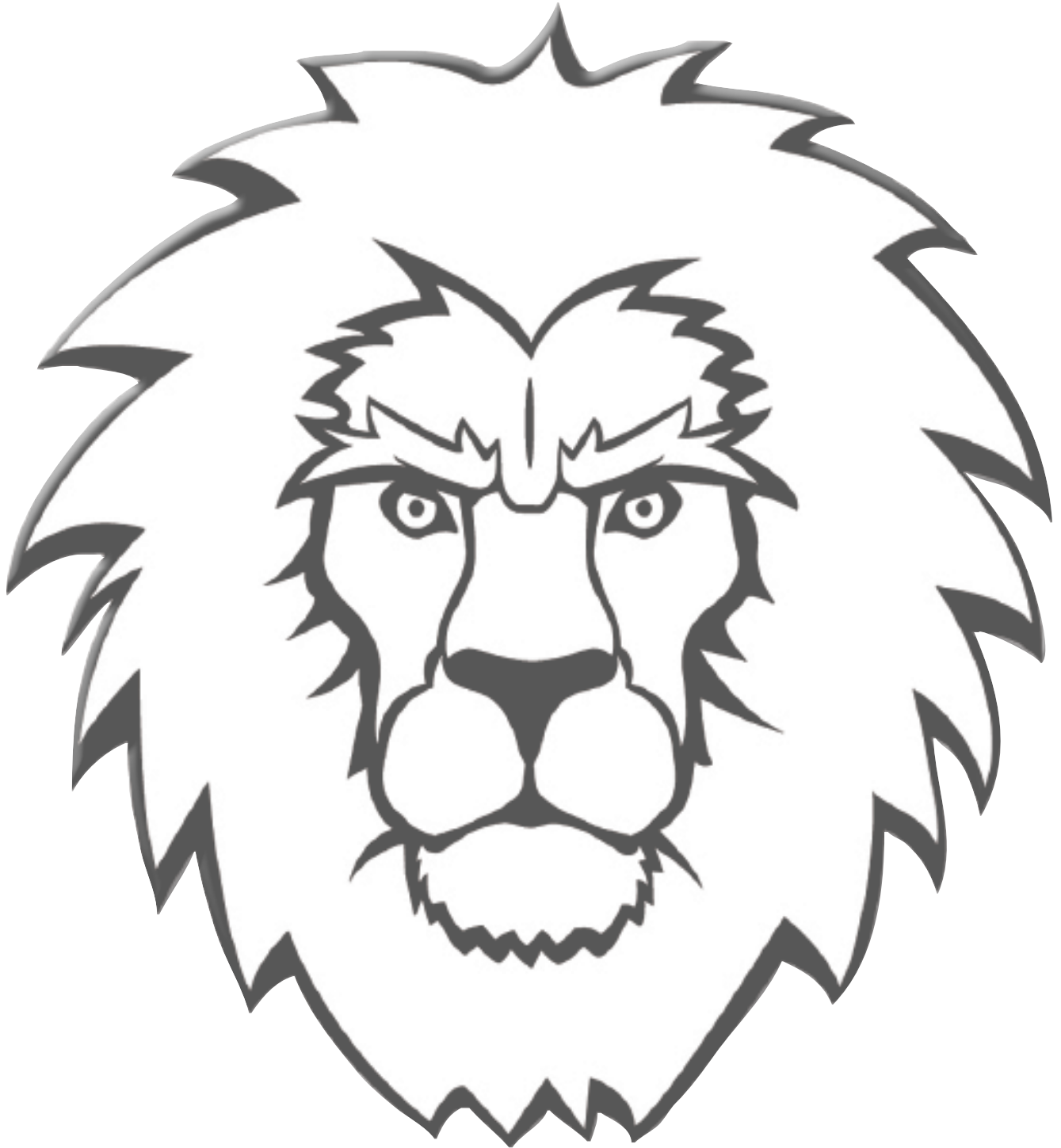


**LOCKWOOD
ELEMENTARY SCHOOL**



**2017-2018
K-5 STUDENT-PARENT HANDBOOK**

Lockwood Schools Parent/Guardian Signature Page

STUDENT NAME: _____

Family Education Rights and Privacy Act (FERPA)

Federal law requires that "Directory Information" on my child be released by the District upon request (in writing), unless I object (in writing) to the release of any or all of this information. This objection must be filed within 10 school days of the time this handbook was given to my child.

Directory information ordinarily includes:

| | |
|---|--------------------------------|
| ~student's name | ~address |
| ~phone number | ~date & place of birth |
| ~photographs | ~dates of attendance |
| ~awards received in school | ~most previous school attended |
| ~participation in officially recognized activities & sports | |

In exercising my right to limit release of this information, I have MARKED THROUGH the items of directory information listed above that I wish the District to WITHHOLD about my child during the 2017-2018 school year. Please understand if you mark off photograph, your student's individual or group picture will be withheld from all publications including but not limited to newsletters, newspapers, and yearbooks.

I have read and understand the Lockwood School Handbook, FERPA statement above, and Title 1 information on back and understand what is expected of the above named student.

