

Anderson School Student/Parent Handbook 2011-2012



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ANDERSON SCHOOL DIRECTORY

SCHOOL BOARD

Mr. Joe Long (Chair) 581-4230
Mrs. Cynthia Lencioni (Vice Chair) 579-4368
Mr. Chris Catlett 556-7189
Mr. Gene Miceli 582-5773
Mr. Scott Stroh 585-7853

Superintendent

Mr. Jeff Blessum 587-1305

School Secretary

Mrs. Betty Layton 587-1305
Fax Number at School 587-2501

Business Manager/District Clerk

Mrs. Tanya Roberts 587-1305

Teachers and Staff

| | | |
|--------------------------|------------------------|----------|
| Kindergarten | Mrs. Heidi Fasting | ext 115 |
| First Grade | Mrs. Lynette Conrad | ext 126 |
| First Grade | Mrs. Martha Schneider | ext 116 |
| Second Grade | Mrs. Kathy Derby | ext 124 |
| Third Grade | Mrs. Leita Zimmerman | ext 122 |
| Fourth Grade | Mrs. Teresa Bills | ext 121 |
| Fifth Grade | Ms. Sandy Wilson | ext 114 |
| Sixth Grade | Ms. Stephani Lourie | ext 113 |
| Seventh & | Mrs. Laurie Kinna | ext 107 |
| Eighth Grades | Mrs. Mary Jo Segaar | ext 111 |
| Resource | Mrs. Paula Schultz | ext 118 |
| Music | Mr. Jeff Vick | ext 110 |
| Health Enhancement | Mr. Dan Ferguson | ext 108 |
| Extended Studies | Ms. Charlotte Dickson | ext 102 |
| Reading/Title I | Mrs. Nancy Becker | ext 119 |
| Library | Mrs. Deb Costle | ext 104 |
| Counseling | Ms. Charlotte Dickson | ext 102 |
| Spanish | Mrs. Lolly Wagner | ext 117 |
| Para-educator | Mrs. Marie Christiaens | ext 106 |
| Para-educator | | |
| After School Coordinator | Ms. Justin Diberto | ext 125 |
| After School Assistant | | |
| School Psychologist | | |
| Speech | | |
| School Nurse | | |
| Food Service Manager | Mrs. Sally Donch | ext 109 |
| Assistant | Mr. Mike Pilon | ext 109 |
| Assistant | Mrs. Tammy Jeske | |
| Bus Drivers | Mr. Jim Towner | 581-5417 |
| | Ms. Kathrin Olson | 587-2572 |
| Custodian | Mr. Jim Towner | 581-5417 |
| Grounds Keeper | Mr. Don Traubert | 587-1081 |

Welcome to Anderson School!

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

School District Philosophy

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

Mission Statement

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

Goals

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

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

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

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

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

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

- find joy in learning
- communicate, ideas, knowledge, thoughts, and feelings
- reason critically and creatively
- assume social responsibility
- further their creative ability
- become effective in a changing world
- develop personal responsibility
- learn who they are becoming

ANNUAL ASBESTOS NOTIFICATION

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

ANDERSON SCHOOL BOARD

The Anderson School Board is composed of five trustees who serve three-year terms. The Board meets monthly at 7:00 P.M. on the second Thursday, at 10040 Cottonwood Road, Bozeman, in the 7th grade math and science room. Board meetings are open to the public. Items may be contributed to the agenda by notifying the District Clerk or Superintendent of potential agenda items two weeks prior to the scheduled meeting. The school board members encourage open communications, and parents are invited to contact any trustee if they have concerns or information they wish to share that will make Anderson a better place to educate students. The Board is responsible for creating and maintaining school policy. A copy of school policies may be secured by contacting the clerk or the Superintendent.

Educational Program/Non-Discrimination Statement

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

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

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual’s rights under: (1) Montana

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

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies. *(Board Policy Reference – Uniform Complaint Rule - 1700)*

STUDENT RIGHTS

Right of Expression

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

The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

Right to Education and the Right to Participation

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

Search and Seizure

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

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

- Eye witness observation by school personnel;
- Information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's past history and school record.

