

2024-2025
Gardiner Elementary
School
District 7



K-6 Parent/Student
Handbook

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Gardiner Public School - Mission Statement

Our Mission is to be a community learning center where students will:

Acquire basic life skills built on an academic foundation,

Become contributing citizens,

Cultivate a life long desire to learn and

Develop individual talents and abilities.

General Statements of Philosophies

Our school recognizes the differences and similarities that exist among our students and aids these students in attaining the maximum training to prepare each individual for the future.

Our school strives to inspire and challenge all students to a higher level of personal development and academic achievement.

Our school should reflect a willingness to experiment with new ideas and techniques that may help achieve its stated goals.

Our school recognizes the importance of assisting parents/guardians in the development of positive self-esteem and self concept of all students.

Schools act in loco parentis for those students who choose to enroll in the local district. This doctrine allows schools to exert authority over students and to hold them to behavioral standards of conduct the local board may adopt in the policy/handbook process. The policies and procedures governing student discipline vary significantly between individual school districts in Montana. Unlike many other states, Montana does not require individual school districts to adopt codes of student conduct. Therefore, local school boards are empowered, within the confines of established law, to adopt disciplinary procedures at their discretion.

Welcoming Message

Dear Parents/ Guardians and Students:

It is our pleasure to welcome you to Gardiner Elementary School. Parents and guardians are an important part of our academic team. This year will be one of collaboration and growth and we look forward to working together to create a successful year for every student.

This handbook is designed to assist you in understanding our school's policies and procedures. We believe that open and clear communication is important to the success of our educational system.

Have a great year and we look forward to celebrating with you the achievements of all of our students.

Gardiner Elementary Staff

Equal Education; Non-Discrimination

The District will make equal educational opportunities available for all students without regard for race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extra-curricular programs and activities.

Expectations

At the Gardiner School we strive to maintain a positive environment where students and staff enjoy school and treat each other with mutual respect. The *To Be A Bruin* program is used as our school wide behavior plan. The expectations set forth in the *To Be A Bruin* program apply to the classroom, lunchroom, playground, as well as busses and field trips, or anywhere else where students are representing the school. These expectations are illustrated on the following page:



BRUINS
Be Safe

BRUINS
Be Respectful

BRUINS
Be Responsible

BRUINS

BE SAFE

- Follow directions quickly
- Make smart choices
- Check in with your emotions; calm down if needed

BRUINS

BE RESPECTFUL

- Be kind to others; have empathy and compassion
- Use kind words and positive actions; use appropriate tone of voice
- Follow directions quickly

BRUINS

BE RESPONSIBLE

- Do your best work
- Focus attention
- Follow directions quickly
- Make smart choices

Enrollment

It is the intent of Gardiner Public School to provide the best possible educational environment for each student.

One of the key components in outstanding education is the success level of each child. For this to be maximized, it is imperative that children be in the least restrictive environment, i.e., their grade level placement should be commensurate with their abilities.

With this in mind and to be in compliance with Montana Law, School Law Section 20-5-109, the Gardiner School District will adhere to the following policy for placing students who enroll from non-accredited, non-public schools or from a home school situation.

In order for any student to enroll in a public school, the State of Montana requires presentation to school officials of a birth certificate ~~and/or a social security card~~, and current immunization records.

When a child enters the district from a home school or non-accredited school, the following steps will serve as guidelines to help assure proper grade and/or subject placement for the benefit of the child:

1. The chronological age of the child in relation to normal grade level placement.
2. All previous records will be reviewed with special consideration given to achievement testing results.
3. An interview with the child and/or parents/guardians.
4. A brief skills inventory assessment may be given to determine how the skills of the child correlate with skills expected of students in specific grade levels.

Skills inventories will be developed by the teaching staff within each grade level and will assess the students in the following areas:

- A) Math
- B) Language
- C) Reading (oral and for comprehension)
- D) Writing
- E) Listening
- F) Following directions

G) Other major skill areas as deemed necessary by grade level personnel.

