

West Valley School

K-4 Parent & Student Handbook

2023 - 2024



WEST VALLEY
WARRIORS

West Valley School
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THE WARRIOR WAY

We are **kind** and we stick up for each other.

We **respect** ourselves, each other, and our environment.

We **persevere** with purpose.

We have the **courage** to do the right thing.

Go Above and Beyond, It's the Warrior Way!

School Day		
Regular Day	K-3	8:20 - 3:10
	4-8	8:15 - 3:15
Late Start	K-3	9:00 - 3:10
	4-8	9:00 - 3:15
	PLC	8:00 - 8:50

Elementary Schedule		
9:45 - 10:00	Morning Recess (2 & 3)	
10:00 - 10:15	Morning Recess (K & 1)	
11:15 - 12:00	1st Lunch	Recess 11:15 - 11:40 Eat 11:40 - 12:00
11:20 - 12:05	K Lunch	Eat 11:20 - 11:40 Recess 11:40 - 12:05
11:25 - 12:10	2nd Lunch	Recess 11:25 - 11:50 Eat 11:50 - 12:10
12:05 - 12:50	3rd Lunch	Recess 12:05 - 12:30 Eat 12:30 - 12:50
12:15 - 12:45	4th Lunch	Eat 12:15 - 12:30 Recess 12:30 - 12:45

1:45 - 2:00	Afternoon Recess (K & 1)
2:00 - 2:15	Afternoon Recess (2 & 4)
2:15 - 2:30	Afternoon Recess (3)

*Supervision begins at 8:00 AM and ends at 3:25 PM.

Appropriate Dress

Students are expected to be dressed in modest attire that is comfortable and appropriate for the season, recess, and other class activities. In the interest of an effective educational environment, fulfilling federal and state mandates, and the promotion of healthy attitudes West Valley School has developed the following guidelines:

- 1.) Students will not be allowed to attend school without shoes, shirts, or appropriate tops of modest style.
- 2.) Alcohol/drug, tobacco slogans, violent, sexual, and profane symbols/slogans will not be permitted on apparel worn at school
- 3.) Hats, caps, or other types of head covering inside the school building is prohibited unless special circumstances dictate otherwise

The administration and staff have the responsibility and right to determine individuals being in violation of the dress guidelines.

*Please mark your students' clothing (ie, coats, boots) for easy identification.

Articles Prohibited In School

Many articles, which are deemed safe outside the school setting become dangerous or unduly distracting in a school setting. Any items that may be used to endanger and/or intimidate other students and/or staff fall under this policy. The staff and/or administration will define the nature of the item. Appropriate disciplinary action will follow. If you are questioning any particular item please call the school administration.

Other items such as stereos, electronic items or other fragile or expensive items should not be brought to school unless the teacher requests such an item for educational purposes. *Personal property is not covered by the school's insurance.

Athletics

Cross Country is a Kindergarten through 8th grade sport at West Valley School. In order to participate, students need to pay a \$25 activity fee to the main office. Students also need to have a recent physical turned in to the Athletic Director by the first practice. Students that are absent for the school day will not be eligible to participate in school sponsored activities that day.

Attendance Policy

Regular and punctual attendance is essential for the optimum growth and development of students. A direct relationship between good attendance and success in school has been clearly established. Therefore, we believe that it is the responsibility of the parent(s) or guardian(s) to make sure their student is in school on a regular basis. Please contact the school if a student will be absent or need to leave early. The school has a state mandated responsibility to make phone contact with the home to determine the student's status.

State law requires:

a. A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

*Please note it is important that phone contact and/or a written note by a parent/guardian must be received no later than the day of their return. If after 3 days, the secretary has received no note or phone call, the absence becomes unexcused. A student with accumulated unexcused absences may be detained from field trips and other activities in order for work to be completed.

Excused Absences

When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence by 9:00 A.M. If a student is not present and the parent has not notified the school of the absence; the school has a state mandated responsibility to make phone contact with the home to determine the student's status.