Right to Be Free from Sexual Harassment

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

Sexual Harassment Prevention

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

Harassment, Intimidation and Bullying Prevention

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

Examples of prohibited harassment are:

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

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

5. Cyberspace Harassment

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology:

Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital images or web site postings (including blogs).

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

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

Student Records

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

established for each student who is in attendance at Anderson. Records include information related to health, academic records, attendance and demographics.

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

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

Release of Student and Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anderson School District #41, with certain exceptions, obtain parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anderson School District #41 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. *If you do NOT want to release your child's information, please carefully read and sign the "Parent Permission form" on page 28.*

Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

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

Publications, Video, Internet Photos

Students who attend school at Anderson are occasionally asked to be part of school publicity, publications, school web site publications, media events (e.g. newspaper, television, etc.) and/or public relations activities. *If you do NOT want your child to be included in any publications and/or public relations activities please indicate by marking the appropriate answer and signing the "Parent Permission form on page 28.*

Video Surveillance

The Anderson Board of Trustees authorizes the use of video cameras on District property to ensure the

health, welfare and safety of all staff, students and visitors/chaperones while on Anderson School buses. Each bus is equipped with video/audio surveillance equipment and will be used in accordance with District expectations and policy.

Right to Select Personal Appearance/Student Dress

Students are expected to come to school ready to participate in learning activities.

Any clothing item that hints at alcohol, drugs, tobacco, violence, sexual innuendo, harassment, ethnic and religious slurs is unacceptable...even if it advertises something that is positive, i.e. a ski race, baseball team, marathon, etc.

- Clothing that is revealing, i.e. tank tops (bra straps showing), short tops revealing midriffs or short shorts (length of shorts should extend to finger tips when hands are placed at the students' side), loosely fitting baggy pants that fit so low that underwear shows or clothing that appears uncomfortable is unacceptable. Students need to feel comfortable while focusing on school work and not distracted by inappropriate clothing on others.
- Remember to wear appropriate gear for cold, wet, and/or windy weather. When you are dressed appropriately, you can enjoy being outside. There will be no outdoor recess in weather below 10 degrees or in severe weather conditions as determined by the Superintendent.

Anyone with clothing that is unacceptable will be asked to call home and make arrangements to change.

Students can expect to put hats and coats in their lockers with their backpacks, etc. A spare pair of shoes is recommended since shoes, not slippers, are required inside the buildings. During winter months, boots, hats, gloves or mittens, and coats are necessary for outdoor activities. (**Board Policy Reference – Student Dress – 3224**)

Out-of-School Suspension

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

In-School Suspension

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

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

Due Process

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

(**Board Policy Reference – Student Discipline – 3310**)

SECTION 504

Rights to Title IX-Section 504-American's With Disabilities Act

Definition: person is any student, parent, legal guardian or person with parental authority.

Title IX of the Educational Amendments of 1972 (Discrimination Based on Gender)

- * A person may utilize the Anderson Public School Complaint Procedure for Title IX complaints, including complaints of sexual harassment.
- * The person should report the matter promptly to his/her teacher, counselor, or building Superintendent who is not involved in the alleged discriminatory practice.
- * The person may also forward a written request for a review of the allegations and direct the request to the Anderson Public School Title IX Coordinator. The written request shall specifically state the nature of the alleged Title IX violation and shall be signed and dated. The Coordinator shall investigate the complaint and shall inform the person in writing of the decision and whether any action will be taken to resolve the issue. The Coordinator shall outline the reasons for the decision.
- * The parent of a student with a disability is encouraged to contact the Superintendent to determine if the District can implement accommodations for the student to ensure that his/her disability does not limit or restrict a successful learning experience at Anderson School."

•Title IX complaints should be directed to the Title IX Coordinator, Jeff Blessum.

Section 504 and the Americans with Disabilities Act (ADA)

* A person may utilize the Anderson Public School Complaint Procedure for alleged discriminatory practices against individuals with disabilities. The written request shall specifically state the nature of the alleged Section 504/ADA violation and shall be signed and dated. The Coordinator shall investigate the complaint and shall inform the person in writing of the Coordinator's decision and whether any action will be taken to resolve the issue. The Coordinator shall outline the reasons for the decision. The Title IX Coordinator, Jeff Blessum, can be reached by contacting the Anderson Public School Office at 587-1305.

