

# Gallatin Gateway School



## Student and Parent Handbook 2022-2023

### The Core Purpose of Gallatin Gateway School

*The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.*

# Stay Connected to Gallatin Gateway School

## 1. Phone

Parents and students can call their child's teacher by calling 406-763-4415. If you are calling during instructional time, your call will be directed to voicemail. If it is urgent, call the front office, and we can get a message to the teacher.

Kindergarten ext. 27  
First Grade ext. 31  
Second Grade ext. 26  
Third Grade ext. 18  
Fourth Grade ext. 19  
Fifth Grade ext. 20  
Sixth Grade ext. 16  
Seventh Grade ext. 15  
Eighth Grade ext. 21  
Tech/Math/PE ext. 23  
Library ext. 22  
Music/PE ext. 30  
Special Education ext. 29  
Business Manager ext. 36  
District Clerk ext. 25

## 2. Website

[www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

<https://www.facebook.com/Gallatin-Gateway-School-108233230594139/>

## 3. Classroom Newsletters/Announcements

Classroom Newsletters are distributed from the teacher to parent emails. Schoolwide Announcements are sent through email and posted on our school website.

## 4. Infinite Campus

Parents have the opportunity to log-in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website ([www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)) and clicking on the Infinite Campus icon. For your future reference you can enter your unique username and password here.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

If you don't have or have forgotten your username and password, please contact the front office for assistance.



GALLATIN GATEWAY SCHOOL  
PO BOX 265, GALLATIN GATEWAY, MT 59730

Dear Families and Students,

On behalf of the Governing Board and Gallatin Gateway School staff, I would like to welcome you to the 2022-2023 school year and our Gator family. We are so excited to share the school year with you.

The purpose of this handbook is to serve as a reference for all students and their families. This handbook provides students and parents/guardians with information related to the educational environment. Should you find you need additional information, please contact our school site office staff. They will be happy to assist you.

Sincerely,

Kelly Henderson

Superintendent/Principal

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**GALLATIN GATEWAY SCHOOL**  
**CONTACT INFORMATION**

ATTENDANCE:  
763-4415 ext. 11

MAIN OFFICE  
763-4415 ext. 10

SUPERINTENDENT:  
763-4415 ext. 13

COUNSELOR  
763-4415 ext. 28

E-MAIL:  
[super@gallatingatewayschool.com](mailto:super@gallatingatewayschool.com)

TITLE I/Learning Lab  
763-4415 ext. 24

FAX:  
763-4886

WEBSITE:  
[www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

MAILING ADDRESS:  
PO BOX 265  
GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:  
100 MILL STREET  
GALLATIN GATEWAY, MT 59730

## **Purpose**

The purpose of this handbook is to describe the educational beliefs, programs, and processes of Gallatin Gateway School. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for our children and we invite the school community to become active participants in our educational process.

## **School Board Policy**

The Gallatin Gateway School Board of Trustees generates policies for the purpose of governing the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the District. A copy of the Gallatin Gateway School District Policy Manual is on the District Website. The procedures in this handbook are developed from policies addressing areas of interest for students, parents, and community members.

## **Philosophy**

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision making being assumed by the Board of Trustees.

The Board will lead in creating, maintaining, and improving the school for the children's educational needs. Organization, staffing, programming, teaching, and funding will all be developed with a focus on the Core Purpose of Gallatin Gateway School. The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## **Core Values of Gallatin Gateway School**

**Individualized Success:** We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.

**Student-Centered:** The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.

**Sense of Community:** We believe that engagement with and respect for our community is vital to our success.

**Accountability:** We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.

**Culture of Collaboration and Support:** We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

## **Equal Opportunity**

Every student has the right to the same education, regardless of 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.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem pertaining to equal opportunity should contact the Gallatin Gateway School Counselor who acts as the District's Title IX Coordinator.

## **School Support**

### Parent Involvement

Gallatin Gateway School District is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help in our efforts to create and maintain a safe and positive learning environment for our students, as well as, a safe and positive working environment for our staff.