The building administrator may ask a representative of the teaching staff to help conduct the assessment. The administration will make a final determination for grade level placement.

In the event the teacher to whom the child is assigned recognized major discrepancies between the expected grade level skills and those of the student, a meeting may be called to discuss concerns with possible placement evaluation.

The parents or guardians will have input into all levels of the placement decisions. In the event the parents/guardians disagree with the building administrator's decision, they may request a hearing before the Board of Trustees.

School Day

School begins at 7:55 a.m. for all grades. *Your child should not come to school before 7:45 a.m. in the morning unless they have an appointment with a teacher.* Grades K-6 are dismissed at 4:01 p.m. Your child should not stay at school after he/she has been dismissed unless he/she is requested to do so by a teacher or is participating in an extracurricular activity.

For parents/guardians needing to contact their children at school unless it is an emergency situation, we request your help to avoid class disruption by leaving a message at the school office to have your child return your call. We will attempt to have your child return your call at the next recess/lunch break.

Emergency Closing

Should school be closed due to weather or other emergency situations, announcements will be made at the earliest possible time via Infinite Campus. You will be alerted via phone message as well as email.

Students Academic Progress

Grades and Grading

Gardiner Schools utilize a standards based grading system that is based on students demonstrating understanding or mastery of the knowledge and skills of a standard they are expected to learn.

Students will receive a grade of “4 (Advanced Proficient) , 3 (Proficient), 2 (Nearing Proficient), 1 (Not Proficient), or 0 (Work Missing)” indicating their progress toward meeting a standard.

Students will be required to re-do an assignment/test/ or other assessment tool used by the teacher until they receive a score of at least a “2”. A grade of 4, 3 or 2 is passing, a grade of 0 or 1 is considered failing.

The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential. Grading will be on a nine-week basis. Teachers are expected to have a variety of assessments within the grade book each nine week basis.

Parent Teacher Conferences

Parents/Guardians are encouraged to contact teachers and to schedule conferences whenever parents/guardians determine a need. The school schedules a conference during or after the first and third grading periods. In addition, progress can be monitored by students and parents/guardians through Infinite Campus.

Infinite Campus

What is it?

Infinite Campus is a web-based student information system. This reporting system gives students, parents, and guardians unlimited 24-7 access to the following school records: student/family contact information, ongoing grades and transcripts, missing assignment list, attendance, lunch and library fee accounts.

How to access: Gardiner Schools assign each student and parent/guardian an account and password that enables them to access their respective information through Infinite Campus. This information is provided when students register to attend Gardiner School.

Update: Students and/or parents/guardians are asked to update their information via their account if there are any changes of address, phone number or other contact information in Infinite Campus.

School Lunches

School lunch is operated within the framework of the National School Lunch Act as administered by the Office of Public Instruction, State of Montana. Gardiner Schools provides hot lunches for \$3.00/day and \$.40 for one extra milk for grades K-6. Our lunch program is computerized and you can check your child's balance on Infinite Campus.

Free and Reduced Price Lunches: Applications for free and reduced price meals served to students must be requested on the proper form, duly completed and approved or denied by the District Superintendent. Any applicant whose application for free and reduced price meals is denied may request a hearing before the Board of Trustees to appeal the decision. No difference shall be made in any manner between students eating free and reduced meals in terms of lunch served, time of service or place of service. All applications for free and reduced price meals shall be confidential to the appropriate officials.

Snacks

Individual snacks for the classroom should not be shared. When supplying snacks for the entire class such as for a birthday party, 24 hour notice must be given to the classroom teacher.

Student Absences

It is the belief at Gardiner School that attendance is very important and absences should be kept to a minimum. Any child who has been absent from school for any reason must bring a written excuse from home, or the parent/guardian may call the school to notify us of the absence. If we do not hear from the parents/guardians regarding the absence, the school, by law, must try to contact the home.

Any child who becomes ill or is injured at school will be cared for at school if possible. If the parent/guardian can be reached and the school authorities feel that the child will be more comfortable at home, we will call the parents/guardians.