GENERAL SCHOOL RULES AND INFORMATION

Attendance Policy

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

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

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

Reporting Absences

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

Pre-Arranged Absences

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

Excessive Absences

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

Leaving School

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

Birthday Invitations

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

Daily Schedules

| | |
|-------------------------|-------------------------|
| K-4 | 8:30 A.M. - 3:15 P.M. |
| 5-8 | 8:25 A.M. - 3:20 P.M. |
| Morning Recess | |
| K-3 Recess | 10:00 A.M. - 10:15 A.M. |
| 4-6 Recess | 10:15 A.M. - 10:30 A.M. |
| Recess/Lunch | |
| K-4 | 11:30 A.M. - 12:30 P.M. |
| 5-8 | 12:15 P.M. - 1:00 P.M. |
| Afternoon Recess | |
| K-3 | 2:00 P.M. - 2:15 P.M. |
| Dismissal | |
| K-4 | 3:15 P.M. |
| 5-8 | 3:20 P.M. |

Early Dismissal

Early Dismissal are days that students are released at 12:30 P.M. Teachers utilize this time for staff development, technology training, curriculum writing, special projects, speakers and consultants.

Early Dismissals are posted on the annual calendar. Buses run right after dismissal. Parents planning to pickup students should arrive no later than 12:30 P.M. Students need to know where to go and what to do on Early Dismissal days. The After School Program will operate on Early Dismissal days.

Arrival Time

Students should not arrive at school before 8:10 A.M., especially on bad weather days. Supervision begins at 8:10 A.M. When you arrive at school before the first bell or whistle at 8:20 A.M. for middle school and 8:25 A.M. for K-6, **report to the playground to await the signal for entry.** The playground is supervised from 8:10 A.M. until students enter the building at the morning bell, and at all scheduled recesses.

Tardiness

Anyone who is tardy reports to the office before going to class.

Accident Prevention

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

Accidents/Illnesses

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

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

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

Lunch Program

The cost for lunches is \$2.75(K-4) \$3.20 (5-8) and \$3.50 for adults. Milk costs 40 cents per carton. Students eat in the multi-purpose room and are excused on a regular schedule. Students who bring cold lunches also eat in the multi-purpose room with classmates. If students bring a cold lunch **items should not need refrigeration or microwaving.** All students are reminded to be courteous and to use good manners while eating. Water and Sobe Light drinks are available in a beverage machine. The cost is \$1.25 for a 20 ounce container. Sodas are not allowed in the school. Good nutrition provides a foundation for good health and optimum learning.

Cell Phones

Cells phone are to be turned off and placed in your locker or backpack during the school day. Cell phones may be used outside only before and after the school day. Use of a cell phone in the building or during class time will result in the phone being confiscated and held in the office. Phones are to

remain off from 8:10 A.M. to 3:20 P.M. At no time should phones be used for text messaging or photographs. Students are not to loan their cell phones to others to use.

(Board Policy Reference – Cell Phones and Other Electronic Equipment – 3630)

Change of Address (Including Email Address)

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

Communication with Families (Parent/Teacher Conferences)

Communication between the home and school is an essential part of the educational program. Parents are encouraged to contact their child's teacher or any specialist if they have questions, concerns or compliments about their child's progress in school. They should first address their concern with the teacher. If this does not solve the concern a meeting with the Superintendent can be scheduled. Conferences are scheduled with parents at the end of the first trimester in the fall. Another conference is optional in late winter or spring. Students may be asked to attend the conference and share their progress and achievements with their parents.

School Newsletter/School Calendar

The school newsletter, "The Anderson Communicator" will be sent home monthly and is also available online. Events and achievements will be highlighted in the newsletter along with athletic events, concerts, open houses and other scheduled events during the school year.

Report Cards and Conferences

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

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

School Nurse

Anderson School does not have a school nurse on campus each day. If students or parents have a health concern they should contact the secretary or Superintendent. Anderson School has a contract for health services from the Gallatin County Health Department for nursing services.