### Partners in Education (PIE)

Partners in Education is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

### Booster Club

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fundraising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

### Gateway Youth Group (GYG)

The Gateway Youth Group is an independent 501(3)c, which provides fun, educational programs and opportunities that enrich the lives of Gallatin Gateway youth.

### Gallatin Gateway School Foundation

The Gateway School Foundation is an independent 501(3)c dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education.

Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

Contact information for all of the above named organizations can be obtained by contacting the Gallatin Gateway School office and/or visiting the school website at [gallatingatewayschool.com](http://gallatingatewayschool.com).

### Later Gators

Later Gators, an afterschool program through the United Way, runs from 3:20-5:30 Monday through Friday. The program provides extended learning opportunities for students in grades K-5.

## **Student Information**

### School Day

The school day for grades K-8 is from 8:00 am to 3:15 pm. Office hours are from 7:30 am to 3:50 pm Monday-Thursday, and 7:30 am to 3:20 pm on Fridays. The playground is supervised between 7:50 am to 8:00 am, when school is in session.

### Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework when school is in session.

7:30 am - 8:00 am, M-F

3:15 pm - 3:50 pm, M-Th

At the end of the day, parents should be on time to pick up children. The Learning Lab is not available after school on Fridays.

### Telephone

Students may use the school office phone in case of an emergency. Students should request a phone pass from their classroom teacher to use the phone during the school day. Students will be allowed to use the office phone after school for parent transportation.

### Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process, provided it does not create a disruption to the learning environment. Please prearrange the visit with the teacher. Parents or guardians having particular concerns to discuss with the teacher should arrange a conference time with the teacher. Students may bring guests to school after receiving approval from the Superintendent and their teacher(s). For everyone's safety, we ask:

When arriving at the school...

1. Stop at school office
2. Sign in, Take Temperature
3. Obtain visitor badge from Office staff listing Name, Date, and Destination
4. Display your visitor badge so it is visible to students and staff

When departing from the school...

1. Stop at school office
2. Sign out, Take Temperature
3. Return your visitor badge to office staff for disposal

### Parental Custodial Arrangements

The school Superintendent should be made aware of all parental custodial rights concerning students, and it is recommended that a copy of a court approved parenting plan be on file at the school.

### Lost and Found

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

### Report Cards

The assessments for students are distributed quarterly (approximately every nine weeks). Progress Reports will be issued midterm to keep parents and students informed of academic progress. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and

are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter % Grade Point

A+ 100-99 4.0

A 98-94 4.0

A- 93-90 4.0

B+ 89-88 3.0

B 87-84 3.0

B- 83-80 3.0

C+ 79-78 2.0

C 77-74 2.0

C- 73-70 2.0

D+ 69-68 1.0

D 67-64 1.0

D- 63-60 1.0

F 59-00 Failing

## **Types of Records**

### Permanent Records

Permanent records are confidential and required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file in a vault in the school building. They include:

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of Birth (Birth Certificate)
4. Academic work completed
5. Level of Achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record
7. Attendance Data

### Cumulative Records

Cumulative records are confidential and also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Access Log
2. Health Records

3. Standardized test results (e.g., intelligence, aptitude, state, etc.)
4. Verified information of clear relevance to the student's education
5. Information pertaining to release of this record
6. Parent authorization or prohibitions

#### Parents and Students Rights to Records

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights

- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

#### Directory Information

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information.

Directory information ordinarily includes:

- Student's name
- Student's address
- Telephone number
- Electronic mail address
- Date of birth
- Participation in officially recognized activities and sports
- Photographs, videos
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School ONLY releases the following Directory Information to school-related organizations, news outlets, other parents, and photographers (for the purposes of school related photos):

- Student's name
- Participation in officially recognized activities and sports
- Photographs, videos
- Grade Level
- Honors and awards received in school

If there is an external request for any other Directory Information of a student, the school will contact the parent for specific permission.

## **Safety**

### Closed Campus Policy

Students are not permitted to leave the school grounds without adult supervision during school hours.