This form must be signed on the back and returned to your homeroom teacher within 10 days of receipt, or no later than September 10, 2017

(Over)

Lockwood School District Schoolwide Title I Compact

Parent

- Have high expectations for my child's learning and behavior.
- See that my child is punctual and attends school every day.
- Encourage my child to read for at least 30 minutes every day.
- Communicate openly with teachers or staff.
- Ensure my child is well rested and ready for the school day.

Student

- Have high expectations for myself as an individual.
- Follow school rules and be responsible for my behavior.
- Work hard and pay attention to do my best in class and with my school work.
- Bring books and signed papers back to school.

School/Teacher

- Demonstrate a positive attitude about school.
- Promote the success of all students.
- Provide a safe, welcoming environment for students and families.
- Help parents identify ways to help their children learn to read, write and do math.
- Communicate regularly and purposefully with parents and families about children's literacy and math.
- Have at least one parent-teacher conference annually. Schedule others as needed.
- Give staff and teachers the training to work effectively in partnership with families.
- Set high standards and implement effective programs in reading and math throughout the school.
- Educate students, teachers, families and school staff about the importance of daily reading.

Parent/Guardian Signature: _____

Date: _____

Lockwood School District #26 Calendar 2017-2018

July 2017

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August 2017

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September 2017

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

October 2017

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November 2017

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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December 2017

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

△ Early Out 1:15 □ Early Out 2:00

August 2017

21 PIR for teachers
22 PIR/Open House 5:30-7:00
23 First day for students

September 2017

4 No school Labor Day
25 No school PIR for teachers

October 2017

18 Early out 1:15 afternoon PIR
19-20 No school PIR for teachers
27 End of quarter K-8

November 2017

8-9 Early out 1:15
PT Conferences K-8 3:00-7:00
10 No school Veterans' Day
22-24 No school Thanksgiving

December 2017

22 Early Out 1:15
25 Winter vacation begins

January 2018

2 School resumes
15 No school PIR for teachers
19 End of quarter K-8

February 2018

19 No school Presidents' Day

March 2018

23 End of quarter K-8
30 No school Spring Vacation

April 2018

2 No school Spring Vacation

May 2018

25 Student last day-K-8 out at 1:15

January 2018

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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| 28 | 29 | 30 | 31 | | | |

February 2018

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March 2018

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April 2018

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

May 2018

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

June 2018

| S | M | T | W | T | F | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |



Lockwood Schools expects all students to succeed. We will achieve this goal by being focused, adaptable, innovative, engaging, & driven to help every student achieve success.

We will strive to achieve a safe, secure, & positive learning environment including the design, maintenance, and operation of facilities that enhance learning.

We will nurture classrooms of life-long learners through the use of standards-based curricula, effective teaching strategies, innovative technologies, & constructive feedback ensuring that our students' depth of knowledge & variety of skills match the needs of the greater contemporary world.

Each student's education will be driven by the design and use of effective data systems measuring both individual & group success.

We will work to engage staff, students, parents, & community members to help ensure the success of each student.

**LEGENDARY EDUCATION
LASTING FOUNDATION
LIMITLESS FUTURE!**



LOCKWOOD SCHOOLS

Specific, Methodical, and Consistent Recipe for Success

1. Our students and their education is our top priority. Everything we do and every decision we make will be evaluated based on its impact on student learning.
2. Every adult will strive to develop a positive relationship with all students. They will know the kids they work with on a first name basis, understand their background, and know their aspirations.
3. Every student will have a significant adult they know they can talk to when they are stressed.
4. All educational staff will know where each student they work with is specifically in terms of ability in Reading, Math, and Communications skills. Staff will also know if there are other academic or emotional concerns for that student.
5. All educational staff will know specifically what content they are responsible for teaching and how this learning will be assessed.
6. Formative assessment will be used to guide all instruction.
7. We will educate individual students. Students will be educated at the level they are individually ready for, not above, or below their ability level because of materials, grouping, grade level, or skills grouping.
8. The goal of student learning is to be able to think in complex ways, apply, and express their knowledge to find solutions in both predictable and unpredictable real world situations. We will provide these situations for our students.
9. We will analyze all available data to determine effectiveness of resources and practices in an ongoing, continuous manner. We are focused on improvement, not blame.
10. Key decisions will be made as a group. We are all responsible for the learning of all students. Data will drive all decisions at the classroom, school, and District levels.

**LEGENDARY EDUCATION,
LASTING FOUNDATION,
LIMITLESS FUTURE!**

School Board Members

| | |
|----------------|---------------|
| Tim Sather | Chairman |
| Kat Pfau | Vice-Chairman |
| Sylvia Noble | |
| Scott Kiekover | |
| Joe Borgstrom | |
| Pam Ask | |
| Janna Lind | |

Administration

| | |
|---------------|------------------------------------|
| Tobin Novasio | Superintendent |
| Jenny Fox | Primary Principal, Grades K-2 |
| Kelly Kinsey | Intermediate Principal, Grades 3-5 |

Special Programs Information

School Resource Officer

The Lockwood School Resource Officer (SRO) is a Law Enforcement Officer based in the school. This officer handles all school related crimes, keeps the peace, and acts as a resource on a variety of issues. The primary goal of this program strives to provide a positive mentor for Lockwood School students.