Fire Drills/Earthquake/Crises Drills

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

Emergency Opening/Closing or Dismissal

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

Cold Weather Policy

School closes when the temperature is at -30° F. These days will be made up during the academic year or at the end of the year. Buses do not run at -25° F. In the event of a closure prior to the start of the school day, you will receive a call from the **Anderson School Parent One Call System by 6:45 A.M.**

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

Visitors are Welcome

Parents, guardians, and guests are always welcome at Anderson School. For the safety of Anderson's students and staff we request that all visitors (any adult or child who is not enrolled at or employed by Anderson) report to the office, sign the register and pick up a visitor tag. ALL visitors should let the secretary know when they leave.

School Dances/Fun Nights

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

Medication That Must be Taken At School

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

Telephone Messages/Deliveries

Except in an emergency, teachers will not call students to the telephone or make deliveries to the classroom. We encourage students to take responsibility to remember assignments and appointments. Students should not use the telephone to obtain permission to visit a friend after school, or persuade someone to bring a forgotten assignment.

Valuables

Money, purses, wallets, watches, cameras and any other personal item that have value should be in the student's possession at all times or kept in a safe place. Music headphones, radios, tape players, CD players, I-Pods, etc. are allowed on the school busses but MUST be TURNED OFF and put away when entering the building or on the playground. Students wanting to take pictures with a camera need to

get permission from their teacher or the office. Cell phones are to be turned off and placed in lockers or backpacks during the school day. Cell phones may be used outside before and after the school day.

Book Fees

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

Insurance

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

Lost and Found

Outdoor clothing and equipment should be clearly marked. Lost items are stored on the lower level of the Brown School and next to the girl's restroom near the gym. Both are periodically donated to local charities. Students should check this area for missing items. If your child has lost an item, we will do everything possible to help him/her find it.

TRANSPORTATION

Anderson School Board chooses to provide transportation services for Anderson students within three miles of the school. State law and Board Policy defines *eligible transportees* as "a public school student who is not less than 5 years of age nor not yet twenty-one; is a resident of Montana; regardless of District boundaries, resides at least three miles over the shortest practical route to school; and is considered to reside with a parent or guardian who maintains legal residence in the District, regardless of where the student actually lives, as provided by Section 20-10-101 MCA." In order to defray costs, Anderson School provides bus services for \$100.00 per year for K-8, payable in advance of riding. Riding the bus is a privilege. Any student who creates an unsafe situation may be suspended from the bus. Parents are urged to monitor the bus stop and get acquainted with the driver. The driver has the same authority as the classroom teacher to maintain a safe, orderly environment. Parents are encouraged to support bus-driver action and to discuss incidents individually with the driver. Bus rules are posted in the bus. The driver will review behavior expectations and rules with the riders. Emergency evacuation drills are performed throughout the year. Additionally, all students will be provided a "bus manual" that all parents/guardians are required to sign.

Pickup of Non-bus Students

Parents picking up their children after school need to adhere to safety guidelines. Please park in marked spaces in the parking lot. Keep the bus lane clear for buses and handicapped vehicles. Do not park behind or in front of the buses. For safety reasons, students must stay on the middle sidewalk area in front of the school until their ride is parked and waiting. Walking through the parking lot requires watchfulness to ensure a safe route to the vehicle. We ask all parents of children in grades K-3 to physically walk their children to the car. Teachers will remind students repeatedly to use safe

practices. If the need arises for a student to walk near a bus, a student should walk in front of the buses far enough ahead to allow the bus driver to see them.

Student Behavior

Keeping the school a safe, orderly environment is a priority. The operating principles of the Anderson staff emphasize commitment to building a safe, humane school where students participate in a system that offers choices with consequences.

Anderson staff supports an approach that is fair, firm and consistent. At the beginning of the school year teachers will go over the rules with each student.

Students will be involved in a consistent discipline approach to facilitate a safe respectful community of learners. The Student Council will have opportunity to represent grades 3 – 8 in governance and development of student projects and expectations. A primary teacher and middle school teacher will coordinate this activity to afford a balance of representation for all grades.

