

Gallatin Gateway School



Student and Parent Handbook

School Mission:

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

Stay Connected to Gallatin Gateway School

1. Phone

Parents and students can call their child's teacher by calling 763-4415.

| | |
|-------------------|---------|
| 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 |

2. Gallatin Gateway School Website

Visit www.gallatingatewayschool.com to find out information about the school, download forms, or school board minutes and agendas.

3. Classroom Newsletters/Announcements

There will be information sent home with students concerning **upcoming events and school announcements**. This information can also be found at www.gallatingatewayschool.com.

4. PowerSchool

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) and clicking on the PowerSchool icon. For your future reference you can enter your unique username and password here when you receive it from the school.

Username: _____

Password: _____



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730
“EDUCATING THE FUTURE”

Dear Parents and Guardians,

Welcome to another exciting year at Gallatin Gateway School. I am delighted to extend our warmest greetings on behalf of the staff, the school board, and our support organizations, PIE, GYG, The GGS Foundation, and Boosters. We eagerly look forward to the learning opportunities we will have with your children.

Please take time to review the information in this handbook. It is a useful guide to our school’s procedures. These procedures are important for everyone to know as we work to maintain a safe and positive learning environment. Our district will continue to implement ideas and practices aligned with the Multi-Tiered Systems of Support (MTSS) approach. This approach reinforces the behavioral and academic expectations for continued student success. Additionally, we are continuing work on the Whole Child approach to education. Our continued success with the Second Chance Breakfast program is a direct result of these efforts. This year will also feature the new After School Program which is available from 3:30-5:45 Monday through Friday. These programs are strong artifacts that show our commitment to the Whole Child, as well as, our families.

Please take a moment to review the District’s new Strategic Plan (located in the Appendices). This new plan was created through a concerted effort from: district administration, staff, parents, and community members. We are very proud of the input that was provided during this process.

I encourage you to stay actively involved in your child’s education. Not all parents are able to visit the school on a regular basis, but there are a multitude of opportunities available to assist with the many facets of elementary school academic programs. Your involvement is powerful; it communicates that you value your children’s education and that you expect them to take their responsibility as learners seriously.

The beginning of each new school year renews the home, school, and community partnership that provides positive educational growth for our students. Your continued involvement and support of your child’s school progress is vital and appreciated. Together, through open and frequent communication, we will accomplish a successful academic future for your child. I urge all of you to focus on the positive events happening at Gallatin Gateway School and spread the word about the excellent educational opportunities available at GGS.

We are committed to your children’s success and will do all that we can to help them in their growth and development as lifelong learners.

Sincerely,

Travis Anderson
Superintendent

Student-Parent Handbook
Updated: August 2017

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Student and Parent Handbook

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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

E-MAIL:

anderson@gallatingatewayschool.com

FAX:

763-4886

WEBSITE:

www.gallatingatewayschool.com

MAILING ADDRESS:

PO BOX 265
GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:

100 MILL STREET
GALLATIN GATEWAY, MT 59730

COUNSELOR:

763-4415 ext. 28

TITLE 1/LEARNING LAB:

763-4415 ext. 24

Purpose

The purpose of this handbook is to describe the educational beliefs and programs of Gallatin Gateway School and to invite the school community to become active participants in our educational process. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for children of School District #35. Students will graduate from Gallatin Gateway School with the academic skills, thinking strategies, and study habits necessary to continue their education. By working together, our school community will continue to have an educational program worthy of community support.

School Board Policies

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 policies in their entirety is available at the office of the school or on the school website. This handbook is a selection of procedures 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 exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

Goals

Goal: To guide students in transforming their potential into actuality, their basic quality education should enable them to:

- Find joy in learning.
- Communicate ideas, knowledge, thoughts, and feelings.
- Reason critically and creatively.
- Assume social responsibility.
- Develop their creative abilities.
- Be effective in changing the world.
- Develop personal responsibility.
- Learn about their individual development and growth.

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.

Parent Involvement

Gallatin Gateway School District #35 is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help out 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.

School Support

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. Fund-raising 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.

Student Information

School Day

The school day for grades K-8 is from 8:10am to 3:10pm. Office hours are from 7:30am to 4:00pm Monday- Thursday, and 7:30am to 3:30pm on Fridays. The playground is supervised between 8:00am-8:05am and 3:20pm-3:25pm **3:25pm-4:00pm Monday-Thursday.**

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework and school-related assignments **activities** from 7:30am-8:10am Monday through Friday and 3:30pm-4:00pm Monday through Thursday. ~~The GGS Learning Lab is available to assist students and parents before and after school by offering assistance and extra instructional support. Students will be asked to leave the Learning Lab and call home for a ride if they do not have homework to complete.~~ At the end of the day, parents should be on time to pick up children. The Learning Lab and school close at 4:00pm **Monday through Thursday. The Learning Lab will not be open after school on Friday.**

After School Program

The After School Program will run from 3:30-5:45 Monday through Friday. Please see the office and/or the After School Program Coordinator for more information.

