

STUDENT PARENT HANDBOOK

2012 - 2013



Emily Dickinson Elementary School - Bright Beginnings

OUR MISSION

The Emily Dickinson community will join together to provide our children with the academic and behavioral skills needed to reason and communicate responsibly in society. These skills will be taught in a safe and caring environment where individual differences are accepted.

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Bozeman Public Schools

Calendar 2011-2012

July						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

August						
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28	<u>29</u>	30	31			

September						
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October						
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23	24	25	26	27	28	29
30	31					

November						
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27	28	29	30			

December						
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January						
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22	23	24	25	26	27	28
29	30	31				

February						
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26	27	28	29			

March						
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25	26	27	28	29	30	31

April						
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22	23	24	25	26	27	28
29	30					

May						
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27	28	29	30	31		

June						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dates to Remember

- July 4 Independence Day Holiday
- August 25-26 K-12 PIR Days (No school, required for teachers only)
- August 29 School Begins, 1-12
- Aug 29.-Aug. 31 K Orientation
- September 1 K Full Days Begin
- September 5 Labor Day Holiday
- September 21 Student Achievement Day
- October 20-21 Dist. Flexible PIR Days (School not in session)
- November 16 K-5 PIR Day (No school, Parent/Teacher Conf.)
- November 23-25 Thanksgiving Holiday
- Dec. 21-30 Winter Break (School Resumes Jan. 2)
- January 20 6-12 PIR Day (No school, required for teachers only)
- February 20 Presidents' Day Holiday
- March 12-16 Spring Break
- April 13 9-12 PIR Day (No school K-12)
- May 8 School Election Day
- May 28 Memorial Day Holiday
- June 3 BHS Graduation
- June 7 Last Day of School
- June 8 K-12 PIR Days (No school, required for teachers only)

Early Release Days

- Dismissal Times**
- K-12 - 1:45
- Dismissal on Last Day of School - 12:30
- October 4
- November 10
- January 19
- February 15
- April 3
- May 24
- June 7
- Grading Periods**
- K-5**
- Midterm - October 7
- Grading Period - November 11
- Midterm - January 20
- Grading Period - March 2
- Midterm - April 27
- Grading Period - June 8
- 6-8**
- Midterm - October 7
- Grading Period - November 22
- Midterm - January 20
- Grading Period - March 2
- Midterm - April 20
- Grading Period - June 8
- High School**
- Grading Period 1 - October 7
- Grading Period 2 - November 22
- First Semester - January 20
- Grading Period 1 - March 2
- Grading Period 2 - April 20
- Second Semester - June 8

Symbol Codes

- Dist. Flexible PIR Days (School not in Session)
- K-12 PIR (No School K-12)
- K-5 PIR (No School K-5)
- 6-12 PIR (No School 6-12)
- 9-12 PIR (No School K-12)
- Vacation
- School Begins
- School Ends
- K** Kindergarten Starts
- Early Release

With the approval of this calendar, the Board of Trustees, in commemoration of Martin Luther King Day (January 16), is directing that all teachers (K-5) and all social studies teachers (6-12) take action in the class-room to recognize and celebrate the principles for which Martin Luther King stood.

Emily Dickinson Elementary Contact Information

Office Hours 7:30 a.m. - 4:30 p.m.

Address 2435 Annie Street
Bozeman, MT 59718

Phone 522-6650

Attendance 522-6610 (voicemail)

Fax 522-6640

Website <http://www.bozeman.k12.mt.us/emilyd/>



Mail Day and Newsletters

Thursday is Mail Day at Emily Dickinson.

Students will bring home class work and school notices. The school newsletter will be sent home twice monthly and is available on the Emily Dickinson website at <http://www.bsd7.org/emilyd/>. Please check in your child's backpack for these items containing important information.

DAILY SCHEDULE 8:30 am - 3:20 pm

Dismissal at 3:20, busses leave at 3:35

Morning Recess

2 nd grade	9:45 – 10:00
Kinder	10:00 – 10:15
3 rd & 4 th	10:15 -- 10:30
1 st grade	10:30 – 10:45

Afternoon Recess

4 th & 5 th	1:30 - 1:45
K, 1 st , 2 nd	2:00 - 2:15
3 rd	2:15 - 2:30

Lunch

5 th	11:00 to 11:45
4 th	11:15 to 12:00
Kinder	11:25 to 12:10
2 nd	11:40 to 12:25
1 st	11:50 to 12:35
3 rd	12:05 to 12:50

Friday Early Release takes place at 2:10 p.m. every week for **grades K-3**; busses leave at 2:20. **4th and 5th** grade students will be dismissed as usual at 3:20.

PLEASE MARK THE FOLLOWING DATES ON YOUR CALENDAR:

District Early Release Days (Oct. 10, Nov. 7, Jan. 24, Feb. 13, Apr 3, May 23, June 13)

Six days each year all students (K-12) are released at 1:45 for teachers to attend training.

District Student Achievement Day for all K-12 students is September 19.

NO SCHOOL FOR STUDENTS as teachers will attend training related to student achievement.

Parent Conferences are during the day November 16 and two evenings to be determined. NO SCHOOL FOR K-5 STUDENTS on November 16.

ABOUT OUR SCHOOL

Emily's Garden – A restored natural setting that includes native plants and a water feature where students can grow and learn. The garden is used to teach and reinforce concepts in a variety of content areas.

Visiting Artist Program – PAC sponsored artists who work with each grade level. This program supplements the wonderful art instruction provided by our classroom teachers.

Emily's Helpers – Everyone is assigned duties to keep our lunchroom clean and teach personal responsibility.

Parent Liason Program – in partnership with Thrive, this program assists parents with school issues, communication with the school and connecting families with resources. Our parent liaison is Steve Wellington; contact him at 922-4253.

INCLUSION of Children with Disabilities – We have three special education classrooms in which students with a variety of moderate to severe needs may spend part of their instructional day.

MOSS – Montana Outdoor Science School partners with us to teach science through inquiry learning at all grade levels.