Rules and Responsibilities

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

Public Displays of Affection

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

Skateboards, Roller Blades and Heeleys

Skateboards, roller blades and Heeleys may not be brought to school or ridden to or from school.

Bicycles

Students may ride bicycles to and from school. Students and parents are cautioned that the traffic on Cottonwood Road is heavy at times and the road has narrow shoulders. Students should have instruction on how to safely ride a bicycle to and from Anderson School. If students ride a bicycle to school they should park it in the bike racks and leave it in the racks until school is dismissed. The District is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Bikes are not to be ridden during the school day unless it is part of an instructional program.

Walking to School

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

Playground Guidelines

The playground is supervised from 8:10 A.M. – 8:25 A.M. It is also supervised during scheduled recesses. Students should not be dropped off before 8:10 A.M. or stay after the departure of the buses in the afternoon unless special arrangements have been made with the classroom teacher or Superintendent.

On the playground:

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

In the building:

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

Animals in School

Persons bringing animals into the school must receive prior permission from the supervising teacher, building principal, or administrator. Animals, including all vertebrates and invertebrates may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for and properly handled.

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

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

Animals on the Playground

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

Chemical Use and Abuse

The use, possession, or distribution of illicit drugs or alcohol, including drug paraphernalia, is prohibited for all students and employees of Anderson School at all school functions on school premises at any time of the day or night. All field trips under the sponsorship of Anderson School are subject to this policy. Whenever an incident involving an illegal substance, including alcohol, occurs, the Superintendent will call the sheriff and will notify the student's parents or guardians. The incident and the actions will be documented and the student may be suspended out of school.

Weapons

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

ANDERSON SCHOOL'S ACADEMIC PROGRAM

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

Music

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

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

Art

All students receive art instruction, either by the classroom teacher, through the enrichment program, or in the middle-school rotation block. K-4 students have art weekly and art is integrated with other subject areas. Any parent/guardian with artistic talents is encouraged to volunteer during the year. Other visiting artists are scheduled through Montana Arts Council grants and with support from Community Council.

Health Enhancement

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

Library/Media Center

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

The Library and Media Center is constantly expanding to offer more and better opportunities to Anderson students. All students participate in a library class on a weekly basis.

Special Education

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

Extended Studies

Occasionally a student may have moved beyond some areas of the curriculum at his/her grade level. The Extended Studies program is designed to challenge those students academically in an area of interest. Students and parents can ask for more information about criteria for being in Extended Studies and receive an application from the Extended Studies teacher. The Extended Studies teacher, the classroom teacher, the Superintendent and the child's parent(s) will determine if such placement is appropriate.

Electives

Technology education, art and foreign language are offered to 7th and 8th grade students. These semester long classes meet four days per week. Students take two elective classes each school year.

These classes, in addition to the core curricula, provide students with necessary skills and pre-skills for future decisions and success in high school.

Counseling

Anderson School District employs a part-time counselor. The counselor works with middle school students on a regular schedule. The counselor also meets with younger classes and schedules time to meet with students individually in grades K-8 as requested. Students, teachers or parents can make requests to talk to the counselor. The counselor focuses on the academic, social and emotional needs of students in classrooms as those students mature through different developmental stages. If students would like to visit with the counselor they should check with the office to schedule a time.

Homework

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

Assignment Books and Textbooks

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

Grading System

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

Flag Ceremony and Celebrations

Flag ceremony will be conducted on Fridays before school begins. Exceptions will be special occasions. The ceremony consists of all students and staff meeting in the gym, singing a patriotic song and recognizing student achievements. Student Council officers will be responsible for leading this ceremony.