Telephone

Students will be allowed to use the 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 that visit is prearranged with the teacher and does not create a disruption to the learning environment.** Parents or guardians having particular concerns to discuss with the teacher are ~~asked~~ **required** to arrange a conference time between **3:30pm and 4:00 pm, Monday through Thursday.**

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge.

All parents, volunteers, and visitors are to sign in upon arrival at the school at the office. After signing in, each will be given a volunteer/visitor badge to wear. This badge confirms that each visitor/volunteer has checked in with the office staff. Staff will remind volunteers and visitors who are not wearing a badge to return to the office to sign in. At the conclusion of your visit to the school each the day, each parent/volunteer/visitor should sign-out and turn in his/her badge.

There are important reasons for this procedure:

- To certify ones presence in the building
- School volunteers are covered by liability insurance.
- School volunteers are covered by workers' compensation insurance and the carrier needs to know when they are in the building and what activities they are conducting.
- In the case of an emergency, parents, volunteers, and visitors can be located on school grounds in the locations they designate on the volunteer sign-in sheet.
- In the case of an evacuation, the district can provide emergency services with an accurate number of people in the building

And most importantly, STUDENT and STAFF SAFETY!

When arriving to the school...

1. Stop at school office
2. Sign in
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
3. Return your visitor badge to office staff for disposal

Parental Custodial Arrangements

The school Administrator 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). Midterms will be issued 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 |

Student Records

School student records are confidential. The information in all records is updated, accurate, and clear. All information concerning a student receiving special education services shall be directly related to the services provided to that child. The District may release information as permitted by law, but parents have the right to object to any information released about their child.

Types of Records

Permanent Records

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

1. Basic identifying information
2. Academic work completed (transcripts)
3. Level of achievement (grades, standardized achievement tests)
4. Immunization records
5. Attendance record
6. Statewide student identifier assigned by the Office of Public Instruction

Cumulative Records

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

1. Intelligence and aptitude scores
2. Psychological reports
3. Participation in extracurricular activities
4. Honors and awards
5. Teacher anecdotal records
6. Verified reports or information from non-educational persons
7. Verified information of clear relevance to the student’s education

8. Information pertaining to release of this record
9. Disciplinary action taken against the student, which is educationally related

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 to the parents/guardians. These rights include:

- The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.
- 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
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School typically releases directory information to school-related organizations, other parents, and photographers (for the purposes of school related photos).

Safety

Closed Campus Policy

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

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 and parked immediately and 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. After school, bicyclists and skateboarders may leave the school grounds after the buses leave. 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 8:00am-8:10am and from 3:10pm-3:20pm each day.

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.

To give some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. 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 School 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 7:50am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00am. Lunch is served at **11:52am** for grades 5-8 and at **12:12pm** for grades K-4. 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 the 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 a family's 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!

Please, have students bring their lunch money to the office for it to be credited to their account. Students, parents, staff, and community members can eat meals for the following prices:

| | |
|-------------------|--------|
| Milk | \$0.30 |
| Student Breakfast | \$1.65 |
| Adult Breakfast | \$2.50 |
| Student Lunch | \$2.80 |
| Adult Lunch | \$3.50 |

The following information is to assist in budgeting lunch accounts. The school's hot lunch accounts are prepaid for the month and money can be sent to the school with your child or paid at the school to the office.

Breakfast Kindergarten: (11 days/month August- February)

Breakfast per day= \$1.65
per month = \$18.15
reduced per month = \$3.30

Breakfast Grades 1-8:

Breakfast per day= \$1.65
per month = \$33.00
reduced per month = \$6.00

Lunch Kindergarten: (11 days/month August- February)

Hot lunch per day = \$2.80
per month = \$30.80
reduced per month = \$4.40

Lunch Grades 1-8:

Hot lunch per day = \$2.80
per month = \$56.00
reduced per month = \$8.00

Cold Lunch:

Milk = 30 cents
per month = \$6.00

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 3:25-3:40pm.

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. Riding the bus is a privilege, not a right, and students choosing not to follow the bus rules will lose their riding privileges.

Bus Driver

The bus driver has the responsibility and the authority to maintain discipline on the bus at all times. The driver is authorized to assign seats when needed.

Bus Stops

Due to the seating capacity of the school buses, registered bus students must ride the bus they are scheduled to ride. Students may not ride a bus to which they are not assigned without written bus change permission from the Administrator. Parents wishing to have their children ride a different bus must contact the Administrator in advance.

Gallatin Gateway requires a signed parental note to be given to the bus driver for a student to ride to any destination other than home. The note must be dated and signed by the parent and given to the bus driver. If a student calls home after school requesting to ride to someone's house, the office staff or teachers cannot give permission for the student to ride the bus.