Absences whereby a student returns to school after being absent and the student is accompanied by a WRITTEN EXCUSE, SIGNED AND DATED BY A PARENT/GUARDIAN, OR A PHONE CALL within (2) two days upon return to school. The written excuse or phone call must contain the days absent and the reason(s) for being absent. The school secretary will issue an admittance slip for the time missed.

Excused absences are categorized as follows:

- illness
- participation in school activities
- bereavement
- verifiable family emergencies
- necessary absences approved by the parent
- medical appointments which absolutely cannot be scheduled outside of the school day.

Disciplinary Action may ensue for continuous unexcused absences or tardiness.

Unexcused Absenses

Absences where a student does not have a note from the parent/guardian and/or a legitimate reason for being absent. In the event the administration determines an absence unnecessary, the absence will be considered unexcused. An unexcused absence is considered skipping school and may be dealt with through the West Valley Discipline System.

Excessive/Chronic Absences

Excessive absences (Federally Truant) will be investigated by the administration and may result in loss of credit, referral to the SST (Student Support Team), or referred out to the Truancy Officer. (Truancy, MCA 20-5-1060). Excessive tardies and absences may also result in lost field trips, extracurricular opportunities, and other important functions that require a responsible and present student.

Leaving School During School Hours

If your child leaves the school during the school day, a parent must come to the office to pick up the student and sign him/her out of the building. We cannot release a child to a person other than the legal guardian without prior communication from the parent.

Tardies

All students who arrive late to school must report to the office to receive a pass to their classroom. Communication from the parent to the office will be required for your tardiness to be excused.

Bicycles

Students are encouraged to ride bicycles to school on good weather days. All safety precautions should be reviewed and followed. Students who ride their bikes to school are encouraged to lock them. The school cannot be responsible for lost or stolen bikes. All bikes are not to be ridden on the school grounds and must be parked in the designated area.

Bullying/Harassment/Intimidation/Hazing

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

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated. 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. [See Policy 3226]

Bus Rules Outline

Student behavior on the school bus is extremely important for the safety of everyone aboard. Passengers will be required to adhere to the following expectations:

Loading the bus:

1. Approach bus door in single file line
2. One arm-length space between students
3. Normal speed, one step at a time
4. Hands, feet and objects to self
5. Voice level 0 – 2
6. Polite words
7. Ask for help when needed

Riding the bus:

1. Sitting up straight
2. Facing forward
3. Bottom on seat and feet on the floor
4. Body and gear completely inside seat area for safety
5. All trash in wastebasket
6. Voice level 0 – 2

7. Polite words
8. Friendly conversation
9. Asking for help when needed

Unloading the bus:

1. Seated until the bus is completely stopped and row in front of you goes
2. One arm-length space between students
3. Hands, feet and objects kept to self
4. Normal speed, one step at a time
5. Voice level 0 -2
6. Polite words
7. Asking for help when needed

Students who receive a bus behavior referral from a driver will be subject to the following progressive disciplinary actions:

1st Offense - Verbal warning - The student will be made aware of the referral and will be retaught the bus expectations. Parents will be contacted about the referral.

2nd Offense - 2 day suspension - The student will be informed of the second referral and a two-day suspension may be implemented.

3rd Offense - 5-10 suspension - The student may not be able to ride the bus for a period of 5 to 10 days. A parent conference may be appropriate in order to make a plan for the student to arrive safely. This could include the MTSS team as well.

4th Offense - Suspension from bus privileges for the remainder of the school year.

All offenses will be reviewed by the administration. Any major offenses on the school bus may result in immediate suspension, regardless of the offense number.

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunches daily. The office staff collects funds (cash/check) or parents may deposit funds online with a card. **Checks should be made to West Valley School.** Please make sure your family has money on their account or you have filled out our online free/reduced application before having your student(s) use our food service. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the Food Services Clerk in the office or apply using the online free/reduced application before having your student(s) use our food service. **All payment methods result in the same procedures in the lunch line, there is no difference related to funding source.** As each student goes through the food service line, they will give their full name and will be charged through our new barcode system

at the end of the line.