Response to Intervention (RtI) - this district-wide approach replaces the Student Assistance Team and is comprised of a variety of classroom teachers, specialists and administrators. The team reviews requests for intervention support, works with parents to plan interventions to meet needs and document the student's response to intervention.

PAC – Our PARENT ADVISORY COUNCIL supports our school through a variety of activities and fund raising events to provide materials that support our instructional programs.

PARENTS – We need you!!!

The school/family partnership is a crucial aspect of student success. Parents are a child's first and most influential teacher and can greatly affect how children feel about school. Some things parents can do to support their children's success include: let your kids know that you think school is important and that learning is exciting, establish school-day morning and evening routines, see that your children are at school each day and on time, and recognize their efforts. Teachers want to learn from you about your child; provide them with your insights into your child's gifts and challenges. We believe that children do best when schools and families work together to support the child and create opportunities for learning and growth.

Principal

Sharon Navas 6650

Assistant Principal

Robin Arnold 6508

Office Staff

Kari Chapman 6650

Bonnie Copeland 6604

Custodians

Don Petitpain 6605

Alice Zentner 6605

Food Service

Nancy Gensemer 6654

Eli Koga 6654

Parent Liaison

Steve Wellington 922-4253

CAP Coordinator

Brittany Hoose 451-1677

Instructional Paras

Gayle Hickert 6650

Shelle Powers 6650

Sandy Budeski 6650

Julie Elliott 6650

Math Para

LeeAnn Swain 6653

Angela Bergantine 6653

Interpreter

Syd Urbani 6650

After School Program

Matt Givens 548-1269

Before School Program

Cinde Collins

Altacare

Rebecka Casto 6639

Emilie Phelps 6639

DIAL 522 followed by the extension listed**Kindergarten**

Jennifer Burke 6602

Kristy Michael 6618

Kathleen Foley &

Nicole Strand 6612

Kristen Poulsen 6611

1st Grade

Cindy Bradshaw 6632

Angie Arrington 6630

Jeana Blomstrom 6619

Kathy Cote 6631

2nd Grade

Nellie Brown 6629

Natalie Ely 6616

Cherie Barr &

Leora Pittenger

Colleen Vittone 6626

3rd Grade

Patty Bartholomew 6633

Tasha Kirby 6621

Sarah Doshier 6635

4th Grade

Mary Christiansen 6615

Laura Hovland 6617

Tina Martin 6620

5th Grade

Dillon Warn 6634

Lynn Foust 6625

Rachel Screnar 6627

Intervention Specialists

Deb Matosich 6651

Librarians

Barbara Muller 6608

Lauren Kamps 6608

Special Education

Suzie Wendt (K-2) 6607

Jenn Arko 6607

Robin Zetzer (3-5) 6646

Special Education Paras

Jane Harris 6607

Heather Armfield 6646

Sally Brusher 6607

Stephan Shepherd 6607

Brittany Volf 6607

Jenny Schuster 6646

Jane Falk-Gentholts 6646

Stacy Jennaway 6646

Resource

Miriam Meyer 6628

Michelle Sobek (3-5) 6628

Tricia Talbott 6628

Loree Wilson 6628

Matt Wild 6628

Music/Band/Orchestra

Joy Strizich (gr. 1-5) 6624

Baerbel Pafford (Orch) 6624

Barb Bolte (K) 6624

Melissa Smith (band) 6624

Health Enhancement

Suzanne Kaplin-Jones 6613

Julie Smith 6614

Instructional Coach

Kelly McNeil 6650

Psychologist

Natalie Young 6609

Speech Therapist

Sue Hawkinson 6622

Physical Therapist

Tim Wilkes 6353

Occupational Therapist

Carmen Schall N/A

GUIDELINES for SPECIAL EVENTS

Birthdays, Treats and Invitations

For those parents wishing to send treats for a birthday or other special event, please try to:

- (1) Send individual, **healthy treats** that can be eaten with little mess.
 - (2) Notify the teacher at least a day in advance so that he/she can coordinate the number of treats brought on any one school day. There should be enough treats for every person.
 - (3) Check with your teacher to make sure there are no children with food allergies.
- For ideas and tips, check out the suggestions on the Student Wellness link on the District webpage.
- (4) To prevent hurt feelings and other awkward situations, we ask that you please mail invitations to those your child wishes to invite rather than sending them to school for passing out. Your sensitivity and cooperation in finding other avenues for delivery of invitations will be greatly appreciated.
 - (5) Each student will receive a directory of their classmates to be used for your information.

****Unlisted numbers will not be included (see Parent Permission Checklist on last page for more details).**



TRANSPORTATION

Bus service is available to students and charges are based on the distance the student lives from the school.

Transportation is provided by First Student Bus Service. For information or registration you may call 522-6041 or go to Willson School.

Crosswalks

Crossing Guards are located at 25th & Durston, Durston & Annie and at both ends of the parking lot.

PLEASE INSIST THAT YOUR STUDENTS WALK WITH THE GUARDS. If at all possible, please escort your primary grade (K-2) children to and from the school for the first few school days to acquaint them with the crossing guards and the safest routes to school. Drivers should avoid entering crosswalks until all children and the crossing guard are safely on the curb.

Bicycle/Scooter Procedures

Bikes and scooters must be walked on school grounds. Children are encouraged to wear bike helmets and lock the bikes/scooters on the provided racks.

Pickup and Dropoff (Please refer to map at the back of the handbook)

- 1) Drive one way (east to west) through parking lot.
- 2) Do not drive into the bus loop for any reason.
- 3) Drop students off at the west corner which is marked for that purpose. PLEASE do not park there as it is for DROP OFF only.
- 4) After school, park your car and either wait for your child in the car or come into the school for your child. DO NOT pick up your child in or by the crosswalk - that is very dangerous for all children.
- 5) Walk in the crosswalk and teach your children to do the same

There is NO SUPERVISION on the school grounds before 8:00 a.m. We do offer before school care beginning at 7:30 a.m. Please contact Lauren Kamps at 548-1269 if you are interested in enrolling your child in this program. Please call in absences by 9:00 a.m.

