

WISDOM ELEMENTARY
STUDENT / PARENT HANDBOOK 2017 - 2018

The Board of Trustees is guided by the conviction that every student has the right to the best school this community can provide. Responsibility for this provision rests with all the citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making assumed by the Board of Trustees. The Board will exert leadership in creating, maintaining and improving the school for the educational needs of the children.

This handbook contains information that students and parents are likely to need during the school year. It is organized alphabetically by topic. Throughout the handbook, the term 'parent' is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

This handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board policy and any provision of the handbook, the provision in the policy manual is to be followed.

The Board has adopted and continues to use policies regarding student privacy and parental access to information. Copies of all policies are available on request.

Please review this information with your student(s). Sign and return the colored forms. A parent with questions is encouraged to contact the school.

ACCOMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. [Policy 4316]

ADMITTANCE TO SCHOOL

The District will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which a child registers to enter school. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the teaching staff.

The District requires proof of identity and an immunization record for every child to be admitted to the District. Proof of identity must be a certified copy of the child's birth certificate or a certified transcript. [Policy 3110]

In accordance with the McKinney-Vento Homeless Assistance Act, every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. [Policy 3125] The following person has been designated as the District's homeless student liaison:

Linda Marsh, County Superintendent, 2 S. Pacific Street, Ste. #7, Dillon, 683-3737

ANNUAL ASBESTOS NOTIFICATION

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law required all schools K-12 to be inspected for asbestos containing materials (ACM). Based on our construction management records, the Wisdom School is considered asbestos-free. To ensure student safety, AHERA three-year re-inspections are conducted by a certified asbestos inspector from the Montana Schools Group Insurance Authority.

ATTENDANCE

Your child's success in school depends on having a solid educational background - one that can only be gained through regular school attendance. Regular school attendance is essential for the student to make the most of his/her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

Any partial absence from school which exceeds forty-five (45) minutes is considered a half (1/2)-day absence. [Policy 3122, 3122P]

Students who miss more than ten (10) days of school per semester are considered excessively absent. Excessive absences and tardies will be referred to the Board and may be a significant factor in decision of retention.

In compliance with the Missing Children Act of 1985 and School Laws of Montana 44-2-507, District procedure requires that absences from school be reported by telephone or in person before 10:00 a.m. It is the responsibility of the student's parent to report to school personnel when a child will be absent or arriving after the school day has begun. School personnel will be required to attempt to contact any parent whose child is absent from school but who has not reported the child as absent for the school day.

In order to participate in any school-sponsored activity, both extracurricular and co-curricular, students must be in school in the morning on the day with a scheduled afternoon activity; or in the afternoon, if the activity falls after school. These activities include, but are not limited to: basketball practices, skiing, spelling bee, science fair, and field trips. Exceptions will not be made.

Students may be granted early release of up to one hour for pre-approved extracurricular activities. Parents must complete and submit to the teaching staff the Application for Approval of Early Release for Extracurricular Activities (3122F) no later than ten (10) days prior to a regularly scheduled Board meeting. The Board, with input from the teaching staff, will review and approve/deny each request on a case by case basis. Approval for early release may be revoked at any time if the teaching staff determines the early release is causing a serious adverse effect on the student's educational progress. It is the responsibility of the parent to ask for and to make sure their child completes any missed homework or assignments.

Class time is important. All appointments should be scheduled, if possible, at times when the student will not miss instructional time.

BULLYING

The Board will strive to provide a positive and productive learning and working environment free from discrimination. The Board has adopted a no tolerance philosophy regarding bullying, harassment, intimidation, or hazing, by students, staff, or third parties (including, but not limited to, parents, school volunteers, or service contractors). This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation, and that has the effect of physically harming a student or damaging a student's property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or creating a hostile educational environment. All complaints about behavior that may violate this policy shall be promptly investigated. Students or staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

"Electronic communication device" means any mode of electronic communication,

including but not limited to computers, cell phones, PDAs, or the internet.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Board. Individuals may also be referred to law enforcement officials. [Policy 3226]

CELL PHONES AND ELECTRONIC DEVICES

Students may not bring cellular phones, pagers, and other electronic or electronic signaling devices to school. The first violation will result in the device being taken away from the student for the remainder of the school day. A second violation will result in the device being taken away for the remainder of the school year. It will be stored securely and returned to the student on the last day of the school year. [Policy 3630]