Meal Prices:

Breakfast is served before school with a cost per meal of \$1.75/full pay, \$0.30/reduced and free for those that qualify. A prepared lunch including milk is available at midday with a cost per meal of \$3.00/full pay, \$0.40/reduced and free for those that qualify. Student's will order lunch in their first period class for that day's meal. Milk is included with each meal but if you choose milk only, or want more than one milk, there is a \$0.35 charge. A student is allowed to charge no more than three meals. [Refer to Policy 8205]

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones on school grounds, at school-sponsored activities, and while under the supervision and control of 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.

Students may use cellular phones and other electronic signaling devices on campus after school ends. These devices may only be used outside in the student pickup and drop off areas. At no time may these devices be used in or around the playground areas, in school buildings or other non-designated areas (unless approved by a staff member). These devices must be out of sight 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 officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Cold Weather/Red Flag Days

If a red flag is hanging outside of the front office, this indicates severe weather. The school will be open earlier for students to enter the school building. In the winter months, all students will be expected to go outside during recess. Fresh air and exercise supports healthy bodies and enhances the ability of students to be more productive and learn better. Students need to be prepared each day with appropriate clothing including, hat, warm gloves, winter coat, snow pants and boots. Please make sure items are labeled. Students will be expected to go outside when temperatures are above 0°F, with wind chill.

Common Illnesses

A sick student will be removed from the classroom and put in the sick room in the main office. Parents will be notified and asked to pick up their child. No sick or injured student will be sent home unattended.

Communicable Diseases / Conditions

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis Hepatitis Rubella (German Measles),
Campylobacteriosis Influenza including congenital
Chickenpox Lyme disease Salmonellosis
Chlamydia Malaria Syphilis
Colorado Tick Fever Measles (Rubeola) Scabies
Diphtheria Meningitis Shigellosis
Gastroenteritis Mumps Streptococcal disease, invasive Giardiasis Pinkeye Tuberculosis
Hansen's disease Ringworm of the scalp
Whooping Cough (Pertussis)

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction may be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary

care provider authorizing a student's return to onsite instruction.

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

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual.

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. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the

designated Board policy, 1700, available on the website, and at the district office.

Compliance With Federal Mandates

To ensure that all eligible students and patrons of West Valley School District #1 receive equal opportunity in a nondiscriminatory manner, West Valley School recognizes and shall abide by all current federal mandates.

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination of students on the basis of race, color, or natural origin:
2. Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex:
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap:
4. American With Disabilities Act of 1970.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Parents will be asked to sign a user agreement (separate from this handbook, available through Infinite Campus) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — email — using District computers are not private and may be monitored by District staff. [For additional information, see policy 3612, 3612P]

Disciplinary Action

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.

- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol.

Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or

intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when 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.
- Travel to and from school or a school activity, function, or event.

- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Action

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to temporarily remove students from classrooms for disruptive behavior.

Emergency Drills

Emergency drills at regular intervals are required by law and are important for safety reasons. A continuous fire alarm will ring. All students will leave the room in a single file line following the route described by their teacher. There shall be no running or talking in the lines during any part of the drill. An orderly return will begin when the all-clear bell is rung. [Policy 8301]

Lock Down drills are a means of securing a safe environment for students and staff. Students remain in their classrooms until an “all clear” signal has been given.

Emergency School-Closing Information

Emergency School Closure procedures are available on the school website under District.
Westvalleyschool.com

Equal Education, Non Discrimination

The District will make equal educational opportunities available for all students without regard to 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 extracurricular programs and activities.

Illegal Drugs, Alcohol, Tobacco, and Weapons

The use or possession of illicit drugs, alcohol, tobacco, and weapons during school functions and/or on school grounds will result in:

- 1.) Referral to the appropriate law enforcement official
- 2.) School disciplinary action that could include immediate suspension and/or expulsion

It is the policy of the West Valley School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be

expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. (Refer to Policy 3311)

Fund-Raising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the superintendent. Fund-raising by non-school groups is not permitted on school property.