Field Trips

Your child's class will be participating in educational field trips during the year. It is the policy of Anderson School District #41 to acquire parental permission before allowing a student to travel with members of his/her class. **If you would like your child to participate, please carefully read and sign the "Parent Permission form" on page 28.** By signing and checking the yes or no on page 28 you are giving permission for your child to go with his/her class on field trips during the year. Transportation will be provided by the District. If travel by a private car is required for an event, you will be notified prior to the trip. As a parent or guardian, your signature on the permission form on page 28 indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing you indicate that you understand that some

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

6/17/2011

ANDERSON SCHOOL, DISTRICT 41 Parent/Student Bus Transportation Guide

TO PARENTS, GUARDIAN AND STUDENTS:

Welcome aboard! We are certified Montana School Bus Drivers. *The safety of your child is our first and foremost responsibility. As drivers, our attention must be on the road at all times. It is absolutely necessary that all student behavior on Anderson buses be exemplary.*

We ask for your cooperation and support in maintaining discipline on the bus. This is essential in sustaining a safe environment for all passengers. Please remember that we are not only responsible for your child, but also for 20 - 65 other children as well.

Please feel free to call the school or your driver with any questions or concerns. The school number is 587-1305. Cell phone contact to busses is available through the school office in emergencies.

The enclosed information will be very helpful during the school year. Please take time to go over this information with your child. Sign and return the bottom portion of this page to the school office. Your signature indicates that you have read the enclosed materials and have discussed the contents with your child. With your signature, you agree to support the enclosed bus riding policies. Thank you.

Respectfully,

Jim Towner and Kathrin Olson
Bus Drivers

Parent/Guardian Signature /Date

Student Signature/Date

YOUR RESPONSIBILITY AS A BUS RIDER

This applies to regular routes and field trips.

1. Following the directions of the Bus Driver is really important. Listen quietly to instructions and do not talk back. Failure to comply with instructions may be deemed defiance and/or insubordination, resulting in consequences (see section on disciplinary action).
2. Always be on time for your bus. Delays cause others to have to wait. Wait quietly on the sidewalk or of the road far away from oncoming traffic.
3. When boarding the bus, walk quickly to your seat and sit down.
4. Roughhousing, disrespectful or foul language, loud disturbances, and sexually inappropriate behavior are not allowed.
5. Ask permission to change seats. Remain seated, feet forward and out of the aisle at all times. If you open a window, you must close the window before getting off the bus. Please keep all body parts and personal belongings inside the bus at all times. Keep your hands to yourself.
6. No animals are allowed on the bus.
7. Eating, drinking, chewing gum and tobacco use are prohibited.
8. Do not deliberately damage any part of the bus. Doing so may result in suspension of bus privileges. The student will be held responsible for any repairs necessary.
9. No student will be allowed off the bus, other than at his or her regular stop, except with written permission from a parent or proper school employee. If a friend is to ride, a note from the parent or school MUST be given to the driver.
10. In all cases, especially in case of emergency, listen to your driver for instructions and follow them immediately.

Follow the above rules and the trip will be pleasant for everyone. Remember that the driver can suspend your riding privilege for being irresponsible or not following the rules. Do your part, ride smart.

PARENTS AND GUARDIANS

1. Helping your child to be a responsible bus rider helps keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
2. Help them learn all of the bus rules and explain the importance of following the driver's instructions.
3. Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
4. Please see that your child is properly dressed for cold weather. Brighter clothes are better for safety during periods of darkness and inclement weather.
5. Please remember that there are always two sides to every story. If your student is in trouble or suspended, try to be understanding and listen to both sides of the issue. Your bus driver may assign students seats on the bus. The driver may change seating periodically. Older, stronger students will be seated next to emergency exits.
6. Drivers are there to deliver your children safely to and from school. That is why all rules must be followed. Bus drivers will explain rules, expectations, and consequences to students monthly or as needed. Bus drivers will conduct an evacuation drill twice a year.
7. Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a call or note is greatly appreciated.
8. No student will be allowed off the bus at any location other than their regular stop, unless prior arrangements have been made, or they are released to a parent or guardian. If a friend is to ride, a note from the parent or school MUST be given to the driver.
9. Buses are often at, or near, full capacity. Therefore, if your child wishes to bring along friends, please check with the school to determine whether there is room for extra passengers. It may be necessary for you to make arrangements for private transportation.