Family Resource Center

The Lockwood Family Resource Center is available to all families in the Lockwood community. The center is designed to help establish a partnership and an open line of communication between the home and the school. Families are invited to drop in during school hours to check out games, books, videos and cassette tapes.

Lockwood Organization of Volunteer Educators (Project L.O.V.E.)

Project L.O.V.E. is designed to connect adults interested in helping out in the school, with teachers that can use help in the classroom or with projects that can be done at home. Project LOVE strives to unite the community and the school in the best interests of our children.

General Information

School Hours

| | Start | End |
|---------------------------|-----------|-----------|
| Kindergarten - 3rd Grades | 8:00 a.m. | 2:55 p.m. |
| 4th - 5th Grades | 7:55 a.m. | 3:00 p.m. |

Before School Policy

Campus supervision of students is provided on regular school days for all grades from 7:30 a.m. to 3:00 p.m. **Students should not be on campus before 7:30 a.m.** If you drive your students to school, K-2 students should be dropped off in the parking lot off Peters Street, and 3-5 students should be dropped off in the parking lot adjacent to Highway 87 East. **Please do not park in restricted zones! For your child's safety, please do not drop off students on Highway 87.** Children should proceed to their designated play area upon arrival at school by walking around the exterior of the building. Students are not to be inside the building before school unless directed by an adult.

Children should be dressed according to weather conditions as they will be expected to play outside during inclement weather. Please mark your child's clothing with their name. Children will be allowed to remain in the building during recess due to health conditions upon the receipt of a note from a physician. Sick children should not be in school.

After School Policy

Students are expected to depart for home or after school programs immediately after dismissal from school. Parents who are not able to pick their students up in a timely manner are expected to make other arrangements for their supervision.

Locked Door Policy

All doors in each building will remain locked during the school day. Students arriving after the starting bell must enter through the main door and check in at the building office. All visitors during the school day are required to check in at the building office and pick up a visitor badge to be worn in plain sight at all times while in the building.

Breakfast, Lunch and Milk

Breakfast and lunch programs are available each day. Lockwood Elementary School K-5 has a "Breakfast in the Classroom" program for all grades. This exciting program will give your child the opportunity to eat a well-balanced, nutritious breakfast everyday in their classroom. Breakfast will be provided directly from our cafeteria and delivered to your child's classroom every morning. As students enter the classrooms in the morning, they will grab their breakfast. Their name will be noted on a roster and parents will be charged for the breakfast. There will be no charge in the free/reduced program. We ask that parents discuss this program with your child so students are not charging breakfast at school without parent's permission.

Prices will be made available at the beginning of each school year. We encourage you to pay by the week or by the month. Free and reduced lunch/breakfast applications will be sent with students on the first day of school and are available upon request anytime during the school year. Students may bring a cold lunch to school if they choose. Milk may be purchased by the carton for these students. Please do not send carbonated beverages in your student's cold lunch.

Please notify the school nurse if your child has food allergies.

Cafeteria

It is a privilege to eat in our cafeteria. Lack of respect for established cafeteria rules, lunchroom workers, paraprofessionals and the rights of others may cause the student to lose lunchroom privileges.

Family members are encouraged to come and enjoy lunch with their student. After checking in at the office, school personnel will help to accommodate visitors by finding separate seating in the lunch room. Only family members may sit with students.

Meal Money Policy

If student account balances reach an excessive amount, the parent/guardian will be contacted to bring the account up to date. Lockwood Schools reserves the right to provide alternative lunches as necessary to students with perpetual unpaid balances. Alternative meals must have the required food items/components to be nutritionally beneficial for students. Charges made during the last two weeks of the school year will be limited. If monetary assistance is needed, please contact Melissa Kittelmann for a free/reduced application at 252-2776 option 4.

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4411.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Family Services may take custody of a student under provisions of § 41-3-301, MCA, without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent or approved designee. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.

Student Dress

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, certain minimum standards shall be observed by all students. If a student's appearance causes disruption in the school setting they will be referred to the administrator.

Distribution of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials which provide information valued or needed by the District may also be distributed. All organizations must have the approval of an Administrator before materials may be distributed.

Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected.

Field Trips

Teachers will send home a field trip form with each child before all scheduled field trips. The form must be signed by a parent/guardian and sent back to school. It is very important that a contact phone/cell number be included on the form in the event of an emergency. Students will not be allowed to attend the scheduled field trip unless the form has been completed and returned to school.

Student Fees, Fines and Charges

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. The student and parent shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. A student's grades may be withheld until restitution is made by payment. The student or parent may appeal the imposition of a charge for damages to the Superintendent and the Board.

Grading and Progress Reports

The cooperation of school and home is a vital ingredient in the growth and education of students. The school recognizes the responsibility to keep parents informed of student welfare and progress in school. The issuance of midterm reports, grades, progress reports and assessment information on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports are designed to provide information that will be helpful to the student, teacher, counselor and parent.

Report cards will be sent home *quarterly*. These reports will include information relative to the student's academic achievement, days absent, social behavior and attitudes toward school. Parent conferences will be held once a year.