Bus Safety: Student Responsibilities Previous To Loading

- Be on time at the designated loading zone five minutes prior to 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 assigned seat and be seated.

While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all rules of classroom conduct.
- Students are to be respectful.
- Remain seated while the bus is in motion.
- After entering the bus keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus or throw anything from the bus.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No flammable or hazardous materials are allowed on the bus.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- No alcohol, drugs, tobacco, or mind-altering products are allowed.
- The offender will pay for any damage done to the bus equipment or bus seats.
- Do not tamper with the bus or any of its equipment.
- Yelling, cursing, obscene language, scuffling, and fighting are forbidden.
- 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 or cell phones on the bus.
- No drinking or eating on the bus. Snacks purchased afterschool at the snack cart can be consumed before boarding the bus or after the student gets off the bus at home.

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 remember that there are two sides to every story. If your child has been disciplined or is suspended, try to be understanding and listen to both sides of the issue. Your bus driver may assign seats on the bus. Seating may be changed by the driver periodically.
- Drivers are there to deliver your child(ren) safely to and from school. That is why all rules must be followed. Bus drivers will explain rules, expectations, and consequences to students monthly, or as needed.
- 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.
- No student will be allowed off the bus at any location other than their regular stop, unless prior arrangements have been made, or they are released to a parent or guardian. If a regular bus rider brings a friend, then the parent of the friend **MUST** write a note.
- 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 Conduct

Behavior on the bus is a matter of safety not only for your child, but also for the other passengers. Distracting the bus driver could lead to unnecessary accidents. 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. Bus video recordings will be with sound. The District will comply with all applicable state and federal laws related to record maintenance and retention.

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

Disciplinary actions:

- Verbal Warning to a student.
- First warning - reminder of the expectation and procedures of the bus.
- Second warning - Bus driver will change student-seating arrangement and notify Classroom Teacher and/or Superintendent.
- Third Warning - Bus driver will contact parents, classroom teacher, and Superintendent about continuing behaviors.

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

District #35 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 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. If a student is not going to ride the bus for a month, the bus driver and the office must be notified in advance. Since the student is reserving a seat on the bus with payment, the monthly charge remains the same whether the student rides the bus one way or both ways.

Attendance

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 secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Student attendance is recorded based on an entire day or 1/2 day. Early Release days count as a full day; therefore if a student is absent on an early release day it counts as one full-day absence.

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- a letter will be sent to parents regarding absences and school policy
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), administrator, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance contract will occur. The attendance contract should be designed in a way to support increased school attendance. If the behavior contract is not followed and it is determined that excessive absences have restricted the student's ability to meet grade-level expectations, a recommendation can be made by the District Administrator for grade-level retention. The parent(s)/guardian(s) will be notified by the District Administrator in writing if a recommendation for retention is made. In addition, a letter may be sent to the truancy office of the Gallatin County Sheriff's Department or a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or 1/2 day. Therefore, it will be calculated as follows:

1. Students arriving to class from **8:10**-8:30am will be counted tardy.
2. Students arriving to class after 8:30am will be counted absent for 1/2 day.
3. Students leaving school prior to 2:50pm will be counted absent for 1/2 day.
4. Early Release days count as a full day; therefore if a student is absent on an early release day it counts as one full day absence.

Students are to check out at the office when leaving, and check back in when returning. The same is true for when a student is tardy. Students are required to have an office pass to enter class late or after leaving the building.

- Students arriving before 8:00 am are to check in at the office for breakfast and learning lab.
- Regular and punctual attendance is necessary for success in school. A student who is frequently absent or tardy misses valuable class instruction and discussion and finds it difficult to keep up with the class. However, parents should not send a child to school when attendance might be detrimental to one's own health or that of others.

Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of 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.

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 require additional staff, services not currently provided, or cause overcrowding in existing classes.

Health

- The District provides Special Education services to meet the criteria prescribed by law.
- Vision screenings are provided through a school nursing contract with Gallatin County Health Department.
- 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 and paraprofessionals service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Administrator.

Help With Interpretation of 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 within the past five years.

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 Administrator 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

(Medical Release Form-Appendix)

Any school employee authorized in writing by the school Administrator:

- 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 administrator 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 administrator 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 Administrator 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 Administrator 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. (Appendix)

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 Administrator 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.

Behavior

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 at Gallatin Gateway School

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.

The GATOR Way

The GATOR Way is the group of values we believe in and practice at GGS. It is really an honor to be a Gator. Practicing our Gator values makes Gallatin Gateway School a safe place to learn and to make friends and to grow and to belong—for all of us, including those new to Gallatin Gateway School. Within the title, GATOR is an acronym whose letters stand for character traits highly valued by the Gallatin Gateway community, traits which promote success not just in school, but in life itself. The acronym translates as follows:

- G = Generosity and kindness
- A = Academic effort and achievement
- T = Tolerance and teamwork
- O = Organization and self-discipline
- R = Respect and responsibility

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 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.

