

Chewing gum and eating candy during school hours is prohibited on the school grounds or in the classroom unless an individual teacher has established specific guidelines. Students may bring candy in their cold lunches to be eaten in the lunchroom. Students may not buy pop during the school day without teacher permission and cannot bring soda pop for lunch.

Toys

Slingshots, water pistols, darts or other propellants will be confiscated if brought to school other than for show and tell, please do not bring toys from home. Any toy that could be considered a weapon or used as such should not be brought to school and may result in disciplinary measures if brought to the school campus. In addition, please note that toys can become lost, stolen or broken and thus cause needless disappointment for students.

Homework Guidelines

Homework refers to work which the student is assigned to do on his/her own time as an extension of the regular work. Often the students have time allocated during the school day to begin this work. Homework serves a valid purpose when it:

- Provides essential practice in needed skills,
 - Trains students in good work habits,
 - Promotes growth in individual responsibility,
 - Enriches and extends school experiences
- To support homework completion, we ask families to:
- Provide a quiet space for students to do their homework,
 - Spend time with your child on their school work each day,
 - Make sure your child understands and completes their assignments,

Stay in touch with your child's teacher,
 Encourage your child to turn off the TV and read,
 Teach your child to value learning and to take responsibility for themselves.

Wednesday night is family night to the Townsend School community. All student activities must end and students need to be out of the buildings by 6 PM.

Family Involvement

Family involvement is very important to a child's success in school. Each fall we schedule (a parents as partners event) an Ice Cream Social where parents and students come to school for a meet and greet, supplies in lockers and get to know your classroom and school setting. We consider this to be an important opportunity and hope each family does whatever is necessary to attend.

Grading

Students will not be allowed to take a zero on an assignment. It is required that the assignment be completed. It is the responsibility of the teacher to contact parents if the student is in danger of failing or has missing assignments.

Lockers

School lockers and desks are the property of the school district. The school board authorizes the superintendent and/or principal to inspect a student's locker when there is reason to believe that the locker is being improperly used for the storage of contraband. These searches may include the use of dogs used specifically for the search of drugs, weapons or other contraband. Articles of value and money should not be left in lockers. If it is necessary to bring such articles or money to school, students should check such items in at the office. If a student puts a lock on their locker, they are required to give the office a copy of the combination or an extra key. Locker inspections may be held periodically. Students are encouraged to keep lockers orderly at all times.

Meal Programs

Breakfast and lunch are available for purchase for your students. Although meals may be purchased individually, by cash and/or check at the school, you can also purchase credit on your student(s) meal account(s). Students are responsible for knowing and entering their meal account number and it is important that your student memorizes his/her number.

Library Guidelines

The library will be open from 8:00 a.m. to 4:00 p.m. each school day. Students must show pass slips to enter from classes. A quiet and purposeful atmosphere will be maintained for individual study and recreational reading. Group studying will not be allowed without permission. Students causing disturbances will be asked to leave.

Books must be checked out by library personnel only. They may be checked out for a two week period and renewed for an additional two weeks. Internet use is available through the library. Guidelines are posted and must be followed. The use of the Internet is limited to those students who have parental permission forms signed and on file. Use of chat rooms, games, and e-mail is prohibited during school hours from 8:00 a.m. to 4:00 p.m. Failure to comply with any library rules will result in suspension from the library and the computers.

Telephones

No student will be able to receive telephone messages except in the case of an **EMERGENCY**. Students are not allowed to use the phone in the office unless they have approval from their teacher. **Teachers no longer have voicemail so please email or contact them via classdojo.**

We ask that arrangements for after school be made **BEFORE CHILDREN COME TO SCHOOL** to avoid unnecessary phone calls and messages during the day. They are disruptive to the learning of all students.

Dress Code

Personal appearance is primarily the responsibility of the parent/guardian and the student. The mode of dress for Townsend Elementary School students shall be based on safety, sanitation, modesty, level of distraction and good taste. The Administration reserves the right to define what is excessive or in bad taste and to require the student to correct the problem.

Regulations:

1. Hair styles of any type are permitted as long as the hair is kept neat, clean and controlled. Where the activity due to safety, health and performance could require special consideration, the supervisor may require a more rigid standard.
2. Half shirts, halter tops, spaghetti straps or muscle shirts, sexually explicit or suggestive clothes, or those advertising alcohol/tobacco products or drug use and shirts that are degrading to others or in poor taste will not be allowed.
3. Shorts are permitted but length will determine acceptability. No biking shorts are permitted.
4. No hats are to be worn in the building between 8:00 a.m. and 3:50 p.m.