ATTENDANCE

It is the parent's/guardian's responsibility to see that their child is in school regularly. When a student must be absent for illness or emergency please call the school attendance line before 9:00 a.m. (522-6610). If a student is not present and a parent has not called in, we will attempt to call home or work before 11:00 a.m. to verify the absence. District policy #3122 states students who arrive after 9:00 a.m. will be counted absent for 1/2 day.

STUDENT HEALTH (http://www.bsd7.org/district/departments/health_services/)

Children learn best when they feel well. Here are some recommendations to help you make decisions about your child's health care needs. **Emily Dickinson does not have its own school nurse.** The office staff will make your child comfortable when he/she is sick or injured. If it is deemed necessary, you will be called to come to school to pick up your child. There are basic first aid items on hand; however, no major first aid will be administered at school. Please keep children at home when they are sick so that other children are not infected. Children who show signs of sickness will be sent home unless you have a doctor's note saying that he/she is not contagious. **If your child has a special health problem which can require special attention, it is essential that you let the office staff know.**



Information needed by the school

- Up to date emergency telephone numbers for you and your alternate emergency contact person who is English-speaking.
- Up to date list of health problems your child currently has or has had in the past.
- Contact the school if you are keeping your child home.
- Notification if your child has a condition that could be spread to others.

When to keep my child home – The district nurse recommends that you keep your child home from school when your child has any of the following symptoms or diseases:

- fever 100° F or greater within the last 24 hours.
- bacterial infections, until they have been treated with antibiotics for 24 hours.
- frequent, hard coughing.
- vomiting during the last 24 hours.
- loose, watery bowel movements during the last 24 hours.
- head lice, until they have been treated and all nits have been removed (see policy 3414P).
- generalized rashes (over multiple parts of the body), until they have been seen and diagnosed by their health care provider as non-infectious.
- chickenpox, until all blisters have dried up and crusted over, typically 5-7 days after first blister appears.

When to return my child to school – The district nurse recommends that you return your child to school when the above symptoms or conditions have subsided or your health care provider advises that your child is healthy enough to return to school. Please help us keep the school safe and healthy by encouraging proper hand washing techniques and basic infection control, such as coughing/sneezing into upper arm or tissue

Medication for Students - Long Term

For the student who requires medication on an on-going basis (e.g. Ritalin, insulin, asthma medication) an Individualized Health Care Plan (IHC) must be written. This includes students who do NOT require educational/school accommodations as indicated in an IEP or 504 Plan. The student may receive medication during school hours as specifically described in the Individualized Health Care Plan. The IHC Plan must be revised at least annually and will be kept in the student's cumulative file. Medications are stored and taken in the school office, not in the classroom.

Medication for Students - Short Term

Except as listed above, teachers and school personnel are prohibited from accepting the responsibility for storing or administering medication to students. For the student who requires temporary medication (e.g. antibiotics, pain reliever) the parent will need to come to the school daily to administer the medication. If that is not possible, the student will be allowed to bring a **one-day** supply to school. The student will be responsible for storing the medication and taking it at the appropriate time.

Insurance

The school district does not provide accident insurance for students. Parents must rely on private insurance coverage for injuries sustained by students at school.

FOUNDATIONS (Conduct, Discipline and Conflict Resolution)

Bozeman School District #7 has adopted and trained staff in the **Foundations Program** (Sprick, Garrison, & Howard, 2002) which promotes positive K-12 school climate through the use of clear, consistent behavior expectations for children. It focuses on teaching, guidance, correction, and meeting the needs of all students to create safe, civil, and academically productive schools (reference District Policy #3240). The Foundations beliefs include:

- ◇ All students must be treated with dignity and respect.
- ◇ Students should be taught the skills and behaviors necessary for success.
- ◇ Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
- ◇ Student misbehavior represents a teaching opportunity.
- ◇ At Emily Dickinson School, all staff members contribute to our friendly, inviting environment. We view minor behaviors as teaching opportunities and respond calmly and consistently with corrections and/or redirections.
- ◇ We work collaboratively with parents to solve behavior problems that are severe or chronic in nature.



STUDENT BEHAVIOR

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly and safe atmosphere and is expected to contribute to his or her environment by following the **BUILDING BLOCKS TO SUCCESS:**

A. ALWAYS DO YOUR BEST B. BE RESPONSIBLE. C. SHOW RESPECT TO ALL

PLAYGROUND EXPECTATIONS

- *Follow directions the first time they are given
- *Keep hands and feet to yourself
- *A clothespin pass is needed to enter the building
- *Basketball, four square, two square are the only BALL games played on blacktop
- *Avoid closed games within first five minutes of recess
- *No games with physical contact (flag football only)
- *Use playground equipment properly
- *Use tables and cement steps for quiet activities such as reading, drawing or visiting
- *Be alert to wheelchair students
- *Keep hands off rims and nets of basketball hoops, no dunking
- *Take turns on the equipment
- *Snow and wood chips remain on the ground
- *Walk safely after the bells rings
- *Show pride in the school by keeping it clean and returning playground equipment

COLORED PLAYGROUND EQUIPMENT

- *Only K-2 students on the equipment before school
- *1st graders on the equipment in the a.m. (if sharing recess with older students)
- *2nd graders on the equipment in the p.m. (if sharing reces with older students)
- *No running
- *No climbing on the top of the equipment
- *Slide down on bottom, feet first

SKILLBUILDER FOR CONFLICT RESOLUTIONS:

1. Give and "I" message. Use your words.
2. If possible talk the problem out together.
3. Get away, Give it up, Ignore the situation.
4. If the problem persists after following the first three steps report it to the person supervising.

HALLWAY RULES

1. Walk quietly through the halls.
2. Keep your hands and feet to yourself.
3. Go directly to your destination without stops.
4. Students must have permission to be in the halls.
5. Food and drink will not be allowed in the halls.