### Off-Limits Area

Outdoor areas outside the playground area are off-limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence on the west, and sidewalks on the north.

### Disaster Procedures

Emergency drills will occur on a regular basis as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students.

### Bicycles/Motorized Vehicles/Skateboards

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk, parked immediately and placed properly in the bike rack, when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and skateboards on the school grounds is not permitted. Motorized vehicles are prohibited on the school grounds.

### Crosswalk

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the crosswalk to cross. Crosswalk assistance is provided to students from 7:45-8:00 am and from 3:10-3:20 pm each day school is in session.

### Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway Schools hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office.

### School Food Program

Breakfast is served at 7:40 am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00 am, snack for K-2 is served at 2:00 pm. Lunch is served at 11:23 am for grades K-2, 12:03 for grades 3-5, and at 12:45 pm for grades 6-8. All students, parents, staff and community members are encouraged to eat school lunch every day! In order to optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at school or a cold lunch from home.

Microwave use is not available for students.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year, or month-to-month depending on family needs. Many grants the school applies for are awarded to schools based on the number of families that qualify for the free/reduced program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal to every student, every day. Please participate!

Student breakfast and lunch accounts are prepaid. Please, have students bring their lunch money to the office for it to be credited to their account. You may also prepay for your student's breakfast and lunch account through our online pay system. Student and Adult breakfast and lunch prices are available on the School Website.

#### Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday-Thursday from 3:15-3:30 pm.

### **Transportation**

#### School Bus

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Students choosing not to follow the bus rules may be suspended from riding the bus or face other consequences. The bus driver will assign a seat to each student on the bus.

#### Bus Changes

Due to ensuring the safety of children on the school buses, students who are registered to ride the bus must ride the bus on which they are scheduled.

Students whose parents wish them to ride the bus to any destination other than home must present a signed parent/guardian note to the bus driver. The note must be dated and signed by the parent.

If there is an unforeseen emergency, the parent may call the office and give the school permission to provide the note in lieu of the parent-signed note.

#### Bus Safety

In addition to the following, all GGS Behavior and Discipline outlined in this handbook apply while waiting for, loading, riding, and leaving the bus.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

#### Student Responsibilities Prior to Loading the Bus

- Be at the designated loading zone no less than five minutes prior to the scheduled stop.

- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to the assigned seat and be seated.

#### While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all school rules.
- Remain seated while the bus is in motion.
- Keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus, throw anything from the bus or damage any parts of the bus. Offenders will provide restitution.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment, electronic games or cell phones must be kept in the student's backpack and not used on the bus.
- No drinking or eating on the bus. Any food or drinks must be kept in the student's backpack.

#### Leaving the Bus:

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

#### Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- Make plans for weather emergencies should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

#### Bus Video

The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention.

The District may choose to make video recordings a part of a student's educational record or of a staff

member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

#### Inclement Weather Conditions

Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

#### School Bus Fees

Gallatin Gateway provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three-miles from the school. Therefore, the district must assess a bus fee to families living within a three-mile radius of the school and to out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run.

#### **Attendance**

**PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL IF THEY ARE SICK OR HAVE SIGNS OF ILLNESS.**

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the Administrative Secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Parents will be notified using the following procedure in the event of excessive absences:

ABSENCES - Determined by quarter (about 45 days):

- Five or more absences/quarter: parents will receive a phone call and a letter regarding absences and school policy.
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

The attendance plan will be designed in a way to support increased school attendance. Failure to follow the attendance plan may cause the following:

- a recommendation may be made by the District Superintendent for grade-level retention. The parent(s)/guardian(s) will be notified by the District Superintendent in writing if a recommendation for retention is made.
- a letter may be sent to the truancy office of the Gallatin County Sheriff's Department a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or ½ day.