Visitation

The Gardiner staff members invite you to visit your school any time. All visitors are required to enter the building through the main entrance and check in at the front office.

Visitation Policy:

1. Parents/Guardians wishing to visit their student's classroom are encouraged to do the following:
 - a. Upon entering a classroom for visitation, situate yourself at the teacher's convenience. His/Her chief responsibility is the children.
 - b. Should you wish to look at your child's work, don't hesitate to ask the teacher, but wait for a time when he/she is free, such as a P.E. period, recess or noon hour. This is particularly important at the primary level because of the amount of individual help needed by students.
 - c. Feel free to bring problems to the teacher's attention, at an appropriate time and in an appropriate manner.
 - d. Please refrain from interacting with students during class time.
 - e. Please feel free to drop by the office to discuss your visitations.

Please do not send children to school who are not officially enrolled in school to visit or for parties unless accompanied by a parent/guardian. Unexpected children place a heavy burden on the classroom teacher who already has his or her hands full.

Discipline

Gardiner School's discipline program emphasizes that:

1. No student has the right to interfere with another student's learning.
2. No student has the right to interfere with a teacher's teaching.
3. No student has the right to create an unsafe environment.

Discipline is a primary responsibility of the classroom teacher. Teachers are required to maintain good, orderly discipline within their room at all times. The To Be A Bruin program will be used to teach and model positive, prosocial behavior school wide in an effort to reduce the number of disciplinary infractions.

Bullying and Harassment Statement Board Policy 3226

Gardiner School District takes Bullying and Harassment very seriously. The district has a parent and student report form that can be used at any time to report actions that they consider to be bullying, harassment or intimidation.

“Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

(a) causes a student physical harm, damages a student’s property, or places a student in reasonable fear of harm to the student or the student’s property

(b) creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or

(c) substantially and materially disrupts the orderly operation of a school.

The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

Reporting Bullying, Harassment or Intimidation immediately is crucial to ensure action on the part of the school. To report bullying you should

1. Speak directly to the teacher/ or administration about the incident, you may still be asked to fill out the form so that the report of the incident can be as detailed as possible.
2. Fill out the online form to report bullying either experienced by you or another student. Form is also available on paper in the front office.
3. Reports will be handled immediately as they come in and may require us to speak with all parties involved and investigate before a determination can be made. Should the actions be considered bullying, harassment, or intimidation the following consequence table will be in effect.

Bullying- the repeated, severe hurtful attack on another student that threatens their feeling of safety on campus and actions are not returned by the victim. This includes cyber bullying that affects the students ability to engage in school. These actions make a direct impact on the students safety and success in the educational environment.	2-10 day OSS suspension, counseling, or mediation if appropriate, parent conference with administration. Possible expulsion depending on severity and history.	5-10 day OSS suspension, counseling, or mediation if appropriate, parent conference with administration. Possible expulsion depending on severity and history.	10 day OSS suspension, counseling, or mediation if appropriate, parent conference with administration. Possible expulsion depending on severity and history.
Harassment or intimidation where the student is engaging in speech or actions that threaten another	<i>Due to the potential seriousness of this offense and the requirements of Montana Education law, the scale of intention of the perpetrator and other contextual factors the consequences have a wide range. Multiple factors will be taken into account when addressing this issue. 1-10 days OSS suspension, possible expulsion, possible referral to law enforcement and safety plan in place.</i>		

individual, make demeaning comments based on race, color, national origin, ancestry, sex ethnicity, religious beliefs, disability or economic status. These actions make a direct impact on the students safety and success in the educational environment.	
Sexual Assault- physical contact with another student or adult intended in a sexual manner that is knowingly made without consent.	<i>Due to the seriousness of this offense, consequences may vary based on context or history and law enforcement.</i> 1-10 days OSS suspension, possible expulsion, referral to law enforcement and safety plan in place.
Sexual Harassment- Sexual remarks or physical actions that are directed at or perceived by the receiving student as intended to demean, intimidate, embarrass, tease/taunt or humiliate another student These actions make a direct impact on the students safety and success in the educational environment.	<i>Due to the potential seriousness of this offense and the requirements of Montana Education law, the scale of intention of the perpetrator and other contextual factors the consequences have a wide range. Multiple factors will be taken into account when addressing this issue.</i> 1-10 days OSS suspension, possible expulsion, possible referral to law enforcement and safety plan in place.