ASSEMBLY RULES

- *Show your enthusiasm by quieting down quickly when the principal or another presenter appears on stage.
- * Remain seated on your pockets the entire performance so that others can see.
- *Keep your hands, feet, and other objects to yourself.
- *Show your polite manners by keeping questions and comments for the appropriate time. It is not polite to have your hands in the air when someone else is talking.
- *Show your listening skills by keeping eyes on the performance.
- *At appropriate times show your appreciation by clapping hands. (NO WHISTLING, SCREAMING, BOOING, ETC.)
- *Remain for the entire performance.
- *Use restrooms and get drinks before the assembly.

Chronic misbehaviors and severe first time behaviors will be referred to the principal. The principal, teachers and parents will deal with the situation appropriately. Severe behaviors include defiance (totally refusing to follow directions), fighting, vandalism and use of abusive substances. Another important part of our discipline program is the reporting of those behaviors. At the back of this handbook please find the Bozeman District's reporting plan and a copy of the form that you may receive if your student misbehaves.

ELEMENTARY SCHOOLS BEHAVIOR AND DISCIPLINE REPORTING*

The purpose of the Bozeman Public Schools Behavior and Discipline Reporting Plan is to provide students and parents with clear and consistent guidelines for discipline that reflect good practice developmentally and at the same time meet the need to maintain fairness, uniformity, and consistency.

*Please refer to the school behavior report in the appendix. The federal Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind Act of 2001, requires additional data collection and reporting by both state and local education agencies. As a result, the OPI and local school districts must collect and maintain more accountability data, and incidences of Level III behavior are recorded in our school records system. Our discipline codes apply to all students K-12, but the elementary plan is designed to meet the needs of younger students. Young children need to be taught and, if necessary, re-taught behavioral expectations. Our consequences are designed to facilitate this developmental process and to provide a safe and orderly environment in which our students can learn.

STUDENT SAFETY

Emergency Procedures

Bozeman School District #7 has prepared a Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of the children in the event of a crisis and to see that they get home safely by walking, bus or by transportation provided by parents. It is impossible to foresee all potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. The responsibilities are shared by us as school administrators and you as parents.

IN MOST EMERGENCY SITUATIONS THE CHILDREN WILL REMAIN AT SCHOOL AND BE CARED FOR THERE. In the rare event of an emergency affecting the school which prohibits re-entry into the building (such as broken glass or a broken water main, a fire or sudden loss of utilities in bad weather) students and staff will be moved **IMMEDIATELY** to the Vince Hall building at 2165 Durston Road.

Please follow these procedures if you hear rumors of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency.
2. Please **DO NOT** telephone the school. We have limited phone lines. These **MUST** be used to respond to the emergency.
3. Please **DO NOT** come to the school. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - a. If, for any reason, school must be evacuated during regular school hours, your child will be taken to and cared for at Vince Hall building located at the corner of Durston St. and N. 22nd Ave.
 - b. Stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.
 - c. Our district now uses a reverse 911 system that automatically calls parents regarding any emergencies to deliver a message. It is **CRITICAL** that you keep us informed of your current phone number. **Please let us know whenever your phone number or your emergency contacts change.**

Safety Drills and Evacuations

Emily Dickinson School has specific fire, earthquake, lockdown and bomb threat drill procedures which are practiced periodically during the year. If it became necessary to evacuate the school building, students would be taken to Vince Hall building located at the corner of Durston St. and North 22nd (3 blocks from school).

Cold Weather

If temperatures are lower than 10 degrees (including the wind chill factor) children will be allowed in the building before school and at recess times. Please do not drop students off before 8:00 a.m. as there is no supervision at that time. District policy #8110 states that buses may not run on days when the weather would make their operation unsafe. Parents will need to plan ahead for these situations. **PLEASE** dress children appropriately for cold weather as the school has very limited clothes to lend.

- Recess/Noon Hour: All children will be required to go outside for recess and the noon break except in extreme weather when they are allowed to stay inside. **If your child is well enough to be in school, he/she will be expected to go outside during recess.**

Annual Walking Field Trip Permission

Throughout the school year, our teachers will be conducting various field trips; these will be related to the curriculum and will be designed to be educationally meaningful. In order to prevent our asking you to sign for permission for each walking field trip, we're using one form for the entire school year. You will, however, be notified each time your child will be leaving the building for a walking field trip; the classroom teacher will send information regarding the date, approximate time of the trip, the purpose, and the activities.

Note: Trips involving transportation require an additional signed permission form.

Dress Code Guidelines

Students may not wear articles of clothing which advertise or promote alcohol, tobacco or drugs or display inappropriate language or pictures. Students may not wear short shorts, spaghetti straps or shirts which show the midriff. Flipflops are not allowed because of safety issues with running and climbing (reference district policy #3224).

Custodial Issues

If custodial rights have been established in your family, please bring a copy of the court order to school and let the office staff know the specifics (reference district policy #3118).

Injury or Illness

Parents will be contacted immediately if a child is seriously ill or injured. Staff members will take measures to keep the child comfortable. In the event of a serious injury and when a parent cannot be reached, the school will contact a doctor, the ambulance service or the fire department as needed.

Items Prohibited in School

Items such as water pistols, pea shooters, sling shots, knives, guns, ipods, drug paraphernalia, etc. are prohibited at school. If students bring them to school they will be kept in the principal's office and returned only upon request of the parent. Bringing a weapon to school may result in suspension or expulsion. **Cell phones are permitted, but must be turned off and stored in backpacks** during school hours. Confiscated phones must be picked up in the office by a parent (reference district policy #3630).

Appointments

If students need to leave for any reason during the school day a note from a parent or guardian is required before he/she can be excused. Children may leave school only with an adult who is designated on the enrollment sheet and they must be signed out at the office (reference district policy #3440 and procedure 3440P).

CURRICULUM and INSTRUCTION

Curriculum

Emily Dickinson's instructional program follows board approved curriculum standards and instructional materials. For more information, please visit the district's website at http://www.bsd7.org/district/departments/curriculum_instruction/standards/.