Students have a right to:

- Feel safe at school
- Not experience peer pressure
- Not be teased or abused
- Be forgiven for their mistakes
- Be respected for who they are
- Be accepted just as they are

Bullying is not just physical.

What is bullying?

- Lying to get you in trouble
- Threats and name-calling
- Spreading gossip
- Stealing your belongings

Bullying is everybody's problem.

Bullying hurts children.

- Feeling unsafe makes learning difficult.
- Being bullied can lead to depression.
- Bullied students often avoid school.
- Bullies don't always outgrow bullying.

If you don't speak up, you're helping the bully.

Advice for your child if he/she is being picked on:

- If you feel safe, firmly tell the bully to stop.
- Quickly get away from the situation.
- Don't blame yourself.
- Tell your teacher and your parents.
- Talk until someone listens and does something.

If your child sees bullying:

- Don't laugh or join in.
- Speak up for the other kid.
- Tell a teacher what's happening.
- Stick up for your friends.

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

| | | |
|--|---|--|
| Closely supervise students in all areas of the school and playground | Watch for signs of bullying and stop it when it happens | Teach the programs Second Step, Steps to Respect, and Why Try? |
| Take seriously families' concerns about bullying | Respond quickly and sensitively to bullying reports | Look into all reported bullying incidents |
| Assign consequences of increasing severity for bullying | Provide immediate consequences for retaliation against students who report bullying | |

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.

- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

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 procedures and rules with his/her individual class, which is sent home. These clearly stated discipline plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive. If a discipline referral sheet is sent home, please discuss the incident with your child and feel free to contact your child's teacher for advice or clarification.

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.

School-Wide Behavioral Expectations

- Treat everyone with respect, dignity, and courtesy.
- Follow school regulations.
- Stay in assigned areas.
- Use equipment and facilities respectfully.
- Keep hands, feet, and other objects to yourself.
- Use appropriate language and appropriate voice volume.

Gum/Water Bottles

Gum chewing is prohibited during school hours on school premises. Containers for water must be clear and 16 ounces or less.

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 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.

Hallway and Cafeteria Consequences

Students who do not follow the rules in the hallways and in the cafeteria will receive:

- Time-out - Behavioral slip given to the student's homeroom teacher.

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. Teachers or aides will be on the playground for their designated duty periods. If they must leave the playground for any reason, they will arrange to have another staff member take their place.

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. The following rules will provide a safe playground for our school.

Playground Expectations

Goal: The playground will be a safe environment. Students will interact with courtesy and respect.

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.
- Eat and drink in the cafeteria. Exceptions may occur for special events.

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. It is suggested that these garments be labeled 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. 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.

Inappropriate Behaviors

- Swearing, rudeness, name calling, spitting, or defying authority
- 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 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.
- 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. Helmets are highly recommended 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.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

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 designated entrance with teacher.

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:

- Play tag or chase games on the fields, not on playground equipment.
- 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:

- 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.
- Not kick or sit on soft rubber balls.
- 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 Rules

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.

Playground Procedure

Playground rules, documentation forms, and playground consequences will be provided to all playground supervisors to allow them consistent enforcement and record keeping.

Severe 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.

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, administrator, 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.

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.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks), as well as personal effects left there by the student, 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/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 and not removed until the end of the day.

Cell phones and Other Electronic Equipment

Student possession and use of cellular phones and other electronic signaling 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 or other electronic device with video 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 and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian or student at the end of the day. Repeated unauthorized use of such devices will result in disciplinary action (see disciplinary actions).

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as 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.

Disciplinary Actions

Most student misbehaviors are resolved by the school staff directly responsible for supervision of a group of students. However, severe student misbehavior will be referred to the Superintendent. Severe misbehaviors are defined as:

- Physically dangerous behavior (fighting, assault, weapons)
- Defiance
- Inappropriate use of internet privileges
- Vandalism
- Stealing
- Bullying/harassment
- Any illegal acts (ex. drugs, alcohol, tobacco)

Consequences for misconduct include meeting with administration, mediation, a loss of privileges, making amends, community service, confiscation, detention, suspension, and expulsion. When consequences are assigned, cumulative acts of misconduct are dealt with severely. For example, a student may lose a trip to Washington, DC, or Yellowstone for a third bullying incident, even if the third incident is a lower level misconduct violation.

Chewing Gum

Gum chewing is prohibited during school hours on school premises.

Consequences:

Minimum: One Detention.

Maximum: Three Detentions and/or Parent Conference.

Inappropriate Dress

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.
- 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.
- No sandals or open-toe shoes.