1. Students arriving to class after 8:00 am but before 8:20 am will be counted tardy.
2. Students arriving to class after 8:20 am will be counted absent for ½ day.
3. Students who are absent for less than 3 hours of instructional time will be counted absent for ½ day.
4. Students who are absent for 3 hours or more of instructional time will be counted as a full day absence.
5. An absence on an Early Release Day counts as a full day absence.

Students are to check out at the office when leaving and check back in when returning. Students are required to have an office pass to enter class late or after leaving the building.

### Late Arrival to School – K-5

- After 4 or more occurrences of arriving at school after 8:00 am, the parent will receive a phone call from the school.
- In the event of excessive tardiness, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

### Middle School Class Tardiness

- 1st Tardy: Teacher/Student conference.
- 2nd Tardy: Student completes reflection sheet.
- 3rd Tardy: Detention will be assigned.
- 4th Tardy: A meeting will be held with parents to develop a behavior plan.

### Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of a non-school related absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of an out-of-school suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom. If there is a pre-planned absence, student should request assignments prior to absence.

### Admission of Out-Of-District Students

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most-recently attended school in terms of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.
- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who would the district to exceed the class size standards under Montana Law.

### Health

Gallatin Gateway School, through the generosity of First Presbyterian Church, has a Family Nurse Practitioner on staff at least two days a week.

- The District provides Special Education services to meet the criteria prescribed by law.
- Athletic Physicals can be done through the school nurse
- Vision screenings are provided by the Gallatin Empire Lions Club.
- Speech and language screening is provided by referral.

- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade and in special education.
- We participate in “Child Find” screening in the fall for any child, birth through five years of age. Our resource room teacher paraprofessionals, and the Gallatin Madison SPED Co-op service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Superintendent.

## **Immunization Records**

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools.

Minimum Requirements for School Entry

VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday

INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday.

INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster after turning 10 years old.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student’s first birthday and one more dose upon entry to kindergarten if not earlier.

INFO: Date given must be on or before first birthday, second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX) DOSES: Two doses, one dose on or after first birthday and one dose upon entry to kindergarten if not earlier.

INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of Varicella vaccine. First dose must be administered on or before the student’s first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. In order to remain, the student must continue to receive all remaining doses in a timely manner. If the student fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Superintendent or that person’s designee.

Medical Exemption for Required Immunizations

“(2) When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe

and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the physician's statement. The statement must be maintained as part of the person's immunization records." MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit- Appendix)

#### Administering Medicines to Students

Any school employee authorized in writing by the school Superintendent:

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

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency situation. 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.

The Board will permit the administration of medication to students in schools. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school 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 standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the Superintendent or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, 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.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

#### Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school Superintendent may assist with self administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

#### Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, 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:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times

No more than a forty-five school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

#### Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building Superintendent or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if

available, the skill level necessary to use and administer an EpiPen or asthma inhaler.

- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours. Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Superintendent or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

#### Disposal of Medication

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

#### Students: 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 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 official shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- 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 if, in the judgment of the 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/she may elect to continue the treatment or make other arrangements.

A person with a valid First Aid card shall be present for all field trips, athletic and other off campus trips.

#### Substance Abuse

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school sanctioned functions. The school playground and surrounding property is designated as a drug free school zone.

#### **Lockers**

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed. Personal combination locks are not allowed. Carabiners (without locking ability) are allowed.

Personal combination locks are allowed for students in grades 6-8 only and must be registered at the office. Carabineers (without locking ability) are allowed for students in grades 3-8 only.

Searches of Student and school property. School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks) without notice or consent of the student. School authorities may search a student, a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

#### Valuables and Money

Unless necessary for a school sponsored event, students are asked not to bring valuables or money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms or locker rooms.

Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker or backpack and not removed until the end of the day.

#### Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, wearable communication devices and other electronic devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

At no time will any student operate a cell phone, wearable communication device, or other electronic device with video or audio capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

These devices must be kept in lockers or backpacks and turned off during the instructional day. Use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, use of these devices is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian at the end of the day by the Superintendent/Principal. Repeated use of such devices will result in disciplinary action (see disciplinary actions).