Homework

If you have requested homework for your child after a two day absence, please call in the morning and arrange to pick it up in the main office after 4:00 p.m. to allow sufficient time for staff to compile the work. If you must leave school during the year for a trip, the teacher will collect homework papers during the absence and give them to you for the student to complete and return to the teacher AFTER the trip. Many daily lessons are not paper and pencil and cannot be made up.

Grading & Progress Reports Elementary K-5

Emily Dickinson will be using a Trimester Reporting System during the school year for grades 1-5. The grading scale used includes four levels that indicate how a student is progressing compared to grade level standards. For kindergarteners, communication will be made with parents four times a year. Teachers meet with the parent/guardian during the fall orientation, fall conference and an additional conference. Progress reports will be sent home at mid-year or in the spring, whenever there is not a conference. Good communication is encouraged between teachers, parents and students. Teachers are encouraged to write additional comments explaining the student's progress. Individual conferences can be arranged with the teacher to discuss student progress.

You should receive progress reports and trimester reports by the following dates:

Trimester 1 progress report: October 14

Trimester 2 report card: March 9

Trimester 1 report card: November 18

Trimester 3 progress report: May 4

(or at parent conferences)

Trimester 3 report card: June 7

Trimester 2 progress report: January 27

FOOD SERVICE

Hot Lunch Program

School lunch and snack milk prices will be made available at the beginning of each year. Forms will come home with students for parents to apply for free or reduced lunch benefits. School lunches are purchased with an automated system and can also be purchased online by accessing <http://www.nutrikids.com>.

⇒ If you wish to have hot lunch with your child, please call the school office before 8:30 so that you may be counted in the overall lunch count. Because we aim to reduce waste, we only have enough food for those counted. If you have not been included in the lunch count, we cannot offer you a hot lunch, but you are welcome to join your student any time.

Milk

Students K-2 are offered optional morning snack milk during the morning. Milk can also be purchased to go with sack lunches **PLEASE NOTE: Snack milk is not covered under the Free and Reduced lunch program. Let us know if you need assistance with the cost of snack milk.**

VISITORS and VOLUNTEERS

Visitors - All visitors must sign in at the office before going to any location in the building. Parents are welcome to visit the school. If you wish to visit your child's classroom please check with the teacher in advance.

Student Visitors - Because of our overflowing classrooms, we cannot accommodate student visitors during the school day.

Volunteers

Volunteers are needed throughout the year for such things as vision and hearing screening and general classroom assistance. Let your child's teacher know if you are interested in helping. The PAC (Parent Advisory Council) also keeps a list of general volunteers who are willing to be called. We ask that parents and community members log their volunteer hours on the computer at the front desk of the office.

Room Parents - Each class will have one or two parents who act as **room parents** to help teachers in planning parties, field trips, etc. These parents also work with the Parent Advisory Council at times. Check with the classroom teacher if you wish to help.

SUPPORT PROGRAMS

Counseling Services

A school counselor is available at Emily Dickinson School for students. Children can be helped with problems stemming from poor study habits, low self-esteem, divorce, social strife, and other related things. Referrals can be made by parents or teachers.

Altacare - We also have a full-time therapist and assistant on site through a partnership with Altacare.

Special Education

Students with special learning needs may be accommodated in the special education program. A team of experts determines whether or not the child's needs are being met in the regular classroom setting. Referrals for evaluation are made by teachers, parents, or other concerned individuals. Parental rights pamphlets are available at school or in the Special Services office at Willson School.

Speech Therapy

Children with speech disorders may receive assistance from a Speech Language Pathologist employed by the district. Parents are notified of their child's need for speech therapy.

MISCELLANEOUS

Lost and Found

The school has a lost and found for unclaimed items. Please check at the office if your child has lost something. In June, all unclaimed items are sold by the PAC and remaining items donated to a charitable organization. Please carefully label your child's things in BOLD LETTERS.

Personal Property

The security of personal property is the student's responsibility. The school cannot accept responsibility for damage or theft to personal property. Toys, games or items of value should not be brought to school.

Telephone Use

Please discuss after school plans with your child at home. The office gets excessive phone calls to remind children of plans and delivering messages becomes difficult. We are happy to help out in an emergency. **Students are not allowed to use the school phone to make social plans for after school.**

DISTRICT POLICIES (for more details on district policies and procedures visit http://www.bsd7.org/students_parents/)

Equal Opportunity (Title IX)

Bozeman Public School District No. 7 is an equal opportunity institution. It is the policy of the district not to discriminate in its educational programs and activities, or in employment on the basis of race, color, veteran status, national origin, age, sex, handicapping status or religion. Inquiries concerning any of these matters may be referred to Pat Strauss, Title IX Coordinator. Mr. Strauss may be contacted at Willson School (406) 522-6006. Inquiries may also be addressed to the U.S. Department of Civil Rights, 1961 Stout Street, Denver CO. 80294 (Title IX grievance procedures are available in the teacher's lounge and the principal's office, reference district policy #3210(P)).

Non-Discrimination of the Handicapped

Bozeman School District #7 does not discriminate against any person on the basis of handicap, in the education programs or activities which it operates, in accordance with the requirements of Section 504 of the United States Rehabilitation Act of 1973. To contact the coordinator for information or to file a grievance, please go to the Special Services Office, 404 W. Main, Bozeman, MT or call (406) 522-6054 (TDD available). In compliance with Section 504 of the 1973 Rehabilitation Act and district policy #3210.

Video Surveillance

According to Video Surveillance Policy #3235, the district shall notify staff, students, and parents that video cameras may be used by the district to protect students, staff, visitors and property for Authorized Purposes.

Drug, Alcohol and Tobacco

Parents and Students - Federal law states parents and students must be told about alcohol and drug laws, health risks, school rules and helping resources. The Bozeman School District is committed to keeping its schools free of tobacco, alcohol and other drugs. Student use of tobacco, alcohol or other drugs at school and/or school activities is illegal and harmful. Students will be suspended, expelled or referred to law enforcement agencies. Students may also be required to see a counselor or attend a drug treatment program.