[For further information, see policies 3530, 3535]

IDEA (Public Law 94-142)

This directs all public schools to provide an appropriate education for students who are handicapped or are otherwise learning disabled. Questions related to West Valley’s modified educational plans for handicapped and/or learning disabled students may be directed to the Superintendent, principal, or any SPED teacher.

** Specialized services are contracted through the Flathead IDEA Cooperative. Many students are screened to detect problems. Staff includes a school psychologist, an early childhood teacher, and a speech therapist.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for

medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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 immunization. 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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) 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 renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. [For further information, see policy 3413]

Kindergarten Age Requirement

To be eligible to enroll in Kindergarten at West Valley School, students must be 5 years-old by September 10.

Law Enforcement

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

Lost and Found

In order to assist students who have lost articles, we have a lost and found area located near the front office. This is the first place to check for or bring a lost item. Unclaimed items may be sent to a charity on the day of our monthly Board meeting. The school cannot assume responsibility for student losses. Please mark all items such as jackets, coats, lunch boxes, etc.

Medicine At School

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details

regarding self-administration of medication are available at the office as outlined in Policy 3416, 3416F, 3416F1]

Parental Rights

West Valley School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

Parent/Family Engagement and Involvement in Education – Policy 2158

School Activities and Clubs – Policy 3233 and Policy 3510

Student and Family Privacy Rights – Policy 2132

Student Health – Policy 3410

Student Health Instruction – Policy 2335

Student Immunization – Policy 3413

Student Records and Confidentiality – Policy 3600

Parking

West Valley School is located on one of the busiest rural highways in the county, which makes the parking, pick-up and delivery of students, and visitor traffic a crucial component of student safety. It is therefore critical that the guidelines are strictly followed and enforced.

The use of McMannamy Draw for parking and/or student pick-up and delivery is strictly prohibited. The gates in this area are locked and Students climbing over the fence face possible disciplinary action.

We encourage parents to have their children picked up by no later than 3:30 PM. Supervision of the playground area begins at 8:00 AM and ends at 3:25 PM. Children on the playground before 8:00 A.M. or after 3:30 PM are at risk.

Please see that your children are dressed for the weather conditions of the season, unless extreme conditions warrant an earlier entrance.

Pets

Students are not allowed to bring pets of any type to school unless approved in advance by the classroom teacher.

Protection Of Student Rights [Policies 3200, And 2132]

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

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

Instructional Materials

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 district will not administer or distribute to students any survey or other instrument for the purposes of

collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Release of "Directory Information"

"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student's [name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended]. This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student's School Records:

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. 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.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. 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.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

- Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.
- Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. • Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.
- The parent will be notified if any prohibited items are found in the student's desk or locker.

Section 504 Of The Rehabilitation Act Of 1973 (“Section 504”)

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. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Refer to Board Policy 2162 & 2162P.

Sexual Harassment / Sexual Discrimination

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with the Superintendent who serves as the District

Title IX coordinator.

For purposes of this section and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education program or activity or;
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P. For more information about the District’s complaint procedure, see Policy 3225, 3225P, 3225F

Special Education

The District will 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 (IDEA),

provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current Montana State Plan under Part B of IDEA. Refer to Policy 2161 & 2161P.

Special Education Record

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 they expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Student Records

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 principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee 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 any employees, agents, or 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, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. 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. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at nominal cost per page, 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 and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for

requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Student Assessments

Test	Window	Purpose
Aimsweb (K-2) STAR Math and Reading (3-8) CORE Assessment (K-2)	Trimester	To monitor growth and guide current instructional needs To evaluate the effectiveness of academic intervention groups
SBAC (Math and Reading) (3-8)	Third Trimester	Statewide, grade-level assessment. Provides information on student and schoolwide success and areas needing improvement

Teacher/Classroom Requests

We believe all our teachers are qualified and caring teachers. We spend time at the end of every school year to place students in their next classroom. We discuss many details about each student, so we can place them in a classroom that will best fit their academic, social and emotional needs.