In grades K-5 the grading is done by individual student based on the academic standards of the district. The same grading scale is applied to both academic subjects (such as reading and mathematics) and social skills and study habits (such as cooperation and effort toward assignments). The scale is shown below:

Grading Scale

4 = Exceeds Standards

3 = Meets Standards

2 = Developing Skills

1 = Area of Concern

Students qualifying under IDEA will receive grading as written in the Individualized Educational Plan in accordance with state and federal regulations.

Multi-Tiered System of Support (MTSS)

MTSS is an integrated multi-tiered system of instruction, assessment and intervention designed to meet the achievement and behavioral needs of all students.

Multi-Tiered System of Supports, MTSS, creates a structure for the delivery of high-quality instruction of all students and, when needed, additional supports and interventions varying in intensity.

Entrance, Placement and Transfer

School Entrance

1. The District requires that a child's parents, legal guardian, or legal custodian present to the school, proof of identity of the child (birth certification or certified transcript).
2. In accordance with the Montana Immunization Law, a student will not be admitted who does not meet state requirements for immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles. Hemophilus influenza type "b" immunization is required for all students under age five (5). If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Achievement testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. It is required that each child will achieve mastery of district standards. Final disposition of all placement decisions rests with the administrator, subject to review by the Superintendent and the Board.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

All transfer students shall be subject to an educational assessment to determine appropriate grade and level placement.

Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy and State and Federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Transfer of Student Records

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file (as defined by the Board), special education records, and any disciplinary actions taken against the student, that are educationally related.

If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing or electronically, providing the reasons why the District is unable to comply with the five-(5)-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

Receipt of Confidential Records

The District is eligible to receive the case records of the department of public health and human services and its local affiliate, the county welfare department, the county attorney, and the court concerning actions taken and all records concerning reports of child abuse and neglect. These records shall be kept confidential as required by law.

When the District receives information pursuant to law, it is the responsibility of the authorized individual to prevent the unauthorized dissemination of that information.

Attendance Policy

A telephone call or a note from either parent or guardian is required when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. If no notification is received, the attendance secretary will attempt to contact a parent or guardian through our automated call out system to verify student's absence. The automated system will call the home phone, mother's cell phone and father's cell phone. All absences and tardies will be recorded on the report card and/or cumulative record.

Students that arrive at school after the starting bell must check in with the building office for a tardy slip before proceeding to class. Students with 10 tardies or more during a quarter will be required to serve detention in Grades 3-5.

Out of District Status

A limited number of students residing out of the school district may be admitted for attendance in accordance with School Board policy. Request forms and policy information are available in the school office.

School officials and law enforcement officers do verifications of residences in our school district on a routine basis.

Student Health & Safety Information

Lockwood Schools have the services of a school nurse. Medically related questions should be directed to the school nurse by phoning 252-2776 ext. 9. Please notify her office regarding any health concerns with your child.

Health services are available to all students. Services may include, but not be limited to:

1. The development of procedures in each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Dental Screening.
5. Immunizations as provided by the Department of Health & Human Services.
6. Health related education.

Routine Hearing Screening

Hearing screening is conducted at your child's school as part of the Office of Public Instruction's Hearing Conservation Program. Pure tone screening is mandated for students in grades K and 1. This screening is designed to determine a child's ability to hear varying pitches, from low to high pitch. The tones are presented at a level that is very quiet and the child is asked to indicate when they hear a tone by, for example, raising their hand. If a child does not hear these soft tones, his or her hearing may be impaired. A hearing impairment may, and often does, affect a child's speech and language development or school performance. Students who are new to the school or are a parent/teacher referral will be screened for pure tones as well.

Parents of students who are referred for hearing testing or are an annual rescreen for known hearing loss will be asked to provide written consent.

Student Immunization

The Board requires an immunization status form to be completed by a physician or clinic. The certificate shall be made a part of the student's permanent record.

A pupil 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 immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the District must receive the original immunization records for the pupil who transfers into the District.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contacting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

An administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in §20-5-403, MCA, if that student has received one or more doses of the vaccine for each disease listed in §20-5-403, except that hemophilus influenza type "b" vaccine is required only for children under 5 years of age.

All students entering 7th grade must show proof of diphtheria, pertussis, and tetanus within the last 4 years and a second MMR if not already received.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student or file an exemption for personal or medical reasons.

Medications At School

Any school employee authorized to assist the nurse by the school administrator or school principal:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (registered nurse) may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death. There must also be permission from the student's physician and parent .

Record of the medication administered in an emergency will be entered in an Individual Student Health Record.

Handling and Storage of Medications

All prescription medications must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. Develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Medication Communication Sheet the date the medication is delivered and the amount of medication received.
4. Prescribed medications will be stored in a locked storage compartment.

Non-prescription (over the counter) medications may be kept at school and administered with parental/guardian consent. The school does not supply non-prescription medication for students or administer without consent.

Access to all stored medication will be limited to persons authorized to administer medications. The school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

Communicable Diseases

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life-threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Montana Department of Health guidelines and communicable disease control rules. A student who exhibits symptoms of a communicable disease which is readily transmitted in the school setting may be temporarily excluded from school attendance. Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials shall determine which staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The administrator or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgement of the administrator or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he or she may elect to continue the treatment or make other arrangements.

Safety Drills

Safety Drills will occur on a regular basis as required by state law. Appropriate procedures for drills will be discussed at the beginning of the school year in class by all teachers.