Complaint Procedure

Any problems arising between teacher-student, parent/guardian-teacher or administration-teacher should be dealt with promptly.

The chain of command is important as far as school personnel goes: Teacher, Principal/Superintendent, School Board.

CHAIN OF COMMAND

Conflict Resolution Process

In order to resolve conflicts at the lowest possible level, please observe the Chain of Command:

Level 1 – Student meets with Teacher or Adult Employee

Level 2 – Student and Parent/Guardian meet with Teacher

Level 3 – Student and Parent/Guardian meet with Teacher and Administration

Transportation

Through the cooperative effort of parents/guardians, students and transportation personnel, Gardiner School has accomplished an enviable safety record for student transportation.

School Transportation Policy: Transportation by school bus is a privilege. This service is provided for those who wish to ride under the terms set up. Students who repeatedly break the rules or disregard the instructions of the driver will lose riding privileges.

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the following guidelines. No one is required to ride. Riding is a privilege.

The following information for parents and students states the regulations governing riding. Rules are made for the safety of students and must be followed. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this bulletin, and in case there are questions, ask for explanation in order that there be no misunderstanding.

Information regarding school bus service may be obtained by calling:

District Superintendent
Gardiner Public School
Telephone: 406-848-7563

The Transportation Program is designed to provide bus service:

A) To public school students, grades K-12, who live three (3) or more miles from school. (Montana Law provides methods of financing for transportation for these eligible students through taxation.)

Patrons must not expect the bus to stop at every street or lane. This is a group service.

Buses, which meet the State Highway Patrol inspections, are used and drivers are certified according to regulations of the State Department of Public Instruction.

School Bus Drivers

Safety meetings with the drivers are held throughout the school year and the entire fleet has continuous over-the-road supervision.

A) The school bus driver has the responsibility and the authority to maintain discipline on the school bus.

- B) The school bus driver has the authority to assign seats, whenever he/she feels that such action is appropriate, to assure the safety of all students.
- C) The School District expects to be compensated for any malicious damage caused to a school bus by a student.
- D) The riding privilege of a student may be revoked for violation of any of these rules or for conduct, which is detrimental to the safe operation of the school bus.
- E) Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another school room and act accordingly, except that conversation in normal tones is permitted.
- F) No person other than regular bus students will be permitted on the bus without permission from the Administration. Students will be loaded or unloaded at the bus stops or school buildings only.
- G) All students must have a note or verbal permission from parents or guardians if they get off the bus at a stop other than their regular stop, or if they are riding a different bus. Students will not be let off at stops not at their house such as Tom Miner and East River Road without someone there to pick them up. The driver will return with the student to the school.

Drivers are required to report misbehavior on the school bus to the school administration.

Rules, Regulations and Consequences

Students must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.

Buses will leave the school at approximately 4:10 p.m. Monday -Thursday, unless directed by the superintendent for some emergency.

Students are to be properly dressed for the weather conditions. Students should have hats, gloves, winter coats and proper foot wear during winter months. Students on extra-curricular buses should bring a blanket during winter months.

Illness Guidelines: When to keep students at home

In an effort to ensure the health of all Gardiner students and staff these are some recommendations regarding when your child should not attend school. If your child has mild respiratory or cold symptoms (stuffy nose with clear drainage, sneezing, and mild cough) they may attend school if they feel well enough to participate in school activities.

Sick children should stay at home when:

- They don't feel well enough to participate comfortably in usual activities, (i.e. extreme tiredness, irritability, or persistent cough).
- They require more care than school staff is able to provide without affecting the class routine or compromising the health and safety of other children.