Any violations of the above rules and procedures will result in removal from the class. 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, you will be notified immediately.

Consequences:

Minimum: The student will be informed that the clothing is inappropriate for school. He/she may be sent home to change if the clothing is unable to be altered.

Maximum: Continued misbehavior in this category of offense will result in appropriate disciplinary consequences as determined by the Administrator.

Public Display of Affection

Inappropriate displays of affection are prohibited on school property.

Consequences:

Minimum: One Detention and/or Parent Conference.

Maximum: Continued misbehavior in this category of offense will result in appropriate disciplinary consequences as determined by the Administrator.

Class Disruption

Excessive disruptive misbehavior in the classroom (note classroom rules).

Consequences:

Minimum: Two Detentions

Maximum: Child Study Team intervention with parents.

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

Consequences:

Minimum: Two Detentions.

Maximum: Extended day(s) and/or Parent Conference.

Unacceptable Language

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

Consequences:

Minimum: Meeting with the Administrator with and/or parents called to pick up student.

Maximum: Extended day(s) and/or Parent Conference/Juvenile Authorities notified.

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.

Consequences:

Minimum: Two Detentions

Maximum: Out of School Suspension and/or Parent Conference/Juvenile Authorities notified.

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.

Consequences:

Minimum: Two Detentions.

Maximum: Extended Day(s) and/or Parent Conference/Juvenile Authorities notified.

Deceit

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

Consequences:

Minimum: Two Detentions.

Maximum: Extended Day(s) and/or Parent Conference/Juvenile Authorities notified.

Fighting (MCA 45-8-101)

Definition: A mutually joined physical altercation involving two or more students.

Consequences:

Minimum: Parents called to pick up student and/or three Extended Days and/or Parent Conference.

Maximum: Suspension, Juvenile Authorities notified.

Assault

An attack or threat of physical abuse on another person.

Consequences:

Minimum: Parents called to pick up student and/or three Extended Days and/or Parent Conference.

Maximum: Suspension, Juvenile Authorities notified.

False Fire/Emergency Alarm

Definition: Student setting off false alarms.

Consequences:

Minimum: Three Extended Days, restitution, and referral to District Fire Marshal.

Maximum: Five Extended Days, Parent Conference, restitution, and/or referral to District Fire Marshal.

Bomb Threat

Definition: Any threat of a bomb being placed in or around the school at anytime.

Consequences:

Minimum/Maximum: Suspension, Referral for Expulsion, Juvenile Authorities notified.

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.

Consequences:

Minimum: Confiscation, two Detentions, Parents will be notified.

Maximum: Confiscation and/or three Extended Days.

Possession Weapons

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

Consequences:

Minimum: Parents called to pick up student, Confiscation, three Extended Days.

Maximum: Confiscation, Suspension, Juvenile Authorities notified.

Possession of Firearms

Definition: 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.

Consequences:

Minimum: Expulsion for the remainder of the academic year. Juvenile authorities notified.

Maximum: Expulsion of one (1) calendar year to be determined by the School Board. Juvenile authorities notified.

Vandalism

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

Consequences:

Minimum: Restitution, repair, and/or cleaning. Five Detentions, parents informed.

Maximum: Restitution, repair, and/or cleaning. Suspension, Juvenile Authorities notified.

Theft

Act of stealing or attempting to steal.

Consequences:

Minimum: Detention(s) and/or restitution.

Maximum: Suspension, Juvenile Authorities notified.

Arson

Attempting to or lighting a fire on school property.

Consequences:

Minimum: Suspension, notification of District Fire Marshal, and Juvenile Authorities notified.

Maximum: Suspension and referral for Expulsion, notification of District Fire Marshal, and/or Juvenile Authorities notified.

Possession or Use of Tobacco

Possession or use of any tobacco product.

Consequences:

Minimum: Parents called to pick up student, Confiscation, three Extended Days, Juvenile Authorities notified.

Maximum: Confiscation, Suspension, Juvenile Authorities notified.

Possession or Consumption of Drugs or Alcohol

Possession of alcohol, illicit drugs, or drug paraphernalia on the person, in locker, or in personal belongings of the student.

Consequences:

Minimum: Confiscation, Suspension, Juvenile Authorities notified.

Maximum: Suspension and/or referral for Expulsion, Juvenile Authorities notified.

Distribution of Drugs or Alcohol

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

Consequences:

Minimum: Confiscation, Suspension, Juvenile Authorities notified.

Maximum: Confiscation, Suspension and/or referral for expulsion, Juvenile Authorities notified.

Athletics and School Functions

Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of the student's total education experience. All athletes will be subject to the athletic policies and procedures contained herein. If a special incident arises, which may not be covered in this handbook, the issue shall be submitted to the Principal, who will follow the District's Grievance Procedure for a determination and resolution.