Lost and Found

All clothing, play equipment and backpacks should be clearly marked with the owner's name. Unclaimed clothing and articles are placed on the lost and found. Unclaimed articles are donated to a local charity at the end of December and at the end of the school year so please check for lost items throughout the school year.

School Activity Cards

School Activity cards may be purchased at the beginning of the school year. These cards permit entrance to all school athletic events that are school sponsored. Cost of a card for grades K-4 students is (TBD), cost for students in grades 5-12 is (TBD), cost of an Adult card is to be announced (TBD). There is a maximum charge of \$100 per family for the Student Activity Cards. Fees for individual tickets for events varies based on event.

In order to maintain a safe and enjoyable family experience, it is recommended that all elementary students attending high school events be directly supervised by a parent or other designated adult. If students become a problem at an event, parents will be called to pick them up and their privileges for attendance may be suspended.

Visitors

Visitors are welcome and are expected to report to the office upon entering the school. When visiting a classroom, prior arrangements must be made with the classroom teacher at least one day prior to the visit. We reserve the right to limit visits if they become a distraction to the learning environment. Exceptions will be determined by the building principal. Unauthorized visitors may be considered trespassers and subject to law enforcement intervention.

Enrollment Procedures

The Missing Children Act requires that parents/guardians enrolling students for the first time must show a birth certificate or some proof of identity for the student. In most cases immunization records or other school records will suffice for identification. Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed. For kindergarten, a student must turn five by September 10 of the year of enrollment. A student must attend school until he/she reaches their sixteenth birthday or completes the eighth grade, whichever is later.

Fire/Earthquake Procedures

Montana law requires at least nine emergency drills including fire and earthquake be conducted each year. These drills will be conducted at various times during the school day.

Fire Drills

During fire drills, students are to remain quiet, follow their teacher's direction, walk briskly and keep to the side of

the corridor. The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as they leave. Students sitting next to the windows should see that they are closed. All students who leave the building will be directed to move away from the building at a safe distance. Teachers will keep their classes together outside the building along the fence of the playground.

Earthquake Procedures

During earthquake drills students are to drop to the floor, cover their heads under a desk and hold until given instructions. If the evacuation notice is given students should follow the fire drill plan. Additional drills will be conducted throughout the school year for building and classroom lock-downs and for building/grounds evacuation.

STUDENT SERVICES

Insurance

Low cost accident insurance is available for purchase for everyday coverage for the student. This insurance is being offered by a private insurance company independent of the school. This is not school sponsored insurance. Contact the office for further information.

Guidance Services

Townsend Elementary School provides a counselor to assist students with problems, either personal or school related. The purpose of the guidance program is to help students make a satisfactory adjustment to school and to teach skills for successful living.

MTSS (Multi-Tiered System of Support)

The MTSS team is an approach that promotes a well-integrated system connecting general, compensatory, gifted and special education in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs..

School-wide Title I

Our school-wide Title I program's purpose is to improve academic achievement throughout the school so that all students, particularly the lowest-achieving students, demonstrate proficiency related to the State's academic standards.

Speech and Language Services

Speech services are available for students who qualify as Speech and Language Impaired. The Communication Specialist will: Evaluate speech, language, and voice disorders, Participate as a member of a child study team to determine if a student is educationally handicapped, Design a speech/language program to be carried out for intervention, Provide periodic follow-up and re-evaluation for the student. Each year the school conducts screenings to identify students who may be in need of services. Parents will be notified of any unusual performance and recommendations.

Special Education

The Townsend Elementary special education rooms serve students who have learning needs. To be eligible for special education services the student must have been referred by the parent/guardian, teacher, counselor, or principal for comprehensive testing. If qualified in the opinion of a child study team, the student will be admitted to the program, an individual education plan (IEP) is developed for each student.

Section 504

When the district determines that a student has a physical or mental impairment which substantially limits one or more major life activities, a meeting is scheduled with the parent to design a 504 Plan. The purpose of the 504 Plan is to design accommodations for the student so they can benefit fully from their school experience.

Vision and Hearing

Good vision and hearing are keys to good academic performance. Students in kindergarten, first, third, new students and sixth grades are screened for vision yearly as well as students specifically referred. Parents of students who appear to have problems are informed by letter of those concerns and are asked to take the student to an eye care specialist.

Hearing screening is provided each year to all students in kindergarten, first, sixth, ninth, new students, special

education students and teacher referrals. Parents of students who appear to have problems are informed by letter of those concerns that are identified and we ask that the parents follow through with medical care.

Child Protection

School personnel are required by state law to report suspected child abuse when indicators are brought to their attention. After the report is made, the case is under the jurisdiction of the Department of Child Protection or the local law enforcement agency. Agencies have legal authority to visit the students at school about reported abuse/neglect. (Parental contact should be made by these agencies if visitation occurs.)