Students with the following symptoms or illness should be kept (excluded) from school:

SYMPTOM

- **DIARRHEA:** Frequent, loose or watery stools compared to your child's normal pattern; not caused by diet or medication.
- **FEVER:** Temperature of 100°F or above. Student may return to school when there is no longer a fever without the use of fever-reducing medications.
- **FLU SYMPTOMS:** Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea. Student may return to school when there is no longer a fever without the use of fever-reducing medications.
- **COUGH:** Severe, uncontrolled coughing or wheezing, rapid or difficult breathing. (Note: Students with stable asthma may attend school with a written care plan and authorization for medication/treatment.)
- **RASH WITH FEVER:** Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by your health care provider. (Note: Body rash without fever usually does not require exclusion from school; seek medical advice).
- **VOMITING:** Two or more episodes of vomiting in the last 24 hours. Your child may return to school when vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration.

ILLNESS

- **CHICKEN POX:** Your child may return to school when blisters have dried and crusted (usually 6 days). If a blister occurs after the chickenpox vaccinations, contact your health care provider.
- **CONJUNCTIVITIS (Pink Eye):** Your child may return to school 24 hours after initiation of treatment if indicated. If your health care provider decides not to treat your child, a note is required.

- **HEADLICE OR SCABIES:** Once treatment has been initiated, your child may attend school.
- **COLD SORES/FEVER BLISTERS:** Child may return to school when lesions are no longer weeping or oozing and have scabbed over.
- **IMPETIGO:** Your child may return to school 24 hours after treatment starts.
- **RINGWORM:** Initial treatment as directed by your health care provider. Student may return to school but keep area covered from casual contact with other students.
- **STREP THROAT:** Your child may return to school 24 hours after treatment initiated and they are able to participate in usual activities.
- **VACCINE PREVENTABLE DISEASES:** Measles, Mumps, Rubella (German measles), Pertussis (Whooping Cough) Student may return to school when your health care provider determines they are no longer infectious.
- References
 - <http://www.cdc.gov/healthyyouth/policy/index.htm>
 - The Children's Hospital, Aurora Colorado, Illness Policy: How Sick is Too Sick? 2010

Management of Concussions (also known as a Head Injury or Traumatic Brain Injury)

Gardiner School recognizes that concussions are a serious matter. Recent medical research is indicating that concussions can lead to serious injury and even death; especially in the developing brain of adolescents and teenagers. Long term research is now revealing that deficits with learning, emotional health, and psychomotor skills can also result from concussions. Gardiner School will strive to educate students, parents/guardians, and staff to recognize and manage concussions for the health and well-being of our students.

What is a Concussion? Fast Facts

- A concussion is a brain injury and all are serious.
- Most concussions occur without loss of consciousness.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

What is a Concussion? (Definition provided by the Center for Disease Control)

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.

Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious.

Concussions can occur in any sport or recreation activity. So, all coaches, parents/guardians, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

For our athletic coaching staff, every coach shall complete the “NFHS Concussion in Sports-What You Need to Know” course each year. The course will be viewed before the coach has contact with student athletes in his/her respective sport. Each Spring, students in grades 5 through 11 will complete the ImpACT (Immediate Post-Concussion Assessment and Cognitive Test) baseline test in preparation for the following school year.

Management of concussions is a complex and evolving process. Current best practices in the field of concussion management will be implemented by Gardiner School to ensure the safety of students. To comply with Montana High School Association direction and the Dylan Steigers Protection of Youth Athletes Act, parents/guardians and students will review and sign the front page of “Student-Athlete & Parent/Legal Guardian Concussion Statement”. If a student sustains a concussion, Gardiner School will continue to require that the student be cleared to return to school and also to return to sports activities by a ~~Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician’s Assistant~~ **licensed medical professional** trained in the evaluation and treatment of concussions.