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. Gallatin Gateway School believes that every student has the right to the best education this community can provide. Responsibility for this rests through active participation of students, parents, and school staff. Academic schoolwork must come first.

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.

Athletes enrolled academically full time: All students attending from **8:10am to 3:25pm** are eligible for participation in all sports.

Athletes enrolled academically part time: All part-time students are eligible for participation in all sports.

Athletes living in the GGS District #35, but not enrolled in Gallatin Gateway School: 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.

Athletes not living in the Gallatin Gateway School District #35 not enrolled in Gallatin Gateway School: All students outside the district who are not academically enrolled are not eligible to participate in any sports.

Athletes wishing to join after the start date of a season: For team sports such as volleyball, basketball, and cheerleading, athletes will not be permitted to join the sport after the first game, event, or competition. Accommodations may be made for students who transfer to the District during the team-sport season. For individual sports such as track and wrestling, athletes may join during the season; however, Booster participation fees will not be prorated.

Eligibility Requirements for Field Trips, Athletics, and Extracurricular Activities – 5th-8th grade
At Gallatin Gateway School, we strive to have all students working to intellectual capacity. One of our primary tasks is to assist students in attaining, and then maintaining, a self-disciplined, responsible, and rigorous approach to their studies. In order to be eligible for athletics and certain extracurricular activities, ~~field trips, assemblies, special events and excursions~~, a student must be functioning at a high level of self-discipline and responsibility. The following outlines the procedures used to determine eligibility and the consequences of an ineligibility determination:

1. Turn work in on time. Teachers will keep track of late work:

- a. If the student does not complete past-due assignments prior to the scheduled activity, he/she may not be able to participate.
 - b. Late assignments will affect grades and eligibility for participation in school sports and activities.
2. **Grades and Conduct.** Student-Athletes participating in extra curricular activities are expected to maintain good grades during the entire season. If a student has an “F” in any subject, or two or more “D’s” they will be required to report to after school academic support until the grade(s) are improved to a “C” or better. After school academic support will occur on Monday, Tuesday, Wednesday, and Thursday from **3:30-4:00**.
 3. **Students with Curriculum Accommodations.** For students with an Individual Education Plan (IEP), accommodations are made according to the IEP and our Special Education staff. The Special Education teacher makes the final determination of ineligibility.

Behavior During School-Sanctioned Functions

Students attending school-sanctioned functions are expected to be participating in observing the activities for the duration. To assure proper supervision students will be expected to arrive at the designated time and be picked up promptly at the conclusion of the event.

Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. Their actions should reflect favorably on themselves, their teammates, and the school. Inappropriate behavior and unsportsmanlike conduct will not be tolerated.

- a) Students are expected to conform to all rules on conduct and training established by the coaches, administration, and school board. Participants may be suspended from the athletic program for any action unbecoming an athlete representing Gallatin Gateway School.
- b) Any participant charged with a misdemeanor or more serious crime may be suspended from the athletic program pending disposition of the case. Following a conference with the coach, athletic director, parents, the student, the individual case shall be acted upon.

Players

The responsibility of the players for sportsmanship is second in importance only to the sportsmanship of the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

- Treat opponents with the respect that is due them as guests and peers.
- Shake hands with opponents and wish them good luck before the contest. Exercise self-control at all times, accepting decisions and abiding by them.
- Respect the officials’ judgment and interpretations of the rules and never argue or make gestures indicating dislike for a decision.
- Do not communicate with the officials regarding the clarification for a ruling. This is the captain’s responsibility based on the approval and direction of the coach.
- For safety factors, players are not allowed to chew gum while playing a game.

Cheerleaders

- Cheerleaders play a very important part in athletic competition. They should:
- Motivate fans and students toward good sportsmanship.
- Stimulate and control crowd response.
- Choose the right cheers at the appropriate time.
- Respect the official’s judgment and interpretations of the rules and never argue or make gestures indicating dislike for a decision.
- Be certain that words used in a cheer do not inflame an audience.
- Avoid using bells, horns and noisemakers.
- Use gestures that are synchronized, pleasing to watch, and easy to follow.

- Divert the crowd's attention by starting a popular yell if booing develops.
- Not conduct a floor cheer at the same time as the visiting cheerleading squad.
- Be positive. Cheer for your team rather than against the opposition.
- Greet visiting cheerleaders.

Students

Students' habits and reactions as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest. Spectators should:

- Know and demonstrate good sportsmanship.
- Respect and cooperate with the cheerleaders.
- Respect the property of the school and the authority of the school officials.
- Show respect for an injured player and not heckle or jeer the opposing team.
- Remember athletic contests and mood- altering substances do not mix.
- Not loiter in the halls. Hall monitors may instruct loiterers to watch the game or leave.

Uniform Grievance 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, but a review of the written decision in the matter. 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.

**AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA SCHOOL
IMMUNIZATION LAW AND RULES**

| | | | | |
|---------------------|------------|-----|-----|--------|
| Student's full name | Birth Date | Age | Sex | School |
|---------------------|------------|-----|-----|--------|

If student is under 18, name of parent, guardian, or other person responsible for students care and custody:

Street address and city: _____

Telephone: _____

I, the undersigned, swear or affirm that immunization against diphtheria, pertussis (whooping cough), tetanus, varicella, polio, rubella, mumps, and measles is contrary to my religious tenets and practices.

I also understand that:

- (1) I am subject to the penalty for false swearing if I falsely claim religious exemption for the above-named student [i.e. a fine of up to \$500, up to 6 months in jail, or both (Sec. 45-7-202, MCA)];
- (2) In the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the State Department of Health and Environmental Sciences until the student is no longer at risk for contracting or transmitting that disease; and
- (3) A new affidavit of exemption for the above student must be signed, sworn to, and notarized yearly and kept together with the State of Montana Certified of Immunization (HES-101) in the school's records.

Signature of parent, guardian, or other person responsible for the above student's care and custody; or of the student, if 18 or older

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

SEAL

Notary Public for the State of Montana
Residing in _____
My commission expires _____

PERMISSION FOR MEDICATION TO BE GIVEN AT GALLATIN GATEWAY SCHOOL

PLEASE PRINT CLEARLY

STUDENT NAME: _____ GRADE: _____

TEACHER: _____

DIAGNOSIS _____

MEDICATION: _____ DOSAGE: _____

PURPOSE OF MEDICATION: _____

TIME OF DAY MEDICATION IS TO BE GIVEN: _____

POSSIBLE SIDE EFFECTS: _____

ANTICIPATED NUMBER OF DAYS IT NEEDS TO BE GIVEN AT SCHOOL: _____

ADDITIONAL INSTRUCTIONS: _____

(DATE)

(SIGNATURE OF HEALTH CARE PROVIDER)

I hereby give my permission for _____ to take the above

(Student's name)

prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I authorize the release and exchange of information concerning this medication between the school and this physician.

(DATE)

(SIGNATURE OF PARENT/GUARDIAN)

*NOTE: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or Health Care Provider, stating the name of the student, the name of medication, and the dosage.

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

For this student to possess or self-administer asthma, severe allergy, or anaphylaxis medication while in school, while at a school- sponsored activity, while under the supervision of school personnel, before or after normal school activities (such as while in before- school or after-school care on school-operated property), or while in transit to or from school or school-sponsored activities, this form must be fully completed by 1) the prescribing physician/physician assistant/advanced practice registered nurse, and 2) an authorizing parent, an individual who has executed a caretaker relative educational or medical authorization affidavit, or legal guardian.

Student's Name: _____ School: _____
Sex: (Please check) Female / Male City/Town: _____
Birth Date: _____ / _____ / _____ School Year: _____ (Must be renewed annually)

Authorization by Physician/PA/APRN:

The above-named student has my authorization to carry and self administer the following asthma, severe allergy, or anaphylaxis medication:

Medication: (1) _____ Dosage: (1) _____
(2) _____ (2) _____

Reason for prescription(s): _____

Medication(s) to be used under the following conditions (times or special circumstances):

I confirm this student has been instructed in the proper use of this medication and is able to self-administer this medication without school personnel supervision. I have formulated and provided to the parent/guardian or caretaker relative a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician/PA/APRN Phone Number Date

Authorization by parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian:

As the parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian of the above named student, I confirm this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used epinephrine during school hours, he/she understands the need to alert the school nurse or other adult at the school who will provide follow-up care, including making a 9-1-1 emergency call. I acknowledge the school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the self-administration of medication by the student, and I indemnify and hold them harmless for such injury, unless the claim is based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort. I agree to work with the school in establishing a plan for use and storage of backup medication. This will include a predetermined location to keep backup medication to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency. I have provided the following backup medication: _____

I understand in the event the medication dosage is altered, a new "self-administration form" must be completed, or the health care provider may rewrite the order on his/her prescription pad and I, the parent/caretaker relative/guardian, will sign the new form and assure the new order is attached. I understand it is my responsibility to pick up any unused medication at the end of the school year, and any medication not picked up will be disposed of. I authorize the school administration to release this information to appropriate school personnel and classroom teachers.

Parent/Caretaker/Guardian relative signature: _____ Date _____

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

CHILDREN'S INTERNET PROTECTION ACT POLICY

Internet access is available to the District's students and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The District may provide filtering software for computers accessing the Internet.

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators.

Copyright

Users shall not:

1. Copy and forward;
2. Copy and download; or
3. Copy and upload

to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else, such as an e-mail message, a game, a story, or software. Plagiarism is not allowed.