COMMUNICABLE DISEASES / CONDITIONS

The term “communicable disease” refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu. The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child having a communicable disease which could make the child's attendance harmful to the welfare of other students. Parents of a student with a communicable or contagious disease should phone the teacher so that other students who may have been exposed to the disease can be alerted. Students will be excluded from attendance while their communicable disease is contagious and until the re-admittance criteria have been met. [Policy 3417]

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher during non-instructional time. For those complaints or concerns that cannot be handled so easily, the District has adopted a uniform grievance procedure policy. In general, a parent or student should first discuss the complaint with the staff member involved. If the complaint is not informally resolved, and if the complaint is with the Supervising Teacher, a parent must complete the grievance form included with this handbook and submit it to the Board for resolution. If the complaint is not with the Supervising Teacher, a parent must complete the grievance form included with this student/parent handbook and request a conference with the Supervising Teacher. If still unresolved after meeting with the Supervising Teacher, a parent must immediately file a written complaint with the Board. The Supervising Teacher will submit the grievance form to the entire Board for resolution. In the event the matter cannot be resolved at the Board level, the matter may be appealed to the Superintendent of County Schools. Staff will not readdress any complaint without the matter having been before the Board. [Policy 1700, 4310, 4310P]

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has available computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be required to sign the user agreement in this handbook regarding these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. [Policy 3612, 3612P]

CONCUSSIONS

The District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Annually, the district will distribute head injury/concussion information and a sign-off sheet for all students and their parents. [Policy 3415, 3415P, 3415F]

CORPORAL PUNISHMENT

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

DRESS AND GROOMING

Pupils are expected to present a well-groomed, neat and modest appearance. Students are encouraged to dress appropriately for the weather and activities to be participated in during the school day. The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the school guideline of not creating a disturbance or interfering with the educational environment. Clothing of a suggestive, sexually harassing, or demeaning nature will not be allowed. Clothing that displays and/or advertises alcohol, drugs or other controlled substances will not be allowed. Clothing that advertises or encourages violence will not be allowed. [Policy 3224]

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. A signed permission form from a parent is required for all field trips. [Policy 2320, 2320F]

EQUAL EDUCATION AND NONDISCRIMINATION

Wisdom Elementary, in accordance with Title VI of the Civil Rights Act, does not discriminate on the basis of race, religion, color, ethnicity, national origin, sex (Title IX of the Education Amendments), pregnancy (Title IX of the Education Amendments, age (Age Discrimination Act), or disability (Section 504 of the Rehabilitation Act, Title I of the Americans with Disabilities Act) in providing education services, activities, and programs. [Policy 3210] The District provides equal access to the Boy Scouts and other designated youth groups (Boy Scouts Act).

The following persons are designated to receive complaints concerning discrimination or harassment, sexual or otherwise:

Linda Marsh, County Superintendent, 2 S. Pacific Street, Ste. #7, Dillon, 683-3737
Dani Peterson, Supervising Teacher, 408 Elm Street, Wisdom, 689-3227

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own basic supplies. Students will be expected to repay the district for lost or damaged library books, textbooks, and overdue library books. [Policy 3520]

HEAD LICE

Reference information regarding head lice awareness, identification, and treatment is attached. We ask all parents to check their student for head lice and/or nits on a weekly basis as a preventative measure. This is the best procedure for reducing the incidence of head lice at school. When lice or nits are found on a student, a parent will be notified to come and pick up their child from school so that treatment may begin immediately. Treatment is required before a student may return to school. The treated student must be checked again by a teacher or other school official before being permitted to return to class. A parent should accompany their child for the recheck. [Policy 3420]

HEALTH SCREENINGS

Students participate in an annual health fair conducted by the Beaverhead County Health Department. Such services include, but are not limited to, vision, hearing and scoliosis screenings, and immunizations. Parents will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Parents will be given the opportunity to opt out of any or all screenings. [Policy 3410, No Child Left Behind Act of 2001 § 1061(c)(2)(A)]

HOMEWORK

Homework is a constructive tool in the teaching/learning process. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework is given to students to aid in the students' educational development and is an application or adaptation of a classroom experience. [Policy 2430]

HOMEWORK WHEN ABSENT

The responsibility for arranging for make-up work lies completely with the student and/or parent. When your child is absent from school for more than one day and he/she would like the homework assignments, please notify the teacher of this fact when you call to report that the student will not be in attendance for the day. Homework assignments can be picked up at the end of the school day or sent home with another child, if requested. Students must turn in this homework prior to participation in any extra-curricular or co-curricular activities.