Preschool Screening

Each spring the Townsend Schools in cooperation with the Broadwater County Health Department, Head Start and Family Outreach, conducts a preschool screening for the children of the community ages birth through kindergarten entry. The purpose of the screening is to check children in various health and developmental areas and to provide services whenever there is an indication of need.

STUDENT HEALTH GUIDELINES

When students are together in group settings they are exposed to many germs, sometimes for the first time. Students may not always follow good hygiene habits. Remember, teaching your child good cleanliness habits is one step you can take to help prevent the spread of infectious diseases and keep your children healthy.

When children become ill at school, calls will be made to the families or emergency numbers for the child to be picked up as soon as possible. The health risk to other children at the school site must be our first priority. It is not safe to allow a child with a communicable disease to remain in the school setting.

Children with the following symptoms should not be in the school setting.

Fevers of 100 degrees or greater. Children should be without fever for 24 hours before they return to school.

Children with vomiting or diarrhea should remain at home until these symptoms subside for 24 hours.

The following bacterial infections warrant not being at school. Children need to be treated with antibiotics for 24 hours before returning to school:

- Strep throat

- Impetigo

- Bacterial conjunctivitis (red eyes with colored, pus-like drainage)

- Other skin infections

Generalized rashes (over multiple parts of the body) mean you should keep your child at home.

A medical examination is probably warranted. Children with chickenpox should stay home until their sores dry up (usually five to seven days.).

In general, our practice is to send students out to recess as we believe that it is an important time of the day for getting some fresh air and establishing social skills. If students are too sick to go out to recess then they are probably too sick to be at school and we suggest you keep them at home for one more day.

Head Lice

We ask all families to check their children for head lice on a weekly basis. This is the best procedure for reducing the incidence of head lice at school. **If necessary, when live lice are found, parents are notified to come and pick up children. Treatment and the removal of all live lice are required before a student may return to school. Upon return to school, the student must be checked again at the office before returning to class. When nits are found, parents are notified but will not be required to pick up children. We encourage treatment for nits but will not keep students from school.**

Medicine at School

When prescribed medicine is necessary during school hours, a doctor must provide written directions regarding dosage amount and time of day. The parent must also provide written permission for the school to administer the medicine according to the doctor's direction. The office will provide the form necessary to document all of this information. These forms are then kept on file in the school office.

The medicine must be brought to school in a container appropriately marked by the pharmacy or the Physician. The medicine will be kept in the school office in a locked cabinet and students will be required to come there to receive the medication. If prescribed medicine needs to be injected, additional individual procedures need to be established. No over the counter medications i.e. aspirin, pain relievers, ointments, cold tablets, etc. will be provided by the school. In the event parents wish to have these medications administered at school the parents must provide written permission for the school to administer the over the counter medication and must provide the over the counter medication. To be included in the written permission from the parent must be the amount of medication to be given and the time(s) when the medication is to be administered. The over the counter medications are to be kept in the medication lock box in the office and students must come to the office to have the pills administered. Parental permission notes are to be written for each illness. Notes for administration of a medication for periods longer than two weeks must be discussed with the principal.

Transportation

The privilege of students to ride a school bus is contingent upon their good behavior and their observance of established regulations. The driver of the school bus shall be responsible for the safety of all students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct for the bus. All students who ride school buses operated by or for the district are expected to abide by the rules and directions of the driver. Rules and expectations will be distributed by the drivers at the beginning of each school year for parent signature.

School Field Trips

A general permission for participation on all field trips for the school year will be sent home in the fall. Teachers will then send home notification of each individual field trip before each event. Students with blue slips, consistently not completing classwork, disruptive to the class and/or with low attendance may not be allowed to participate. It will be at the discretion of the building principal/classroom teacher.

Student Records

Student records are on file in the main office. All information related to individual students shall be treated in a confidential and professional manner. These records are the property of the school, but will be made available in an orderly and timely manner to students and parents.

Transfer of records requests will be honored in compliance with FERPA (Family Educational and Privacy Rights Act) and the Montana School Accreditation Standards. For additional information refer to the school website under FERPA.

Protection from the Elements

Students will be brought in from the playground or kept in from the playground when the air temperature reaches zero or below or when a combination of air temperature and wind speed create a wind chill of zero or below. The school's weather station will be the source that will be used for this determination.