#### Textbooks

Board-approved textbooks and instructional materials are provided free of charge for each class. Books must be covered by each student, directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student that damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

## **Athletics and School Functions**

### Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of a student's total education experience. Responsibility for this rests through active participation of students, parents, and school staff.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community.

The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

All students enrolled full or part time are eligible for participation in all sports.

Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

All student participants should plan to start practice on the scheduled first day of practice. No student will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.

### Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. They must follow the conduct outlined in both this handbook and the GGS Athletic Handbook. Their actions should reflect favorably on themselves, their teammates, and the school.

If a special incident arises, which may not be covered in the Athletic Handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

## **Behavior Expectations**

### Mission of the MBI

The Montana Behavioral Initiative (MBI) is envisioned to be a comprehensive staff development venture created to improve the capacities of schools and communities to meet the diverse and increasingly complex social, emotional, and behavioral needs of students. MBI will assist educators and other community members in developing the attitudes, skills, and systems necessary to ensure that each student leaves public education and enters the community with social competence appropriate to the individual regardless of ability or disability.

MBI Guidelines for Student Success.

All across our nation and our state, parents, teachers, and community members are concerned with the social development of our children. Increased occurrence of aggression, irresponsibility, and mismanagement of anger among our youth is disturbing. Children need strategies to solve problems contributing to unresolved anger. As a model site for MBI, Gallatin Gateway School has committed itself to finding such solutions. Supported by MBI, the Gallatin Gateway staff has developed programs and practices which teach students skills for success in the areas of personal, social, and career readiness. Other traditional Montana values incorporated into the program include a challenging curriculum that reinforces hard work and modeling communication among all school staff, parents, students, and community members.

### School-Wide Expectations

As an MBI school, Gallatin Gateway School has developed three specific school-wide expectations that guide student behavior.

These expectations are:

- Be Safe
- Be Responsible
- Be Respectful

### Discipline Philosophy

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and happy atmosphere throughout the school in which all children are given an opportunity to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm. Each teacher develops expectations, procedures and rules with his/her individual class, which is sent home. These clearly stated plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful, or causes danger to people or destruction of property is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our own actions and attitudes.

The GGS Discipline Matrix is available in the Appendix.

### Bullying, Harassment, Peer-to-Peer Aggression

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. In order to prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is repeated, targeted, unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to, and does, cause distress to or creates a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression.

Bullying is not tolerated at Gallatin Gateway School.

Gallatin Gateway School will implement the Second Step Bullying Prevention Unit. This curriculum teaches the 3 R's of Bullying: Recognizing, Reporting, Refusing.

Lessons include:

1. Recognizing Bullying
  - a. Is it mean on purpose?
  - b. Am I able to get it to stop?
  
2. Reporting Bullying
  - a. "I need to report bullying."
  
3. Refusing Bullying
  - a. Stop it!
  - b. Stand up!
  
4. Bystander Power
  - a. Be Respectful and kind.
  - b. Including others.
  - c. Stand up for someone being bullied.
  - d. Don't join in.
  - e. Walk away and report.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe:

- Closely supervise in all areas of the school and playground.
- Take family concerns seriously about bullying.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.
- Assign consequences for increasing severity of bullying.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the Second Step Bullying

Prevention Unit program school wide. Lessons on bullying will be taught at least once a month in each grade.

### Sexual Harassment

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### Harassment:

- 1) Denies or limits the provision of educational aid, benefits, services, or treatment, or makes such conduct a condition of a student's academic status.
- 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, or treatment.
  - D) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If a student believes harassment has occurred, a teacher, counselor, Superintendent, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail to help report the incident or condone the incident, they may be subject to punishment themselves

### Classroom Discipline

Each classroom teacher uses a classroom management plan which is explained to the students. Copies are available to parents/guardians.

### Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in the assigned seat.
- Remain seated unless given permission to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

## Playground Rules

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times.

Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped.

## Dress Appropriately for the Weather

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. Please label these garments with the child's name. Shorts may be worn year around, but remember that all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom.