A student absent for any reason should promptly make up specific assignments missed. Upon returning to school, a student will have one day to make up work for each day missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

IMMUNIZATION

A student must be fully immunized against certain diseases. The requirements are:

DTaP, DT, or Td (Diphtheria, Tetanus, Pertussis)	4 doses (4 doses only if 4 th dose given on or after 4 th birthday) PLUS 1 dose of Tdap prior to entering 7 th grade
Polio (IPV or OPV)	3 doses (3 doses only if 3 rd dose given on or after 4 th birthday)
Measles, Mumps, and Rubella (MMR)	2 doses, (1 st dose must be given on or after 1 st birthday, and spacing between doses is 4 weeks)

Varicella “chickenpox” (Var)

2 doses (1st dose must be given on or after 1st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 14 years) **OR** documented history of chickenpox disease

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be signed, sworn to, notarized, and renewed yearly prior to the first day of attendance.

If a student should not be immunized for medical reasons, the parent must present a certificate signed by a Montana licensed physician stating that, in the doctor’s opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunizations. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District. [Policy 3413]

MEDICINE AT SCHOOL

A student who takes prescription medicine during the school day must bring a written authorization from his/her parent and the medicine in its original, properly labeled container to their teacher. The teacher will either give the medicine at the proper times or will assist in the self-administration of the medication as directed. [Policy 3416]

In the best interest of all students, when your child is ill, please do not send her/him to school. If a teacher feels that a child is too ill to be attending school, the parent will be notified and asked to take their child home.

NON-RESIDENT STUDENT ATTENDANCE AGREEMENT

Except as otherwise provided by law, admission to the District as a nonresident student is a privilege. For every student who attends the District as a nonresident student, parents must complete form FP-14 annually. Admission in one school year does not imply or guarantee admission in subsequent years. Form FP-14 must be submitted by June 15th for enrollment in the ensuing school year. [Policy 3141]

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student’s parent(s), and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Become familiar with all of the child’s school activities and with the academic programs. Discuss with the teacher any questions/concerns and the options available to the child. Monitor the child’s academic progress and contact the teacher as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, please call the school for an

appointment. A teacher will usually arrange to meet with the parent at a mutually convenient time before or after school.

- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child. [See Protection of Student Rights]

Communication and cooperation are the keys to a round education. We urge your active participation in your child's education. [Policy 4221]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. [Policy 2332]

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing. It is the Board's policy that any student who fails two (2) quarters in two (2) of the major content areas (reading, writing, social studies, math, and science) will be recommended for retention. [Policy 2421]

Students who miss more than ten (10) days of school per semester are considered excessively absent. Excessive absences and tardies will be referred to the Board and may be a significant factor in decision of retention. [Policy 3122, 3122P]

PROTECTION OF PUPIL RIGHTS AMENDMENT

Surveys and Instructional Materials

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey, evaluation, or physical exam.

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following: (1) book clubs, magazines, and programs providing access to low-cost literary products; (2) curriculum and instructional materials used by elementary schools and secondary schools; (3) tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; (4) the sale by students of products or services to raise funds for school-related or education-related activities; and (5) student recognition programs.

Notification of Rights and Procedures

Parents are to consider this handbook as their annual notification regarding this policy which is available at the school. [Policy 2132]

REGULAR SCHOOL BOARD MEETINGS

Regular school board meetings are held on the first Monday evening of each month at 7:00 p.m. at the Wisdom School. Parents and citizens may contribute to meeting agendas by notifying the District Clerk of potential agenda items four days in advance of the meeting. Comments will be taken on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to make comments about any student, staff member, or member of the general public. Meeting agendas will be posted at the school, Wisdom Market and Big Hole Petroleum, generally three or four days in advance of a regular meeting and at least forty-eight (48) hours in advance of a special meeting. [Policy 1420, 1420F]