It is the responsibility of every Gardiner School employee, student, or parent/guardian to report when they believe a concussion has occurred. This includes injuries sustained outside of school as well as during school and school sponsored activities. In the event a Gardiner School staff member suspects a student may have suffered a concussion or head injury, the following steps will be initiated:

1. Immediately evaluate the student for signs or symptoms consistent with a concussion. **Utilize SCAT2 (Sport Concussion Assessment Tool 2) for the assessment.**
2. Evaluate the need for emergency (911-ambulance) care. If a student loses consciousness they will be transported to the nearest hospital via ambulance for medical evaluation.
3. Proceed as follows if signs or symptoms of a concussion are present.
 - Remove student-athlete from the school activity.
 - Notify parents/guardians about the possible injury.
 - Ensure student/athlete is evaluated by a ~~Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician’s Assistant~~ **licensed**

medical professional trained in the evaluation and treatment of concussions.

- Notify the Athletic Director.
- The student-athlete may not return to school activities (classes or sports) until the school has received a written clearance from one of the above listed healthcare professionals. The student may not return to play/sports activities until they have successfully completed the return to school and return to play protocol.
- “IF IN DOUBT, SIT THEM OUT.” will be the philosophy for the management of potential injuries to Gardiner School students.

If the student requires accommodations regarding return to school activities those modifications to the school day will be coordinated with one of the above listed health care professionals, administrator, teaching staff, parent/guardian and school nurse. For further information please see: <https://www.cdc.gov/headsup/index.html>.

Policy for Administering Medication at School

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short-term acute health conditions.

No medication should be administered by any school personnel, including the nurse, except on the written orders of a physician and with written parental/guardian permission. These medications should be safeguarded at school to avoid any risk that they might be ingested by the wrong child.

A recommended procedure for administering justified medications at school would be:

Administering Medicines to Students: A building principal or other administrator may authorize, in writing, any school employee: To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian, and To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian. Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication The Board of Trustees will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent or guardian, 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 risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an 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. The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

For grades K-6, a building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;

Handling to a student a pre-filled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;

Opening the lid of a container for a student;

Guiding the hand of a student to self-administer a medication;

Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and

Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Administration of Glucagon

Only trained parent-designated adults may agree to administer glucagon pursuant to a diabetic student § 20-5-412, MCA.

Handling and Storage of Medications

The Board of Trustees requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name; if pills or medications are sent to the school in any container other than the original prescription or over-the-counter container, the medication will be left at the office but not administered to the child. The parent will be asked to pick up the unmarked medication.

Must develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel; Must record on student's individual medication record the date a medication is delivered and the amount of medication received;

Must store medication requiring refrigeration at 36° to 46° F;

Must store prescribed medicinal preparations in a securely locked storage compartment; and

Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent or guardian or, with permission of the parent or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities. Legal Reference: §20-5-412

Use of Inhalers. Please check the appropriate box on the “Authorization for Treatment” form signed by each parent/guardian at the beginning of the school year if your child has asthma and uses an inhaler. *This is a medication and falls under the school rules governing administration of medications at school.* Therefore, we would like you and your child’s doctor to fill out the enclosed “Permission for Medication” form and return it to the school. This information will be helpful to elementary teachers and the school nurse if called upon to keep your child’s inhaler. This information will assist in providing clear guidelines as to when the inhaled medication is needed. Upon receipt of the “Permission for Medication” form, the school nurse will be mailing the form “Montana Authorization to Carry and Self-administer Asthma/Allergy Medication” to you. Authorization granted to a student to possess and self-administer medications shall be valid for the current school year only and must be renewed annually.

Academic Eligibility and Participation Rules

Eligibility Policy

The Board of Trustees acknowledges that individual academic growth is the primary mission of the school program. The Trustees further recognize the value and contribution of high school activities. The Gardiner School Academic Eligibility Policy for Activity Programs reaffirms the primary academic mission. The Gardiner School District will follow the Montana High School Activities eligibility requirements at a minimum. In addition, our goal is to provide support for any students who are struggling academically, while still giving them an opportunity to pursue their passion.