Inappropriate Sites

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users.

E-mail/Chatting

Students are prohibited from using e-mail, including District e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Hacking

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the District computer system.

Inappropriate Use

Users shall not use the District computer network to:

1. Purchase goods, solicit sales, or conduct business (e.g., by posting an advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

GALLATIN GATEWAY CHILDREN'S INTERNET PROTECTION ACT POLICY CONTRACT
Acceptable Use

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise never to use any form of electronic communication I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

Use of New Web Tools

As part of 21st century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____ Grade _____ Date Signed _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date Signed _____

GALLATIN GATEWAY SCHOOL

ASSIGNED DISCIPLINE

NAME OF STUDENT: _____ GRADE: _____ DATE _____

REFERRAL BY: _____ HOME ROOM TEACHER: _____

The purpose of this notification is to request parent participation in communicating to your child that school rules exist to protect their rights and the rights of others to work and play in a safe learning environment.

Your child either did not modify his/her behavior to follow school/classroom rules or chose to behave in a disruptive manner that was unacceptable. Therefore, based on your child's infraction, the following disciplinary step has been assigned to your student.

If you have further questions regarding this notification, please contact the school at 763-4415.

Behavior Code/Misbehavior:

Consequence/Date:

Teacher Comments:

Parent Signature _____ Date _____

Daily Schedule

7:30 – Academic **Learning Lab**: Monday – Friday, with office pass. ****No tech lab available.**

7:50 – **Breakfast** will be served ~~—must have a pass from office.~~

8:05 – **Morning Bell** – students enter the building from recess.

8:10 – **Tardy Bell** – students must get a tardy slip from the office – office may excuse breakfast eaters. Chronic student tardiness will be monitored.

9:00 – **Second Chance Breakfast** for grades 3-8

11:45 – **Recess Bell** for grades K, 1st, 2nd, 3rd

11:52 – **Lunch Bell for grades 4th, 5th, 6th, 7th, 8th**

12:12 – **Lunch Bell** for grades K, 1st, 2nd, 3rd, 4th, and **Recess Bell** for grades 5th, 6th, 7th, 8th

12:39 – **Bell** for 4-8 students to return to class. Students line up outside or in the lunchroom and enter class with the teacher. Teachers, please be prompt.

12:40 – **K-3 students released from cafeteria. Teachers, please be prompt**

2:00 – K-3 recess until 2:25

3:25 - Dismissal Bell

3:35 - Buses **depart**. Students have 10 minutes to catch the bus. Bus **WILL** leave at 3:35 – Teachers will instruct students to return to the office if they miss the bus.

3:30 – **4:00** Learning Lab on Monday, Tuesday, Wednesday, and Thursday.

4:00 – School's front doors close – **Office is closed** – Athletes use gym entrance. On Fridays and school days preceding holidays, the school closes at 3:30pm.

Thank you for spending your day at Gallatin Gateway School!

Reminders:

1. School office and classroom phones may or may not be answered after 4:00 pm depending on staff availability. **Please** make after school arrangements with your child(ren) the night before. ****If parents cannot be reached, emergency contacts will be called for students without rides.**
2. ~~Learning Lab is meant for students who need help completing homework; it is not intended as a place for students to wait for a ride, for students to avoid going outside before school, or for students to wait for a game to start after school. Learning Lab opens after Labor Day.~~
3. Snack cart open after school – fruits, vegetables, and protein snacks. All snacks cost \$.50. Snacks cannot be charged.

4. Athletes will use the GGS gym entrance for parent pickup from athletic practices. Athletes should let the coach know when leaving the school to catch a ride.
5. Athletes must take all needed items from lockers when leaving for athletic practices or events.

GALLATIN GATEWAY SCHOOL #35 VERIFICATION / AGREEMENT FORM

August 2017 - June 2018

As a parent and student of Gallatin Gateway School I agree/verify the following:

(PLEASE INITIAL AND THEN SIGN THE BOTTOM)

| PARENT (Initial) | STUDENT (Initial) | |
|---------------------|----------------------|---|
| _____ | _____ | My child and I have received the Gallatin Gateway School Parent/Student handbook. |
| _____ | N/A | I have received information regarding the opportunity to purchase accident insurance for our child through Special Markets Insurance Consultants, Inc. (SMIC). (Additional information available at the school office.) |
| _____ | N/A | I understand that Gallatin Gateway School does not carry insurance for student injuries or the loss of personal property. |
| _____ | N/A | I permit Gallatin Gateway School to use photos (without labeling my child by name) of my child in promotional materials such as the school website or school sponsored brochures. |

PLEASE CLEARLY PRINT

Parent _____ Child _____

Signatures _____ / _____

Child's Grade _____ Date _____

*PLEASE INITIAL, SIGN, AND RETURN TO YOUR HOMEROOM TEACHER.