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the supervising teacher or designee and according to the building sign-out procedures. Unless the supervising teacher has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. If a student becomes ill during the school day, school staff will notify the student's parent. [Policy 3440, 3440P]

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

It is very important that you know what is going on with your child at school. Written reports of absences and student grades or performance in each class or subject are issued to parents every quarter. Parent-Teacher conferences are scheduled at the end of the first and third quarters. Optional conferences can be held at the conclusion of the second quarter. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within seven days. [Policy 2420]

SAFETY

Accident Prevention

Student safety on school grounds and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the teacher.
- Remain alert to and promptly report safety hazards, such as intruders on school grounds.
- Know emergency evacuation routes and signals.
- Follow the instructions of the staff member who is overseeing the welfare of students.

Emergency Response Plan (ERP)

The District is dedicated to providing for the protection of their students, as well as to the protection of their property. We are responsible for the life, health and property of students and staff, especially during times of emergency.

An ERP has been created in compliance with SB 348 that addresses issues of school safety relating to school buildings and facilities, communications systems, and school grounds and that addresses coordination on issues of school safety, if any, with the county interdisciplinary child information and school safety team. The ERP is reviewed annually by the Board of Trustees and is available at the school.

Eight yearly emergency procedure drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. [Policy 8301]

Emergency Medical Treatment and Information

The Board recognizes that the school is responsible for first aid or emergency treatment in case of sudden illness or injury to a student. However, further medical attention is the responsibility of the parent or guardian. When a student is injured, school staff shall provide immediate care and attention until relieved by trained medical personnel. School staff will immediately contact the parent so that the parent can arrange for care or treatment of their student. Therefore, parents are required each year to complete an emergency information form to be maintained with the student's records. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please notify the school if this information needs to be updated at any time during the school year. [Policy 3431]

Accident Insurance

The District does not pay for medical expenses associated with a student's injury. However, an optional, low-cost accident insurance program for students is available from Northwest Scholastic Insurers. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims to the claims office. To enroll your child, please contact agent Kevin Irish at (406)458-5902.

SCHOOL SCHEDULE (see attached school calendar)

School doors will open at 8:15 a.m. for students. Instruction begins **promptly** at 8:30 a.m.

Recesses:	10:00 - 10:10, 11:50-12:00
Lunch:	12:00 - 12:20
P.E.:	2:00 - 2:30
School dismissed	3:45

Students who routinely arrive before 8:15 a.m. or are not picked up by 4:00 p.m. will be reported to the Board. School staff will not provide supervision before or after the times stated.

SEARCHES

A student is fully responsible for the contents of their desk and locker. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, whether or not the student is present, as well as of students and their personal effects, to maintain order and security in the school. Such searches are conducted without notice or consent. [Policy 3231, 3231P]

SEXUAL HARASSMENT / INTIMIDATION

The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. [Policy 3225]

The following persons are designated to receive complaints concerning discrimination or harassment, sexual or otherwise:

Linda Marsh, County Superintendent, 683-3737
Dani Peterson, Supervising Teacher, 689-3227

SPECIAL EDUCATION SERVICES

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals With Disabilities Education Act and implementing provisions in Montana law, and the Americans With Disabilities Act. [Policy 4316]

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. [Policy 2162, 2162P]

STUDENT CONDUCT / STUDENT DISCIPLINE

It is the policy of the District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. [Policy 3311]

The Board grants authority to a teacher to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct. The Board authorizes teachers to remove students from classrooms for disruptive behavior. [Policy 3310]

In order for students to take advantage of available learning opportunities, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District standards of grooming and dress.
- Obey all classroom and playground rules.
- Respect the rights and privileges of other students and the teacher.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the teacher in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

STUDENT RECORDS

The District shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operations of the school as required by law. All information related to individual students shall be treated in a confidential and professional manner. Student records are the property of the District. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, the parent of a student under 18 years of age will be entitled to inspect and review educational records relating to the student. A parent may challenge the accuracy, relevancy, or propriety of records, except grades and references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school.

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

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

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

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

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students of the District for purposes other than school discipline do not have to be made available to the parents or student.