Schedule

7:30	Breakfast begins
8:00	Tardy Bell
3:18	Kg - 2 Dismissal
3:50	3 – 5 Dismissal
3:58	School bus departure

Kindergarten Half Day Session **8:00 - 11:00 am**

**Be safe. Be respectful.
Be responsible. Be "Paws"itive.**

Level 1 Infractions:

Minor inappropriate behaviors
Disregard for "bee"-haviors on the school grounds
Eating or drinking on the school grounds at a time other than a designated treat day
Purposefully sliding in mud, on ice, or getting wet

Leaving school grounds in pursuit of playground equipment without permission
Any behavior deemed by a supervisor to fit this level

Consequences:

1. Re-teach. Appropriate and logical consequences based on flow charts. Warning slip/refocus slip when appropriate.
2. Supervisor completes a warning slip and gives it to the classroom teacher.
3. Infractions are cumulative. After three warning slips, for a consistent infraction in the same grading period, the student will receive a level 2 blue slip..

Level 2 Infractions:

Socially inappropriate behavior directed toward others and/or property.
Disrespect toward another student
Intentionally striking (pegging) another student with a ball, piece of equipment, snowball
Inappropriate language not directed at another person.
Bullying/cruel teasing
Aggressive play (shoving, pushing)
Spitting
Any behavior deemed by a supervisor to fit this level
Property misuse.

Consequences:

1. Report Form completed for Level 2 and given to classroom teacher and principal.
2. Parents are notified.. A parent signature on the form is required.
3. The student will complete the follow up agreement on the Blue Slip.
4. The student is assigned to an appropriate consequence based on infraction.
5. Recurring infractions will be referred to the principal for further consequences.

Level 3 Infractions:

Physical altercation: the student is a danger to him/herself or others
Inappropriate language or gesture directed toward someone
Physical aggression where kicking and/or punching is involved
Spitting at another student
Illegal acts: weapons, possession of illegal substances, vandalism, theft
Socially inappropriate acts: sexual aggression, sexual exposure, etc.
Destruction of personal or school property (intentional)
Insubordinate behavior: direct and immediate refusal to comply with a reasonable (rational and controlled) adult instruction within a specified period of time.
Overt defiance
Threats of Violence
Forgery
Leaving the school grounds without permission
Any behavior deemed by a supervisor to be at this level.

Consequences:

1. Student will receive an immediate office referral from the supervisor completing the Report Form for Level 3.
2. Students will fill out the follow-up form on the Blue Slip.
3. Parent notification is made by phone. A parent signature on the form is required.
4. An appropriate consequence will be assigned but depending on the severity or frequency of the behavior, the student may be put in school suspension or suspended from school.
5. Contact may be made with the sheriff's office, depending on the severity or frequency of the behavior.

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.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S.

Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$1.00 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a 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.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

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 _____ 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 the decision may be appealed in accordance with Policy 3225P.

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

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.

Asbestos Management Plan Notification

1. In accordance with federal law, our facilities have been inspected for asbestos containing materials by a certified asbestos inspection consulting firm. The inspection results were evaluated and a management plan for asbestos was developed by a certified management planner. The mandatory three year re-inspection was completed during the summer of 2011.
2. We have copies of the management plan and follow-up inspection report in our administrative office and our maintenance office. You are welcome to review the plan at your convenience.
3. Risk of exposure to asbestos is virtually non-existent for students and staff at Townsend Schools. What small amounts of asbestos that were found have been removed or shielded in accordance with federal regulations. The district will continue to comply with all relevant EPA and OSHA regulation in this area and will be closely monitoring all asbestos activities.

Awareness Education

It shall be the responsibility of the superintendent to inform and educate employees, students, and others involved with the school district about harassment and the school district's policy prohibiting harassment.

Equal Opportunity

Townsend School District is committed to equal educational opportunities for all students.

Townsend School District is an equal opportunity employer.

Student Technology Acceptable Use Agreement Townsend School District #1 Grades K-12

District-Provided Access to Electronic Information, Services, Equipment, and Networks. All use of equipment and electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

- 1. Acceptable Use – Access to the District's equipment and electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- 2. Privileges – The use of the District's equipment and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
- 3. Unacceptable Use – The user is responsible for his or her actions and activities involving the equipment and network. Some examples of unacceptable uses are:
 - a. Using the equipment and network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the equipment or network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the equipment or network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the equipment or network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
- 5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
- 7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
- 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
- 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
- a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media

specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

BYOD - Bring Your Own Device

The Townsend School District has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to this agreement. The Student User Agreement will be reviewed and adopted annually. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced.

Guidelines

- The school reserves the right to inspect a student’s personal device if there is a reason to believe that the student has violated Board policies, administrative procedures, school rules and/or has engaged in other misconduct while using their personal device.
- Violations of any Board policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or other disciplinary action.
- The student may not use the devices to record, transmit or post photos or videos of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.