STUDENT DISCIPLINE ON THE BUS

A fair, consistent, and firm discipline policy is of great importance in maintaining a safe and secure environment for all passengers on the bus. Control of students on the bus will be the responsibility of the driver. Student behavior must be such that it does not endanger the safety of the driver or other passengers. A driver cannot remove a passenger from the bus at any stop other than the regularly scheduled stop for that student, unless they have written permission. Documentation is extremely important in the event that a student is denied bus privilege. Bus behavior referrals are provided to all drivers and will be utilized when necessary.

DISCIPLINARY ACTION:

1. Behavior such as pushing, tripping, foul language, throwing objects, changing seats while the bus is moving:
 - ◆ 1st offense: behavior referral, community service, possibly assignment to a front seat
 - ◆ 2nd offense: behavior referral, community service, assignment to a front seat, parent/guardian called
 - ◆ 3rd offense: behavior referral, parent/guardian called, 3-day suspension from the bus
 - ◆ Continued offense: long term suspension from the bus
2. Fighting, direct defiance, or verbal abuse:
 - ◆ 1st offense: behavior referral, parent/guardian called, written apology from student to the person affected, 3-day suspension from the bus
 - ◆ 2nd offense: behavior referral, meeting of student, parent/ guardian, Superintendent, driver, and counselor, possible long term suspension from the bus
3. Use of tobacco, lighter or matches, alcohol, or illegal drugs:
 - ◆ 1st offense: behavior referral, parent/guardian called, meeting of student, parent/ guardian, Superintendent, driver and counselor, suspension according to Board Policy
 - ◆ 2nd offense: behavior referral, meeting of student, parent/ guardian, Superintendent, driver, and counselor, further suspension determined by school
4. Deliberate destruction of property:
 - ◆ 1st offense: behavior referral, parent/guardian called, suspension from bus until repair is paid for or other arrangements have been made with administration
 - ◆ 2nd offense: behavior referral, meeting of student, parent/guardian, Superintendent, driver, and counselor, further suspension determined by school, repairs are paid for by student or as arranged by administration
5. Threats made to, or endangerment of other passengers or the driver, sexual misconduct
 - ◆ 1st offense: behavior referral, meeting of student, parent/ guardian, Superintendent, driver, and counselor, possible suspension up to 10 days from the bus
 - ◆ 2nd offense: behavior referral, meeting of student, parent /guardian, Superintendent, driver, and counselor, long term suspension from the bus

The behavior referral is given to the student and returned to school by the morning of the second day, signed by a parent or guardian. (A student suspended from the bus may also be suspended from extracurricular activities for the same duration). Parents questioning bus discipline may request a conference with the driver and Superintendent within 2 school days of the offense.

For the parent: Telecommunication Use Agreement

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of the computer network. I further understand that student use of the computer network is designed for educational purposes. I understand that it is impossible for Anderson School to filter or restrict access to all inappropriate materials. I will not hold Anderson School District responsible for inappropriate or unacceptable materials my child may acquire on the network system. I give my student permission to use the Anderson School District networks and Internet.

(Board Policy Reference – District-Provided Access to Electronic Information, Services and Networks - 3612)

(Parent Signature)

(Date)

Student Telecommunication Acceptable Use Agreement and Information Release

Anderson School District #41 Kindergarten to Grade 8 2011-12 School Year

We are pleased to offer students of the Anderson School District access to our District network for educational use. To gain access all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Services Department.

Access to our network has been established for a limited educational purpose. Our goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation and communication. Anderson School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. An industrious user may discover controversial information. If a user finds themselves in an area on the network that is inappropriate they should leave that site immediately. If they receive a message that is inappropriate they report it to the adult who is supervising the classroom. We, the Anderson School District, firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Students will not be permitted to access electronic mail through our network unless it is directly supervised for educational purposes. Internet filtering is provided for all District computers. Additionally staff must ensure that the school has a signed Acceptable Use Agreement for any student they supervise on the Internet, must not leave students unattended while they are using the Internet, and must set educationally relevant objectives for each Internet activity. Parents and guardians have a responsibility to read this policy and convey its meaning and standards to their children when their children are using media and information sources during the school day. Anderson School District recognizes that this signed agreement is a partnership among all parties.