The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

The Uninterrupted Scholars Act, which became law in January 2013, allows a school to disclose educational records of students, without the written permission of the parents, to certain officials from various governmental agencies so long as that agency or authority is legally responsible for the care and protection of the student. These agencies cannot further disclose the records to other parties not authorized by FERPA. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else.

Copies of student records are available at a nominal fee, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures; or (4) when the District is given a

copy of a court order terminating the parental rights. No parent or student will be precluded from copying information because of financial hardship.

Students and parents have the right to file a complaint with the Department of Education.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired. [Policy 3600, 3600F1, 3600P]

STUDENT WELFARE

The Board recognizes the importance of the Lost Trail Ski and Snowboard School program to promote health enhancement and student wellness.

Important protective measures need to be incorporated to eliminate or minimize exposure to jeopardizing the participation of all students, but especially the kindergarten, first and second grade students in the program.

In the event it becomes necessary for ski school staff to obtain emergency care for any child due to accident, injury, illness, or other unforeseen circumstances, parents of kindergarten, first and second grade students need to assume responsibility for supervision of their child. In order to participate in the ski program, all kindergarten through second grade students are required to have a parent present with them. [Policy 3400]

TARDIES

Chronic tardiness has a disruptive effect on the educational process. A student is considered tardy when he/she is not in class when instruction begins at 8:30 a.m. All tardies which extend beyond 9:15 a.m. or 1:05 p.m. will be considered a .5 absence. Tardies will be recorded by the teacher. [Policy 3122P]

TELEPHONE

Teaching students is the priority for our staff. A ringing telephone interferes with the delivery of instruction and disrupts the normal school environment. Please be aware that if you must contact teaching staff or your child at school during class time, ALL telephone calls will be taken by the school answering machine. Staff will check the answering machine and return calls before school, during recesses, and after school. Please see **SCHOOL SCHEDULE** above for detailed information for times when your call may be answered personally.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school will be charged to replace the book. [Policy 2311, 2311P]

TRANSPORTATION

Parents of resident students, who live more than three miles from school, will be reimbursed 3by the State and county for transporting their child to school. Parents will need to complete and return form TR-4, Individual Transportation Contract, to the District Clerk. [Policy 8100] The first semester reimbursement will be made at the April Board meeting, with the second semester reimbursement mailed to parents at the end of June. Contracts for the 2018 - 2019 school year will be mailed to parents with the first semester reimbursement in April. Contracts

are due to the District Clerk by June 1st. Contracts not returned by the June 1st deadline will not be approved and will be returned. Once approval is made at the State level, generally in November or early December, parents will receive a copy of their contract as approved by the Wisdom Board.

For all students attending the school under an approved out-of-district attendance agreement, the distance from home to the nearest appropriate school will be used to determine if there will be a reimbursement under a pupil transportation contract. The nearest operating school is the nearest school the student could reasonably attend or access. Whether the school is in the district of attendance or the district of residence is irrelevant to the calculation.

The Board requests that parents be responsible for the transportation of their own children to and from all school related events (i.e. spelling bee, skiing, track meet, etc.). If parents are unable to transport their child either to or from an event, please make prior arrangements with another parent so that your child knows whom they will be expected to ride with. The Board requires parents who will be driving children other than their own to school related events during the 2017-2018 school year to complete and return the attached Parent Driver Information form. This form will be filed at the school and is for school information purposes only.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras with audio on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. [Policy 3235]

VISITORS

Students are not permitted to bring visitors to school. Parents and others are welcome to visit the school. For the safety of those within the school, school doors will be locked during school hours. All visitors must ring the doorbell at the main entrance to gain admittance to the building and must report to the Supervising Teacher upon entering the building. [Policy 4301]

WEBSITE

Did your student lose their monthly calendar? Want to look up one of the policies mentioned? Please visit us on the World Wide Web at <http://wisdomschoolmt.weebly.com>. This is a work in progress, so please be patient with us as we work on getting all the information posted.

The Board and staff appreciate your cooperation and assistance. We look forward to the coming school year!

Ed Stede, Board Chair	689-3213
Jason Raymond, Vice Chair	689-3354
Paul Diaz, Trustee	689-3416
Dani Peterson, Supervising Teacher	689-3227
Anna Stevenson, Custodian	689-3418
Rita Munday, District Clerk	834-3435