Tobacco Free Policy

In the interest of having healthy employees and positive health models for students, the Bozeman Public School District maintains tobacco free buildings and grounds. The following stipulations constitute the tobacco policy for the Bozeman Public Schools.

1. All school buildings and grounds are tobacco free.
2. The use of tobacco will not be allowed in school buildings and grounds nor will employees be allowed to use tobacco while on duty in the presence of students.
3. New employees of the district will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds.
4. Limitations or prohibitions on tobacco use are applicable to all hours.
(Reference district policy #5525).

Alcohol/Drug Policy

It is against the law for people under 21 years of age to drink or possess alcoholic beverages. As of October 1, 1995 it became illegal for those under 18 to use or possess tobacco in the state of Montana. Parents are notified if their son or daughter is in violation and a citation may be issued and counseling may be required. Contributing alcohol to minors is illegal. Illegal drug use is wrong and many career opportunities may be forfeited. Penalties for dangerous drug use or sale can be harsh. Juveniles may be tried as adults. A conviction of selling drugs within the "Drug Free School

Zone" (within 1,000 feet of school property) carries additional penalties and fines. Property can be seized (reference district policy #5525).

School Rules

Tobacco, alcohol and illegal drug use, possession, or distribution is prohibited on school property and at school activities. Compliance with this standard is mandatory. If a student is caught the parent will be notified. The police will be notified. The student may be suspended, expelled and/or referred to counseling. Violations concerning drugs other than tobacco and alcohol will lead to expulsion. An alcohol and drug assessment may be required. Students will be encouraged to seek help regarding their tobacco, alcohol or drug issues.

Health Risks

Tobacco, alcohol and other drug use can be very harmful to good health. Tobacco use is Montana's leading cause of preventable death and over 400,000 people die in our country due to tobacco related illness. Alcohol abuse can cause alcoholism, liver disease and nerve damage, as well as problems with friends, family, employment, money and depression. Most car crashes, suicides, homicides and violent crimes are alcohol or drug related. Abuse of medications or illegal drugs can cause dependency, confusion, memory problems, stupor, coma, psychosis or death.

Helping Resources

All school counselors are willing to talk with students and parents. Student groups are available at all Bozeman Schools. Bozeman schools have Prevention Program; for more information call 522-6020. Other helping resources include:

- AA Answering Service 586-2909
- Alcohol & Drug Services of Gallatin County 586-5493
- Bozeman Schools 522-6013
- Cocaine Abuse Hotline 1-800-COCAINE
- Help Center 586-3333
- NIDA Information/Treatment 1-800-662-HELP
- Tobacco Cessation Information 1-800-LUNG-USA

Sexual Harassment/Sexual Intimidation

Bozeman Public School District #7 is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or sexual intimidation of its employees or students, whether committed by a worker, co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior cause for disciplinary action. This policy applies to employees, students and volunteers on or off District property as they carry out their responsibilities. Persons wishing further information may contact the Personnel Director at 585-6606 (reference district policy #5012).

District Notice on Asbestos (Emily Dickinson does not contain asbestos)

The Bozeman School District, in accordance with recent federal law, has extensively inspected all of its facilities and located all forms of asbestos used as building material in the district. Please direct all questions to the principal or to the District Maintenance and Operations Office (reference district policy #9350).

Protection of Pupil Rights

Inspection of instructional materials by parents or guardians - All instructional materials, including teacher's manuals, films, tapes or other supplementary materials which will be used in connection with any survey, analysis or evaluation as part of any applicable program, shall be available for inspection by parents or guardians of the children.

Limits on survey, analysis or evaluation - No students shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- 1) political affiliations;
 - 2) mental and psychological problems potentially embarrassing to the student or his family;
 - 3) sexual behavior and attitudes;
 - 4) illegal, anti-social, self-incriminating and demeaning behavior;
 - 5) critical appraisals of other individuals with whom respondents have close family relationships;
 - 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- or

- 7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

IDEA (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. (reference school district policy #2161).

McKinney-Vento Act (Education of Homeless Children)

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

School Records/Directory Information

The District will maintain two (2) sets of school records for each student, a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

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.
 - "Eligible" students eighteen (18) years of age or older have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected.
 - The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.
 - The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.
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.
 - Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.
 - If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/ guardian(s) or eligible student when notified of the right to a hearing.
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.

- Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.
 - Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
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. Throughout the school year, the District may release directory information regarding students limited to:
- Student's name
 - Address
 - Telephone listing
 - Photograph
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - Gender
 - Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Honors and awards received
 - Most recent educational agency or institution attended
- Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.*
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
- Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.
 - Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.
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
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-46

Bozeman Public Schools

EMILY DICKINSON ELEMENTARY SCHOOL BEHAVIOR REPORT

Student _____ Grade _____ Teacher _____

Date _____ Time _____ Location _____

Building Blocks for Success <small>(circle areas of concern)</small>			
A. Always Do Your Best	B. Be Responsible	C. Cooperate with each other.	S. Show respect to all

Level 2: Staff/Principal (Infractions Not Entered in District Data Base)

<input type="checkbox"/> Chronic Misbehavior	<input type="checkbox"/> Throwing objects
<input type="checkbox"/> Disrespect to Adult (low intensity)	<input type="checkbox"/> Mild bullying
<input type="checkbox"/> Not Following Directions	<input type="checkbox"/> Other
<input type="checkbox"/> Name-calling, put downs	

Level 3: Principal (Serious Infractions - Infractions Entered in the K - 12 District Record System)