Drills practiced by the district may include but not be limited to:

- Fire Drills
- Intruder Drills
- Tornado Drills
- Evacuation Drills

Asbestos

In compliance with the AHERA regulations, our school facilities have been inspected and are under a management plan to deal with the existing materials containing asbestos.

Regular inspections are held according to the law. A copy of the Asbestos Management Plan is available for review during the regular office hours in our administrative office.

Latex

Lockwood School strives to provide a latex safe environment for our students and staff. A latex allergy is an extreme sensitivity to natural rubber latex. In severely allergic individuals, latex allergy can lead to a form of shock (anaphylaxis) and even death. All gloves for first aid and food preparation are latex free. No latex balloons are allowed on our campus. We encourage the use of mylar balloons instead. More restrictions are in place for individuals with latex allergy and their classrooms. Please contact the school nurse if your child has a serious allergy to latex.

Student Discipline

A teacher or administrator has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, at any school function, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing or selling medications, illegal drugs or controlled substances, look-alike drugs or drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism--However, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Students who are under the influence are not permitted to attend school functions, and are treated as though they had drugs in their possession.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;

Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;

Traveling to and from school or a school activity, function or event; or
Anywhere, if the conduct may reasonably be considered to be a threat or
An attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention
- clean-up-duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Firearms

For 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 Lockwood 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 administrator 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.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student. 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; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; matches, lighters, or incendiary devices; 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 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. (45-8-361 (1) (2))

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. (45-8-361 (5a))

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. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Suspension" is the exclusion from school or individual classes for a specific period of time, after which the student has a right to return. Administrators may suspend.
2. "Expulsion" is the exclusion from school. Only the Board has the authority to expel.
3. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Use of Drug Sniffing Dogs

The Board of Trustees has authorized the school administration to conduct random, unannounced searches of school property for the purpose of maintaining a school environment free of drugs, alcohol, and weapons. A trained dog may be employed during such a search.

All property owned/controlled by the school including but not limited to school lockers, PE lockers, school buses, school facilities and vehicles parked on school property could be subject to search.

An individual's personal belongings may be searched if sufficient cause is indicated by a pattern of alerts by the trained dog.

Students and their parents whose property may be involved in a search will be notified of the results of the search and of any tests that may be conducted upon materials confiscated or considered under question during the search.

Gangs and Gang Activity Policy

Lockwood School is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Prohibition of Gangs and Gang Activities

Definition

A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and/or violations of school policy and having a common name and/or common identifying signs, colors, or symbols.

Conduct Prohibited by this Policy Includes

1. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which indicate a student's membership or affiliation with a gang.
 - If the administrator determines on reasonable suspicion that any of the items indicated above are gang-related, the administrator can ban the wearing or display of such items after giving verbal and written notice to students.
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
3. Defacing school or personal property with gang-related graffiti, symbols or slogans;
4. Extortion or requiring payment of anything of value for "protection", "insurance", or threats, intimidation or other gang-related activities involving any persons(s).
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership; or
7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

Guidelines for Discipline

1. A student will receive a warning the first time he/she violates this policy, unless the student also violates another provision of the Student Code of Conduct at the same time. Parent notification is required. The School Resource Officer will also be notified.
2. For a second violation of this policy, students will be suspended out of school for 3 – 5 days dependent upon the nature and severity of the violation. Parent notification is required with a warning that a third such violation will result in recommendation for long-term suspension.
3. For a third violation of this policy, students will be suspended out of school for 10 days with recommendation for long-term suspension.
 - If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor and may result in a recommendation for long-term suspension, even for first offenses. In addition, law enforcement will be notified.

Bullying: Hazing, Harassment, Intimidation.

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

“Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

“District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

“Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"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, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Playground Rules

1. Student will remain in designated areas established by supervisors. Students must be in visual contact of supervisors at all times.
2. Students will have no bodily contact with other students unless allowed in rules of an organized game approved by the supervisor.
3. Students will show respect for others and follow instructions given by supervisors. Language on the playground will be respectful and appropriate.
4. Students are to immediately proceed to the school building once the whistle or bell sounds.
5. Students are not to throw unsafe objects on the playground (snowballs, ice, hard baseballs, etc.)
6. Food or beverages are not allowed on the playground unless previously approved by a supervisor.
7. Students are to avoid unsafe areas on the playground (i.e. ice and/or snow hills).
8. Students will use all playground equipment properly and will abide by all rules concerning that equipment established by the supervisor. (No loose scarves, loose hood strings or bare feet)
9. Students are not to leave the campus without permission and must have a pass from a supervisor to enter the building during recess times.
10. Students are encouraged to settle differences peacefully in order that the following consequences can be avoided.

Playground Consequences

1. Verbal warning by supervisor.
2. Isolation or time out assigned by supervisor.
3. Citation issued.
4. Severe misbehavior will result in immediate removal to the office.

Bus Safety

School bus transportation is a privilege provided to some students on approved bus routes. This privilege may be rescinded at any time.

Rules

1. Students must follow all directions given by the bus driver.
2. Keep all body parts and objects inside bus and remain seated.
3. Keep hands, feet and objects to yourself.
4. Refrain from yelling, using profanity and obscene gestures.
5. Food, drinks and harmful substances or objects are not allowed.
6. Students will be respectful to property and others.
7. Students must properly buckle themselves into the safety belt restraints provided on the bus.