Students in K-4 will wear snow boots when there is snow on the ground. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

## Responsible Playground Behaviors

Students will:

- Show respect for other students and staff.
- Follow directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to self.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.

## Inappropriate Playground Behaviors

- Swearing, rudeness, name-calling, spitting, or defying authority
- Eating food or chewing gum
- Inappropriate or obscene gestures
- Fighting, tackling, pushing, wrestling, or shoving another student
- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in water
- Piggy back rides, chicken fights or carrying another student
- Any activity that endangers another student
- Urinating on the playground

## General Playground Expectations

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.

- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground. These items are not allowed in the classroom.
- Walk bikes between the bike racks and the road, on the sidewalk and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Bicyclist must wear helmets for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities
- Not use skateboards on school property during school hours.

K-8 students will:

- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, building, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Not climb on the fences, the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through the designated entrance with the teacher.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half court games.
- Respect the equipment by not hanging on rims.

Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

Playground

Students will:

- Dismount from all equipment safely and not jump from equipment.
- Not tie clothing or ropes to equipment.
- Keep hands, feet and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

Swings

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees or feet, do spiders or underdogs, twist, or bail out of swings.
- Not throw swings over the top.
- Not climb on support poles for swings.
- Not run between swings while other students are using the swing.

#### Slides

Students will:

- Go down the slide only.
- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide all the way down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

#### Horizontal Bars (Monkey Bars)

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

#### Soft Rubber Balls

Students will:

- Use soft rubber balls for throwing, catching and for playing four square.
- Throw the balls away from the building.

#### Soccer Balls

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

#### Footballs

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building

#### Snow Expectations

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

#### Severe Playground Disruptions

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.
- Defiance of authority.
- Unacceptable language.

#### Chewing Gum

Gum chewing is prohibited at Gallatin Gateway School.

#### Student Dress Expectations

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Hats, caps, hoods, sunglasses or coats are not to be worn in the building during school hours, except when designated on special “Spirit” days.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence.
- Clothing should be free of sexual, derogatory or vulgar connotations.
- Undergarments are to be completely covered.
- Visible straps on shirts should be at least 1 inch wide.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top.
- Skirts and shorts should be no shorter than the student’s hand length above the knee.
- Shirts and pants must cover the stomach, even when arms are raised.
- Sandals and open-toed shoes are allowed ONLY if they have a back strap around the heel. Remember, there can be risk of toe injury by wearing open toed shoes or sandals. Any violations of the above rules and procedures will result in removal from the class if the student is unable to find a way to meet the dress expectations. The student will wait in the office until suitable clothing is obtained or the student is taken home to change clothing.

At middle school, proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant. If a student’s lack of proper hygiene is offensive to others, parents will be notified.

#### **Definitions of Unacceptable Behaviors**

##### Public Display of Affection/Inappropriate Touching

Inappropriate displays of affection are prohibited on school property.

Willful Disregard for Safety of Others Committing acts that endanger other students, teachers, or staff (examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students pushing, kicking, hitting, spitting, etc.

##### Unacceptable Language

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

##### Bullying, Harassment, and Creating a Hostile Environment

Actions or remarks directed toward a student, staff or adult, or visiting instructors designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

#### Willful Disobedience/Disrespect

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful

#### Deceit

An act of lying, cheating, forgery or other form of deceit including using school resources for inappropriate purposes, i.e. internet privileges.

#### Fighting

A mutually joined physical altercation involving two or more students.

#### Assault

An attack or threat of physical abuse on another person.

#### False Fire/Emergency Alarm

Student setting off emergency alarms when there is no emergency.

#### Bomb Threat

Any threat of a bomb being placed in or around the school at any time.

#### Possession or Use of Water Balloons, Water Pistols, or Other "Prank" Devices

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

#### Possession Weapons

Possession of articles that pose a potential threat to the physical safety of the others.

#### Possession of Firearms

Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

#### Vandalism

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

#### Theft

Act of stealing or attempting to steal.