~~Any student who has a missing assignment or is failing a course (checked Monday on a weekly basis) will be required to miss practice until the assignment is completed. If the assignment is not completed by the end of the school day Thursday, Friday School attendance will be required. Students with missing assignments that do not complete the assignments either by the end of the school day on Thursday or fail to attend Friday School will be ineligible for the weekend activities beginning on Friday. Students who remain on the Friday School list for consecutive weeks for the same failing grade or the same missing assignments will be ineligible regardless of Friday School attendance.~~

School Telephones

School telephones are primarily business phones and should be considered as such. Your children will be permitted to use the telephone only when it is absolutely necessary. Plan your after school activities with your children before they leave home so that the telephone calls are cut to a minimum. If your child is to go somewhere other than home after school, please see to it that he/she knows this and has a note for the teacher stating where he/she is to go. Students should not be released from class at any time to use the telephone unless there is an emergency.

Student Cell Phone Policy

Student possession and use of cellular phones, pagers, 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 shall be permitted only under the circumstances described herein. At no time shall 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. Cell phone use on an activity or route bus shall be restricted to

contacting parents/guardians. Inappropriate use of cell phones will result in disciplinary actions at the discretion of the administration.

If a student brings his/her cell phone to school it cannot be used during recess, lunch time, or any other time during the school day without explicit permission from the teacher(s). Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Student Accident Insurance

The Board of Trustees provides a special School Child Accident Insurance Policy for all students. This coverage is a second carrier and will only pay after your primary insurance has covered claims.

Student Clothing and Dress Code

Clothing

Students are required to wear shoes or sandals during classes. Parents/Guardians should mark the child's clothing with his/her full name and teach the child to put on and remove clothing. Students are to be properly dressed for the weather conditions. Students must have hats, gloves, winter coats and proper footwear during winter months. Students on extra-curricular busses should bring a blanket during winter weather.

Gym Shoes

Students are required to participate in Physical Education. They must use gym shoes with NON MARKING SOLES. Please provide a separate pair of gym shoes to be kept at school to be used only for P.E. classes.

Dress Code

A student and their parent or legal guardian are responsible for a student's pattern of personal appearance. Personal appearance includes dress, grooming and personal hygiene. Because a definite correlation exists between dress, attitude, and achievement in school, students will be expected to keep themselves well groomed at all times. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or other and does not materially or substantially disrupt or distract the education process.

- A. All school attire must be good quality; holes, tears, or ragged unsightly edges are not acceptable.
- B. Spandex or shorts worn during gym class are not allowed outside of the gym.

- C. Shorts, skirts and dresses must be at least mid-thigh in length.
- D. No headgear, such as sweatbands, hats, bandannas or scarves will be worn in the classrooms or cafeteria during regular school hours.
- E. For health and safety reasons, shoes or sandals must be worn in school.
- F. Shirts must cover the mid-section.
- G. NO spaghetti strap shirts or dresses allowed.
- H. Wide cut tank tops will be allowed if cut in a modest fashion.
- I. Clothing that is revealing (of undergarments, etc...), including spandex and boxer shorts, is not allowed.
- J. Obscene or suggestive insignia, or beer, liquor, or tobacco advertisements are not allowed.
- K. This policy also applies to any student participating in any extra-curricular activities sponsored by Gardiner School.

The Board of Trustees delegates to the Administration and faculty the right to determine acceptable wear. If the Administrator feels attire is unacceptable, then the student will be asked to change. Consequences for repeat offenders is at the Administration's discretion.

Lockers

All students in grades 3, 4, 5, & 6 are assigned a locker in the K-6 hall for their personal use. Lockers are a "personal space". Students are not allowed to access another person's locker. School personnel will have access to all lockers. Decorations must be tasteful and approved by school personnel. Each student will be responsible for keeping his or her locker clean.

VIDEO SURVEILLANCE ON CAMPUS

School district buildings, grounds, and buses are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.