Consequences

1. Warning/conference with driver. Assigned seat of driver's choice.
2. Riding privileges denied 3 days, 5 days or 10 days depending on the severity of the infraction.
3. Habitual offenders could result in permanent removal.
4. Students will lose riding privileges and be billed for repairs when damage is done to the bus.
5. Severe disruption on the bus could result in immediate loss of riding privileges.

Video/Audio Taping on School Buses

The Board authorizes First Student, the contractor for buses, to use video cameras with audio on the school buses to ensure the health, welfare, and safety of all students and staff.

Parents will be notified of this video/audio taping by newsletters mailed home, newsletters carried home, and posting on the school's website. A notice will be posted on the buses and drivers will make frequent announcements on their speakers that this taping is in place.

Bus Drop Off

If it is determined that a student is too young or otherwise not capable of caring for themselves, they will be dropped off only if a responsible party is present. This is usually the case with pre-school and kindergarten children. Students not dropped off for safety reasons, will be transported back to school to be picked up by someone authorized to do so.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Security cameras are located in the hallways of the school, and plans are in place to add additional cameras to other areas of the campus.

The District shall notify students through student/parent handbooks that video surveillance may occur on District property.

Audio shall not be part of the video recordings made, reviewed, or stored by the District. Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Search and Seizure Policy

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Electronic Devices at School

The school will not be responsible for the loss or destruction of such personal items (i.e. tablets, headphones, iPods, electronic games, cell phones etc.) Any device that causes disruption to the overall educational climate or safety of the school can be confiscated by a teacher, paraprofessional or administrator. Confiscated electronic devices will only be given to parent/guardians.

Students who have cell phones at school must be certain that they are turned off during class time. If a student fails to follow the guidelines, the cell phone will be confiscated and kept in the office. Future cell phone privileges may be denied after the first infraction.

Acceptable Use Policy for the Use of Computers, Lockwood Network and the Internet

Philosophy

The Lockwood School staff believes that utilizing the Internet in the classroom promotes educational excellence. Internet access promotes Lockwood's vision for providing educational excellence and the integration of technology into an interactive learning environment. The School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The district provides a CIPA (Children's Internet Protection Act) compliant content filter to monitor usage and control access to nonproductive or objectionable websites.

Internet Terms and Conditions

All uses of the Internet and electronic mail systems must be in support of research and education and consistent with the purposes of the Lockwood School District. The school district maintains the right to review and edit all materials on the Lockwood network, email system or the Internet.

The district cannot be held accountable for the information that is retrieved via the Internet. In addition to the appropriateness of information, users need to consider the source of any information they obtain, and consider how valid that information may be. The educational value of student Internet access is the joint responsibility of students, parents and employees of the school district. Parents who wish to change their child's Internet permissions may do so in written form.

Goals and objectives for Internet Use

- To promote higher level thinking in an interactive learning environment
- To facilitate a global education for students and staff
- To connect students to real world situations
- To expand the educational resources available within our school district
- To provide opportunities to develop skills for critical research

Guidelines for responsible use of Technology and the Internet include but are not limited to the following

A responsible student:

Uses the Internet to research for assigned classroom purposes.
May use the Lockwood network to send/receive electronic mail (e-mail). Students will use approved classroom e-mail accounts.
Uses technology for educational purposes only.
MUST adhere to copyright laws and district policy when contributing to the Lockwood web site.
MUST follow copyright laws and district policy to send, receive, or use copyrighted materials.
MUST have parent permission to utilize student Gmail accounts.

A responsible student:

MUST NOT intentionally abuse or damage equipment.
MUST NOT harass, write hate mail, write discriminatory remarks, or engage in other antisocial behaviors online (CYBER BULLYING).
MUST NOT share his or her name and/or personal information with anyone.
MUST NOT reveal personal information of students or staff.
MUST NOT duplicate district software except as expressly permitted by law or licensing agreements.
MUST NOT install software on district equipment.
MUST NOT change computer files that do not belong to the user.
MUST NOT use impolite or abusive language.
MUST NOT use the Internet/Lockwood network for commercial activities.
MUST NOT use another's account or password.
MUST NOT use the network/Internet maliciously.

The use of Technology and the Internet is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action, and/or legal action.

See also Board Policy 5850 and 8421.

Lockwood Emergency Plans

There are situations that may not require full evacuation. If it is necessary to move the Middle School only, then the Sturdevant Gym will be used. If the Primary School needs to move then the Middle School Gym will be used. If the Intermediate School needs to move then the Middle School Commons will be used. Administration will make the decision depending on the situation. The intercom will be used to give that information.

If a full campus evacuation is called, the teachers should lead their students directly to the field across from the administration building, next to the softball field -OR- to the fence line near Peter Street. **All** personnel should evacuate.

Take all available **radios** and maintain communication on **channel 1**.

Teachers will remain with their grade level during all aspects of the evacuation, as best as you can on campus. Once we get to the safe place, grade levels will congregate together.

Building secretaries will assure that the person picking up students is authorized to do so. Secretaries will take a hard copy of the list of students, medical plans and emergency meds with them as well as their ipad in case we have internet at the safe place.