Anderson School District Terms and Conditions for Responsible Network Use

1. I will not use a computer to harm other people or their work, or do anything unlawful.
2. I will not damage the computer or network in any way.
3. I will be polite, respectful, and honest when using the computer network.
4. I will not give my name, phone number, address or any personal information or of my friends or family members.
5. I will promptly report any problems to my teacher.
6. If I access an area of the Internet that is offensive, obscene or uses bad language, I will immediately back out of the area or quit the Internet application I am using and report it to my teacher.
7. I will not view, send, or display offensive messages or pictures.
8. I will not share my password with another person or use another person's password.
9. I will not trespass in another person's folders, work, or files.
10. I will not use electronic mail or chat rooms or other forms of electronic communication while on the Anderson School computer network unless it is used directly with teacher supervision for educational purposes.
11. I understand that any files, Internet access or communications on Anderson School District computers or networks may be reviewed or monitored. All Internet access is filtered.

PLEASE SIGN AND RETURN TO YOUR TEACHER

Telecommunication Acceptable Use Agreement

My parent or guardian has reviewed the Telecommunication Acceptable Use Agreement with me. I understand the need to follow the rules when using the computer and Internet. I know that I should not give out personal information about myself, my friends, or my family over the Internet. I understand if I break the rules, my use of the computer and Internet may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

Student Name (please print) _____

Student Grade Level _____

Student Signature _____

Anderson School Athletic Contract

At Anderson School our philosophy is for every child to be given the opportunity to participate and to be successful in any athletic event. Coaches, teachers, and parents encourage the successes and offer support of all athletes as they demonstrate exceptional effort and outstanding sportsmanship in all competitions.

Expectations of Student Participants

1. Current sports physical. (Must be given to coach before first day of practice)
2. Respect the coaches, listen to new ideas and at least try them (even if it is awkward,) because it just might help them and the team.
3. Give 100% effort both at practice and at competitions.
4. Maintain acceptable behavior and respect for others in times of success and of defeat.
5. Maintain acceptable behavior and respect during competitions, on the court or on the track, for opposing players, referees, coaches and fans.
6. Maintain appropriate language at all events.
7. All players are required to wear the FULL uniform provided by Anderson School. Only WHITE shirts are allowed to be worn beneath the jersey and only white socks are allowed to be worn with your uniform.
8. Player attendance is VITAL. If you are going to be on a team, BE on a team. Players are expected to attend all practices and games. There is a lot of information covered in practice and an athlete can fall quickly behind if a practice is missed. It is imperative that the coach be contacted if he/she will not be at practice. We understand illness; appointments, etc. however, please notify your coach of these arrangements. Players who miss practice, excused or not, should expect less playing time than those who attend practice. On game day, students must be in attendance by 1:00 pm in order to play in that day's game.
9. Students must be in attendance by 1:00 pm in order to participate in after-school or evening school sponsored activities. Exceptions may be granted by the Superintendent.
10. Schoolwork comes first. If any athlete is having difficulties with schoolwork, that is where he/she needs to put in the extra time.

Thank you for your understanding and commitment to Anderson Athletics. Please sign and return this form. For further questions/concerns please see the Anderson Athletic Policy Manual in the Parent/Student School Handbook.

Participant's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Anderson Public School's
Parent/Guardian Permission Form
2011-2012**

Student Name: _____ **Grade:** _____

This form will remain in force for the 2011-2012 School Year. If at any time you would like to make changes, please contact the school.

Parents: Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form, remove from this handbook and return to the school.

___ **Yes** ___ **No** I give permission for my child to attend field trips.

___ **Yes** ___ **No** I have read, understand, and have signed the Technology Use Agreement, giving my child/ren permission to use the internet. My child/ren has/have signed the Technology Use Agreement and agrees to abide by the rules described herein. We will give these forms to his/her teacher.

___ **Yes** ___ **No** I give permission to use photos or video of my child in District and School publications, on the District/School web sites and/or in the news media.

___ **Yes** ___ **No** I give permission for my child's work/and or first name to be published on the District and/or School web site.

___ **Yes** ___ **No** I give permission to have our names, phone number and address printed in the school phone directory.

___ **Yes** ___ **No** I have read and understand the Student/Parent Handbook.

Parent Signature

Date