Valuables

West Valley discourages bringing valuable items to school. If you find it necessary to bring a valuable item it may be best to leave it at the school office until the end of the day. The best policy is to leave valuables at home. Coats and other personal belongings should be marked with suitable identification.

Video Surveillance

The West Valley School Board adopted policy 3235, which addresses video surveillance at the school. There will be signs posted at the main entrances to the school, indicating the use of video surveillance, with audio.

The purpose of the cameras is to ensure the health, welfare and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds and equipment. The superintendent will approve appropriate locations for video cameras. The District has the right to use video recordings as a part of a student's educational record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Visitors to the School

Visitors are always welcome at West Valley School. We do require that all visitors stop at the office and sign in. If you are dropping off an item for your student or need to speak with him/her briefly, please make arrangements with the office staff rather than to interrupt the child's classroom. Please obtain a school visitor pass at the office.

Please note that entrance into the school by parents and visitors is restricted to the front door only. Preschool age siblings, relatives, or friends of the students should not be brought to school as visitors, unless proper arrangements have been made in advance with the classroom teacher.

Volunteers

West Valley welcomes volunteers in the educational setting. Parents, community members and other volunteer entities provide support that is important for the educational process. If interested in volunteering in a classroom or other area of the school please contact the teacher or stop by the front office. Volunteers should understand that confidentiality for all students is key to the success of our volunteer program. Every effort should be made to keep all school related progress, outcomes and teacher interactions confidential. No volunteer should discuss individual children with people other than the teacher. The administration and teacher will decide where volunteer services are best suited or if needed at all.

West Valley Parent Organization

The WVPO is very active and is always looking for your participation, talents, and creativity. The meetings are on a monthly basis and conducted in the school library.

West Valley School Board

Marilyn Hedstrom	School Board Chair
Stefanie Hanson	School Board Vice Chair
Laurel Ekern	School Board Trustee

Jeff Meredith	School Board Trustee
Mark Waatti	School Board Trustee

The School Board holds its regular meetings on the second Monday of every month at 5:30 P.M. We encourage parents and patrons to attend the open School Board meetings. Meetings are held at the school.

West Valley School Staff

Administration

Richard Gross	Interim Superintendent
Alesia Hamill	Interim Elementary Principal, K-4
Tina Blair	Middle School Principal, 5-8

Student Support

Teri Dierenfield	Curriculum Director/Athletic Director
KC Iletto	Speech and Language
Tonya Jewett	Instructional Coach
Megan Malia	Special Education Teacher
Anna Porter	School Counselor
Heidi Raab	School Psychologist
Nicky Shepard	School Psychologist
Molly Zier-McLaughlin	Special Education Teacher

Front Office

Mila Baker	Assistant Secretary/Attendance / Enrollment
Brooke Ells	District Secretary/Substitute Coordinator
Ashley Hammer	Assistant Secretary
Mark Fessler	Business Manager
Shannon King	Assistant Clerk

Certified Teachers

Carly Banek	Kindergarten
Kathleen Johnson	Kindergarten
Jo Kowalka	Kindergarten

Jake Loveless	Kindergarten
Lindsey Bird	1st Grade
Mandy Briney	1st Grade
Molly Roe	1st Grade
Ashley Tkachyk	1st Grade
Ashley Thompson	1st Grade
Sara Dankers	2nd Grade
Emma Johnson	2nd Grade
Sarah Matdies	2nd Grade
Kate Wilson	2nd Grade
Chelsea Belanger	3rd Grade
Alicia Genter	3rd Grade
Bethany Knudsen	3rd Grade
Melanie Ruonavaara	3rd Grade
Christian Wallace	3rd Grade
Kristen Funderburgh	4th Grade
Tania Kalenga	4th Grade
Brinn Romagnuolo	4th Grade
Gretchen Wick	4th Grade

* The Student 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. Therefore, any changes in policy may affect student handbook provisions. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.