Teachers should remain with their students.

CSCT and Coop staff will help with students as needed.

Nurse should be available for any emergencies.

Paras will assist building secretaries with setup for dismissal. Tables will be set up according to building with paras going from the main tables to the student area for checks or dismissal.

Maintenance and custodial staff will be available to assist responders with questions under the direction of the Facility Director. If dismissed by the Director then they should assist with traffic control in the parking lot.

Kitchen staff will report to the safe place and await return to the school.

Don Christman, Kathy Johnson and Darlene Hess will assist with traffic outside as parents arrive.

If a long evacuation is necessary, the buses will be called and parents will be notified to come for their children. Our website, all-call system and local media will inform parents.

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 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 an 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.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. A coordinator may hire, with the approval of the Superintendent, an independent investigator to conduct the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Lockwood School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lockwood School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B) (1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Uninterrupted Scholar's Act of 2013

In January 2013, Congress passed the "Uninterrupted Scholars Act (USA)" which amended the Family Education Rights and Privacy Act (FERPA) to permit educational agencies and institutions to disclose education records of students in foster care to State and county social service agencies or child welfare agencies. The statute also amended the requirement that educational agencies and institutions notify parents before complying with judicial orders and subpoenas in certain situations.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School Districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School Districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School Districts to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lockwood School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing upon enrollment. Lockwood School has designated the following information as directory information:

- | | |
|--------------------------|--|
| -Student's name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | -Student ID number, user ID, or other |
| | unique personal identifier used to |
| | communicate in electronic systems that |
| | cannot be used to access education |
| | records without a PIN, password, etc. |
| | (A student's SSN, in whole or in part, |
| | cannot be used for this purpose.) |

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of –**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Consent [for ED funded, protected information surveys only]: A parent must sign and return a consent form so that your child may participate in this survey.

Opt-out [for any non-ED funded protected information survey]: Contact school official if you do not want your child to participate in this activity.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school. We will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Child Nutrition Programs

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of each school year, they must provide both parents and the public with information about free and reduced price meals and/or free milk. Districts also must provide parents with an application form. Districts may disclose children's free and reduced eligibility status, unless the requestor falls into one of the categories specified in the National School Lunch Act. 42 U.S.C.1758(b)(6)(A)(i)-(iv).

The U.S. Department of Agriculture's document entitled *Eligibility Guidance for School Meals Manual* contains an explanation of the required notices and a sample notice and application form. The document also contains a chart describing the whom, and under what conditions, information regarding free and reduced eligibility status may be disclosed.

The amended Healthy, Hungry-Free Kids Act of 2010 requires school districts to inform and update the public (including parents, students, and others in the community) about the content and implementation of the local school wellness policy. 42 U.S.C. 1758B(b)(4). School districts also must periodically measure and report on implementation of the local school wellness policy, including: (i) the extent to which schools under the jurisdiction of the local school district are in compliance with the local school wellness policy (ii) the extent to which the local school wellness policy of the local district compare to model local school wellness policies; and (iii) a description of the progress made in attaining the goals of the local school wellness policy.

According to the U.S. Department of Agriculture memorandum, school districts can implement the requirement for informing and updating the public about the content and implementation of the local school wellness policy by developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, and posting local school wellness policy and an assessment of its implementation on the district or school website.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act requires homeless student liaisons to provide public notice of the education rights of homeless students. Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. the notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language.

Title VI, Title IX, Section 504, the Age Discrimination Act, Title III of the Americans with Disabilities Act, and the Boy Scouts of American Equal Access Act

The Department of Education's (ED) Office for Civil Rights (OCR) enforces several statutes that protect the rights of beneficiaries in programs or activities that receive financial assistance from ED. These laws prohibit discrimination on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975). OCR also has enforcement responsibilities under Title II of the Americans with Disabilities Act, which prohibits state and local governments from discriminating on the basis of disability. In addition, OCR enforces the Boy Scouts of America Equal Access Act, which addresses equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups.

This fact sheet explains the requirements for schools, colleges, and state and local governments that receive federal funds to issue notices of non-discrimination, clarifies the information that they should include in their non-discrimination notices, and provides a sample notice of non-discrimination. This fact sheet is designed to assist education institutions in establishing a notice of non-discrimination that meets the requirements of the applicable regulations.

Notice of Non-discrimination Requirements

The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and the Boy Scouts Act contain requirements for recipients to issue notices of non-discrimination. (See 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, and 108.9, respectively.) The Title II regulation also contains a notice requirement that applies to all entities of state or local government, whether or not they receive federal financial assistance. (See 28 C.F.R. Section 35.106.)

These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. However, these regulations contain minor differences relating to the required content of recipient notices of non-discrimination and the methods used to publish them.

The Title VI regulation requires schools and colleges to notify students and others of the regulatory provisions in a manner that a responsible ED official would find necessary to tell students of their protections against discrimination under the statute and regulation.