#### Arson

Attempting to or lighting a fire on school property.

Possession or Use of Tobacco, Consumption of Drugs or Alcohol  
Possession or use of any tobacco product, Drugs or Alcohol

Distribution of Drugs or Alcohol

The selling or distribution of illicit drugs, alcohol, or other intoxicants.

### **Uniform Complaint Procedure**

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### Filing a Complaint

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

#### Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

#### Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novo hearing resulting in a re-investigation of the matter, but a review of the written decision in the matter to determine if there is an error in the decision. Within 7 calendar days, the

Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

## Appendices

### Discipline Matrices

- Recess
- General

<u>Recess Behavior</u>	<u>Minor/Major</u> Minor=Staff managed Major=admin. managed	<u>1st Occurance</u>	<u>2nd Occurance</u>	<u>3rd Occurance</u>	<u>4+ Occurance</u>
Bullying/Harassment/Creating Hostile Environment	<b>Major</b>	Meeting with student/parents and admin. Detention.	Detention. Formal behavior plan.	Meeting with student/parents and admin, possible suspension	
Teasing	Minor	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.
Cheating	Minor/Major	Removal from game for remainder of recess.	Remainder of recess spent in office.	Remainder of recess spent in office, next recess spent in office with parent contacted.	Meeting with admin, student, and parents. Possible detention and/or behavior plan.
Deceit	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.
Defiance	Minor/Major	Conference with student, parent contacted.	Conference with student, admin, and parent.	Detention	Detention and behavior plan created.
Disrespect	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents, admin, and student and behavior plan created.
Disruptive Conduct	Minor/Major	Conference with student, parent contacted	Remainder of recess spent in office, next recess spent in office.	Recess spent in office, Detention	Conference with parent, Behavior Plan
Harassment/Intimidation:sexual/racial/gender/religion/disability/ethnicity/physical characteristics	<b>Major</b>	Authorities are contacted/suspension &/or expulsion			
Physical Contact and/or Horse play	Minor/Major	Refer to yellow sheet.	Remainder of recess spent in office, next recess spent in office	Remainder of recess spent in office, next recess spent in office. Parent meeting and detention.	Remainder of recess spent in office, next recess spent in office. Detention and meeting with parent. Behavior plan.
Use of Cell Phone	<b>Major</b>	Phone taken to the office for parent to pick up.	Phone taken to the office for parent to pick up. Conference with admin, parents, and student about cell phone use.		
Unauthorized use of wearable technology	Minor/Major	Correction/conference with student.	Parent contact.	Parent conference. Detention.	Behavior Plan
Property Damage/Misuse	Minor/Major	Refer to yellow sheet.	Make reparations. Conference with student and parents. Detention.	Detention. Behavior Plan	
Physical Aggression/Fighting	<b>Major</b>	Meeting with student/parents and admin. Suspension.	Suspension. Formal behavior plan.		
Public Display of Affection/Inappropriate Touching	Minor/Major	Conference with student(s), parent contacted.	Conference with student(s) and parents. Detention.	Detention. Behavior Plan	
Theft	<b>Major</b>	Conference with student and admin, parent contacted. Detention or suspension. Possible contact of authorities.	Conference with student and parents. Detention or suspension. Contact authorities, behavior plan	Conference with student and parents. Suspension. Contact authorities.	
Unacceptable Language	Minor/Major	Refer to yellow sheet.	Sit inside for remainder of recess.	Detention, conference with admin, parent and student.	Behavior Plan
Vandalism	Minor/Major	Correction/conference with student. Make reparations.	Remainder of recess spent in office, next recess spent in office. Make reparations.	Detention	Behavior Plan
Throwing rocks, snow, sticks,etc	Minor/Major	Refer to yellow sheet.	Sit inside for remainder of recess.	Sit inside for remainder of recess, and next recess. Parent contacted	Behavior Plan
Piggy back rides, chicken fights or carrying another student	Minor/Major	Refer to yellow sheet.	Sit inside for remainder of recess. Parent contacted.	Conference with admin, parent, and student.	Detention, behavior plan
Misuse of equipment	Minor/Major	Refer to yellow sheet.	Sit inside for remainder of recess. Parent contacted.	Conference with admin, parent, and student.	Detention, behavior plan
Any activity that endangers another student	<b>Major</b>	Conference with student and admin, parent contacted. Detention. Sent inside.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	