<input type="checkbox"/> 1.1 Willful Disregard: Safety of others/self	<input type="checkbox"/> 8.0 Damage to school/private property	<input type="checkbox"/> 14.2 Closed Campus violation
<input type="checkbox"/> 1.2 Abusive, threatening, defiant, altercations	<input type="checkbox"/> 9.0 Theft of school/private property	<input type="checkbox"/> 15.0 Unauthorized use of Keys
<input type="checkbox"/> 1.3 Fighting	<input type="checkbox"/> 10.0 Robbery/Extortion	<input type="checkbox"/> 16.1 Acts of Deception
<input type="checkbox"/> 1.4 Assault	<input type="checkbox"/> 11.0 Received stolen property (knowingly)	<input type="checkbox"/> 16.2 Lying or presenting false information
<input type="checkbox"/> 2.0 Firearm	<input type="checkbox"/> 12.1 False fire/emergency alarm	<input type="checkbox"/> 16.3 Academic Dishonesty: Cheating or Plagiarism
<input type="checkbox"/> 3.1 Explosives	<input type="checkbox"/> 12.2 Willful disobedience/disrupting school	<input type="checkbox"/> 17.0 In an Unauthorized Area
<input type="checkbox"/> 3.2 Weapons (knives, other dangerous objects)	<input type="checkbox"/> 12.4 Disruptive Devices (beepers, pagers, etc)	<input type="checkbox"/> 18.0 School Dress Code violation
<input type="checkbox"/> 4.1 Alcohol	<input type="checkbox"/> 12.5 Disrespectful of Authority	<input type="checkbox"/> 19.0 Failure to serve Detention
<input type="checkbox"/> 4.2 Drugs other than alcohol or tobacco	<input type="checkbox"/> 13.1 Profanity/Unacceptable language	<input type="checkbox"/> 20.0 Failure to serve ISS
<input type="checkbox"/> 4.3 Under the influence of a drug	<input type="checkbox"/> 13.2 Profanity/gestures toward staff	<input type="checkbox"/> 21.0 Misuse of the Internet
<input type="checkbox"/> 5.0 Sale or intent to sell of alcohol or drugs	<input type="checkbox"/> 13.3 Unsanitary Acts/Obscene gestures	<input type="checkbox"/> 22.1 Creating a hostile Environment
<input type="checkbox"/> 6.0 Drug Paraphernalia	<input type="checkbox"/> 14.1 Truancy	<input type="checkbox"/> 22.2 Inappropriate affection
<input type="checkbox"/> 7.0 Tobacco or nicotine Products		<input type="checkbox"/> 22.3 Sexual Harassment
		<input type="checkbox"/> 23.0 Failure to Follow Directions

Description of Incident: Level 2 Level 3

Action taken by Referring Adult

<input type="checkbox"/> Student restated appropriate behavior	<input type="checkbox"/> Reviewed Rules (Refocused)	<input type="checkbox"/> Verbal/Instructional redirection
<input type="checkbox"/> Stated that you will follow up	<input type="checkbox"/> Assigned Meaningful Work	
<input type="checkbox"/> Student practiced/demonstrated the rule	<input type="checkbox"/> Timed out of Activity	<input type="checkbox"/> Referred to Teacher
<input type="checkbox"/> Stayed with a supervisor	<input type="checkbox"/> Other _____	<input type="checkbox"/> Referred to Principal

Administrator Action:

Student Signature: _____ Date: _____

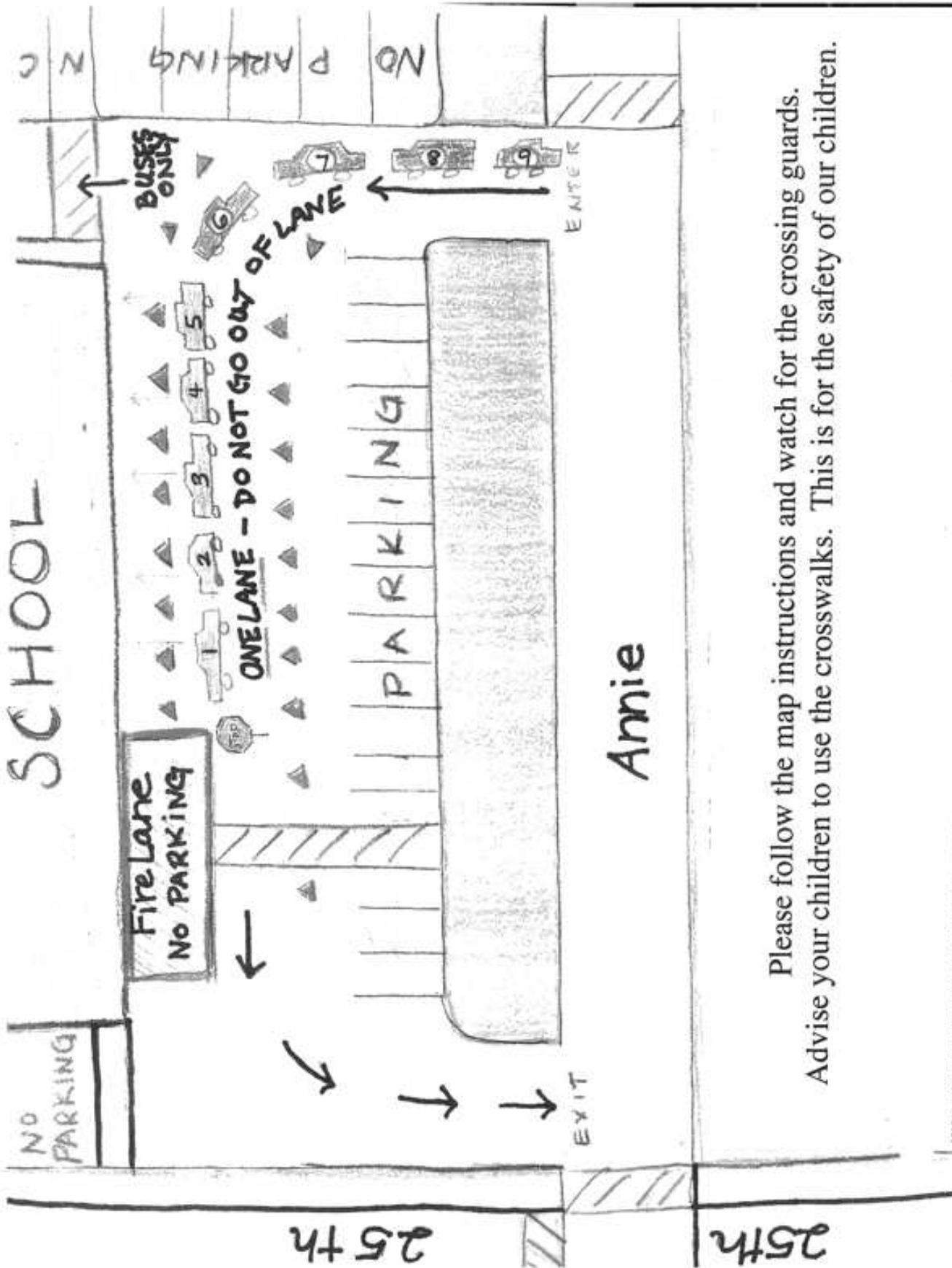
Referring Adult Signature: _____ Date: _____