The Boy Scouts Act regulation incorporates the Title VI regulatory provision concerning notice of non-discrimination. Public elementary and secondary schools and local and state educational agencies that receive funds made available through ED must make available information regarding the provisions of the Boy Scouts Act. This information must be made available in a manner that a responsible ED official would find necessary to inform people of the protections provided under the Boy Scouts Act and its regulation. Entities other than public elementary and secondary schools and local and state educational agencies that receive funds made available through ED need not provide this notice, as the Boy Scouts Act does not apply to them.

The Title IX and the Section 504 regulations both contain more detailed requirements that specify the information that must be included in a notice of non-discrimination. These regulations also require recipients to designate at least one employee to coordinate efforts to comply with and carry out responsibilities.

The Title IX regulation requires schools and colleges to implement specific and continuing steps to inform students and others of the protections against discrimination on the basis of sex. The notification must state that the requirement of non-discrimination in educational programs and activities extends to employment and admission. It also must say that questions about Title IX may be referred to the employee designated to coordinate Title IX compliance or to the assistant secretary for civil rights. Schools are required to include the name, address, and telephone number of the designated coordinator in their notifications.

The Section 504 regulation requires that schools and colleges employing 15 or more persons implement appropriate, continuing steps to notify students and others that the school does not discriminate on the basis of disability in violation of the statute and regulation. The notification must state, where appropriate, that the school or college does not discriminate in admission, treatment, or access to its programs or activities. The notification also must state that the school or college does not discriminate in employment in its programs or activities. The employee designated to coordinate compliance with the Section 504 regulation must be identified in the notification.

The Title II regulation requires that a public entity generally make information regarding the provisions of Title II available to applicants, participants and other interested persons in such a manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination under the Americans with Disabilities Act. The regulation implementing the Age Discrimination Act requires a school or college to notify its students and applicants, in a continuing manner, of information regarding the provisions of the act and these regulations. The notice must identify the compliance coordinator by name or title, address, and telephone number.

Methods of Notification

In accordance with the Title IX and Section 504 regulations, notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its students, publishing in alumnae or alumni newspapers or magazines, or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees. As noted in the pertinent Section 504 regulatory provision, schools may meet this requirement either by including appropriate inserts in existing materials and publications or by revising and reprinting the materials and publications.

Neither the Title VI regulation, the Boy Scouts Act regulation, the Age Discrimination Act regulation, nor the Title II regulation specifies the methods to be used by recipients in publishing notices of non-discrimination.

Combined Requirements

OCR recognizes the variations among the regulations governing notice requirements and understands that schools and colleges may wish to use one statement to comply with all requirements of the regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and, if applicable, the Boy Scouts Act. Public institutions also may wish to include Title II of the Americans with Disabilities Act in their statement. OCR encourages one combined notice for the regulations.

A combined non-discrimination notice should contain two basic elements: (1) a statement of non-discrimination that specifies the basis for non-discrimination; and (2) identification by name or title, address, and telephone number of the employee or employees responsible for coordinating the compliance efforts.

The regulations do not require that a recipient identify the pertinent regulations by title. Please see the sample notice at the end of this pamphlet.

The Title IX regulation requires a recipient to provide the name of the person responsible for its compliance effort in addition to the address and telephone number where that person may be contacted. However, because OCR recognizes that the inclusion of a person's name in a non-discrimination notice may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position, it is acceptable for a recipient to identify its coordinator only through a position title.

The Section 504 regulation does not require a recipient to include the address or telephone number of the responsible employee assigned to coordinate its compliance efforts. However, OCR considers that identifying the responsible employee without information on how to contact that person does not constitute an effective notice. An acceptable non-discrimination notice should provide information on how to contact the responsible employee.

Compliance with the notification requirements of Section 504 will also generally satisfy the notification requirements of Title II for state and local governments.

Although the Section 504 and Title IX regulations state that schools and colleges, where appropriate, shall specify non-discrimination in the areas of admission and employment, a general statement indicating non-discrimination in all programs is acceptable.

The Title IX regulation indicates that inquiries concerning the application of the Title IX regulation may be referred to the coordinator or to the assistant secretary for civil rights. An acceptable notice may include the names and titles of either one or both individuals.

However, since the Section 504 regulation requires identification of a coordinator, a combined non-discrimination notice should include the name and/or title of the responsible employee. If a recipient designates two different people to coordinate compliance with Section 504 and Title IX, both names or titles should be included in the notice.

Individuals with Disability Education Act

Under the Individuals with Disabilities Education Act (IDEA) school districts must give parents of a child with a disability a copy of procedural safeguards one time per year, and upon initial referral, parental request for an evaluation, filing of a request for a due process hearing, disciplinary action constituting a change in placement, and at the request of a parent. A school district may post a copy of the procedural safeguards on its website. The notice may fully explain IDEA's procedural safeguards in an easily understandable manner, and in the native language of the parents unless it is clearly not feasible to do so. Parents may choose to receive the procedural safeguards notice and other notices IDEA by e-mail, if the LEA makes this option available.

NOTE: The procedural safeguards notice requirements in IDEA also apply to parents of homeless children with disabilities.

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Don Christman. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Sexual Harassment/Intimidation of Students Policy

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - A) substantially interfering with the student's educational environment;
 - B) creating an intimidating, hostile, or offensive educational environment;
 - C) depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - D) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students. The District will make every effort to insure that students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the current Title IX Coordinator for the District, Jayme Wilder, at 259-0154.