Urinating on the playground	Major	Conference with student and admin, parent contacted. Sent inside.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion		
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<i>Behavior</i>	<i>Minor/Major</i> Minor=Staff managed Major=admin. managed	<i>1st Occurrence</i>	<i>2nd Occurrence</i>	<i>3rd Occurrence</i>	<i>4+ Occurrence</i>
Bullying/Harassment/Creating Hostile Environment	<b>Major</b>	Meeting with student/parents and admin. Detention.	In-school suspension, Formal behavior plan and meet with school counselor.	Out-of-school suspension	Expulsion hearing.
Teasing	Minor	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Fill out reflection sheet. Counselor referral.	Refer to Bullying/Harassment/Creating Hostile Environment	
Tardy to class	Minor/Major	Conference with student.	Teacher assigned community service.	Detention	Detention, parent conference
Cheating/Plagiarism	Minor/Major	Conference with Student, zero on the assignment, parent contacted.	Zero on the assignment, parent contacted, detention.	Behavior Plan	
Deceit	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Fill out reflection sheet. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.
Defiance	Minor/Major	Conference with Student, Parent Contacted.	Detention	In-school suspension	Out-of-school suspension
Disrespect	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Fill out reflection sheet. Counselor referral.	Detention	In-school suspension, Behavior Plan
Disruptive Conduct	Minor/Major	Conference with Student, Parent Contacted	Conference with student, Fill out reflection sheet. Parent Contact	Detention	In-school suspension, Behavior Plan
Gum Chewing	Minor/Major	Conference with student.	Teacher assigned community service.	Detention	Detention, parent conference
Harassment/Intimidation:sexual/racial/gender/religion/disability/ethnicity/physical characteristics	<b>Major</b>	Authorities are contacted/suspension &/or expulsion			
Physical Contact and/or Horse play	Minor/Major	Correction/conference with student. Parent Contact.	Detention.	In-school suspension, Behavior Plan	Out-of-school suspension.
Inappropriate Dress	Minor/Major	Conference with student. Student will change clothes before they return to class.	Student will change clothes before they return to class. Fill out reflection sheet. Parent contact.	Student will change clothes before they return to class. Detention. Meet with counselor.	Student will change clothes before they return to class. Detention.
Use of Cell Phone	<b>Major</b>	Phone taken away from student and turned into administration. Parent must come to pick up.			
Unauthorized use of wearable technology	<b>Major</b>	Technology taken away from student and turned into administration. Parent must come to pick up.			
Inappropriate Use of Technology/Internet	<b>Major</b>	Meeting with student/parents and admin. Detention.	Loss of technology		
Property Damage/Misuse	Minor/Major	Conference with Student, Parent Contacted.Make reparations. Fill out reflection sheet.	Make reparations. Conference with student and parents. Detention.	In-school suspension.	
Public Display of Affection	Minor/Major	Conference with Student, Parent Contacted.	Conference with student and parents. Detention.	Detention. Behavior Plan. Counselor referral.	
Theft	<b>Major</b>	Conference with Student and admin, parent contacted. Detention or Suspension. Possible contact of authorities.	Conference with student and parents. Detention or Suspension. Possible contact authorities.	Behavior Plan. Conference with student and parents. Detention or Suspension. Possible contact authorities. Counselor referral.	
Unacceptable Language	Minor/Major	Conference with student.	Fill out reflection sheet. Parent contact.	Detention	Behavior Plan
Vandalism	Minor/Major	Correction/conference with student. Make reparations.Parent contact.	Fill out reflection sheet. Make reparations. Parent contact.	Detention	Behavior Plan