Playground Supervisor Teacher Principal Other _____

Administrator Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Please sign & date and return to the Office)
 Copy Distribution: White to Parent; Yellow to Office; Pink to Teacher
 Revised: 8/14/06



Please follow the map instructions and watch for the crossing guards.
Advise your children to use the crosswalks. This is for the safety of our children.

Appendix C

Student Technology Acceptable Use Agreement Bozeman School District #7 Policy 3612F1 Kindergarten to Grade 5 2011-2012 School Year

Bozeman School District #7 provides access to voice, data and video electronic communication systems for educational purposes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Acceptable Use Agreement. If users find themselves in an area on the network that is inappropriate they should leave immediately. If students receive electronic information that is inappropriate they should report it to the adult supervisor of the classroom. Communication over district networks is not private. Any files, Internet access or communications on Bozeman School District computers or networks may be reviewed or monitored for maintenance and supervision purposes.

Students will not be permitted to access electronic mail through our network unless it is directly supervised and used for educational purposes. Staff will ensure that students abide by the Bozeman School District Technology Acceptable Use Agreement, will not leave students unattended while they are using the Internet, and will have educationally relevant objectives for each Internet activity.

Parents and guardians have a responsibility to read this policy and convey its meaning and standards to their children when they are using media and technology sources during the school day.

Bozeman School District Terms and Conditions for Responsible Network Use

- I will practice Internet safety.
- I will not use a computer to harm other people or their work, or to do anything unlawful.
- I will not damage the computer or the network in any way.
- I will be polite, respectful and honest when using the computer network.
- I will not give anyone my name, phone number, address or any personal information or of my friends or family members when using the Internet.
- I will promptly report any problems to my teacher.
- If I access an area of the Internet that is offensive, obscene or uses bad language, I will immediately back out of the area or quit the Internet application I am using and report it to my teacher.
- I will not view, send, or display offensive messages or pictures.
- I will not trespass in another personal folders, work or files.
- I will not use electronic mail or chat rooms or other forms of electronic communication while on the Bozeman Schools computer network unless it is used directly with a teachers supervision for educational purposes.
- I understand that any files, Internet access or communications on Bozeman Public Schools computers or networks may be reviewed or monitored. All Internet access is filtered.
- I will not eat or drink at any school computer.
- I will not share my password with another person or use another personal password.
- I will not be a cyber-bully (A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see).

The above lists do not cover every possible situation. If you have any questions, please ask your teacher or librarian.

It is understood that a guardian signature is not required for this procedure to be effective. Computer access has become an integral part of the curriculum, and the inability to use this resource may impact your student's educational opportunities. **Please fill out the form provided by your school that you understand this document and the student will abide by the rules. Written notice must be sent by the parent/guardian to the school principal if you do not want your student to use computers in the school. If we receive no response within 10 days of the first day of attendance, we will consider that to be an "opt-in" and will allow your student to have computer access.**

Students will be held liable for violations of this agreement. It is understood that the Bozeman School District's computer systems and technology resources are intended for educational purposes. The Bozeman School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in an appropriate manner. Bozeman School District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.

The Bozeman School District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

**2012-2013 Bozeman Public Schools Parent Permission Form
K-5 Elementary Students**

Student Name: _____ **Grade:** _____ **Teacher Name:** _____

This form will remain in force for the 2012-13 school year. If at any time you would like to make changes, please contact your child’s school. Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please initial your choices, sign the form, and return to the school. ***Please complete separate forms for each child you have in school.***

___ Yes ___ No I give permission for my child to attend all walking field trips during the 2012-13 school year. I understand that I will be notified in writing in advance of these walking field trips. I authorize Bozeman School District #7 employees or volunteers in charge of my student while on a field trip to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency medical treatment to the student. (Pg. 16)

___ Yes ___ No I give permission for the release of “directory information” about my child. “Directory information” is a term used by the U.S. Department of Education to describe general information about a student. Directory information includes: student’s name, address, telephone number, date and place of birth, dates of attendance, major field of study, photograph, weight and height (if a member of an athletic team), information about the student’s participation in officially recognized activities and sports, grade level, gender, ethnicity, enrollment status, and most recent educational institution attended by the student. This information is not released for commercial purposes. It can be released to provide educational, scholarship, vocational/occupational and or information to the news media or law enforcement. It may also be used for school purposes, including class or school directories, class pictures, and yearbooks. **NOTE: If a student’s name, grade level, and photograph are to be withheld, the student will not be included in the school’s yearbook, program events, class picture, class directory, or other such publications.** (Pg. 17)

___ Yes ___ No I have read and understand the Technology Acceptable Use Agreement. My child agrees to abide by the rules described herein. (Pg. 21)

___ Yes I understand that I must notify the principal in writing within 10 days of the first date of attendance if I do not want my child to have access to District computers. I understand that many instructional activities that require the use of a computer cannot be duplicated with paper and pencil activities. (Pg. 21)

___ Yes ___ No I give permission for my child’s work/and or first name to be published on the District and/or School web site. (Pg. XX)

___ Yes ___ No I have read and understand the Student/Parent Handbook.

Parent Signature: _____ **Date:** _____