

# **Student Handbook**

## **2025-2026**



## **Lincoln School's Universals**

**BE SAFE, RESPECTFUL, KIND, RESPONSIBLE, BE A LEARNER**



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## **Table Of Contents**

<b>PRINCIPAL'S WELCOME LETTER</b>	<b>2</b>
<b>SCHOOL CALENDAR</b>	<b>8</b>
<b>Glendive Public Schools MISSION, VISION AND GOALS</b>	<b>9</b>
<b>LES PHILOSOPHY AND MISSION</b>	<b>10</b>
<b>2025-2026 LES PERSONNEL DIRECTORY</b>	<b>11</b>
<b>ACCIDENT/INCIDENT REPORTS</b>	<b>12</b>
<b>Animal in the classroom</b>	<b>12</b>
<b>Announcements</b>	<b>12</b>
<b>Asbestos</b>	<b>12</b>
Asbestos Notification	12
<b>Attendance</b>	<b>13</b>
Compulsory Attendance	13
Checking In & Out of School	13
Absences	13
Excused Absences	13
Make Up Work/Requesting Student Work	13
Absence Notice and Procedures	13
Tardiness Hurts Learning	14
Action Steps for Frequent Tardiness	14
How Parents Can Help	14
<b>Bus Transportation</b>	<b>14</b>
Change of Destination	15
<b>Discipline</b>	<b>15</b>
<b>Behavior Referrals</b>	<b>15</b>
Bullying, Harassment, Intimidation, Hazing (B.P. 3226)	16
Definitions	16
Reporting	16
Responsibilities	17
Consequences	17
Retaliation and Reprisal	17
Corporal Punishment and Restraint of Students	17
Due Process	17
No Tolerance	18
Refocus	18
Searches and Seizure	18
School Property	18
The Person	18
Sexual Harassment/Intimidation of Students {B.P.3225}	18
Suspension and Expulsion (B.P. 3300P)	19
Suspension	19

Expulsion	20
Procedures for Suspension and Expulsion of Students with Disabilities	20
Final Note	20
Title IX Discrimination	21
Tobacco and Alcoholic Beverages	21
<b>Dress and Attire</b>	<b>21</b>
Appearance	21
Dress Code	21
Lost Clothing and Possessions	22
<b>Educational Programs and Services</b>	<b>22</b>
Computers	22
Elementary Counseling	22
Library	22
Music	22
Physical Education	22
Special Education Services	22
Section 504 of the Rehabilitation Act of 1973	22
Title I	23
<b>Emergency Situation</b>	<b>23</b>
ALICE	23
Fire Drills	23
Emergency Closure	23
Emergency Phone Number	23
<b>Family Educational Rights and Privacy Acts (FERPA)</b>	<b>23</b>
<b>Grading</b>	<b>24</b>
<b>Gun Free Schools</b>	<b>24</b>
<b>Health and Wellness</b>	<b>24</b>
Counseling Services	24
Emergencies at school	24
Head Lice (Pediculosis) – Report to the School Nurse	25
Immunization Policy	25
Diseases	25
Head Lice (Pediculosis) – Report to the School Nurse	25
Chicken Pox	25
Scarlet Fever, Scarletina/Epidemic Sore Throat	25
Conjunctivitis (Pink Eye)	26
Impetigo	26
Animal Bites	26
Ringworm of the Scalp	26
Scabies	26
Medication Administration Policy	26
School Nurse	27
Nurse's Schedule for 2025-2026 (Schedule subject to change as necessary)	27

<b>Lincoln School Information</b>	<b>27</b>
<b>School Hours - Starting and Dismissal Times</b>	<b>27</b>
Student Items	27
<b>Parent and Legal Guardian Rights</b>	<b>27</b>
Education of Homeless Children	28
<b>Parent Teacher Association</b>	<b>28</b>
<b>Personal Items</b>	<b>28</b>
Bikes	28
Lockers and Coat Racks	28
Personal Technology	28
Toys and Personal Items	28
<b>Recess</b>	<b>28</b>
<b>Safety</b>	<b>28</b>
<b>School Breakfast and Lunch Programs</b>	<b>28</b>
Breakfast	28
Lunch	28
Cold Lunch	29
Milk Tickets	29
Parents	29
Meals Collection Procedure	29
<b>Student Check out Procedures</b>	<b>29</b>
Transferring out of Lincoln School	29
<b>Student drop off and pick up procedures</b>	<b>29</b>
Change of Destination	29
<b>Textbooks</b>	<b>29</b>
<b>Universal Expectations</b>	<b>30</b>
<b>Video Surveillance</b>	<b>30</b>
<b>Visitors</b>	<b>30</b>
<b>Volunteers</b>	<b>30</b>
<b>Weapons</b>	<b>30</b>
<b>Conclusion</b>	<b>31</b>
<b>APPENDIX:</b>	<b>32</b>
Universal Matrix	32
Major Behaviors	33
Minor Behaviors	34
Drop Off System	35
<b>SIGNATURE PAGE(S)</b>	<b>37</b>
Parent/Guardian Signature Page	37
FERPA	38
Glendive Public Schools Internet Use Policy	39



## **PRINCIPAL'S WELCOME LETTER**

Dear Students and Parents:

Welcome to the 2025-2026 school year. My name is Ryan Buckley and I am the Principal at Lincoln School. I feel blessed to be in this position and look forward to working with everyone associated with Lincoln. At Lincoln School we are committed to maintaining high standards for academics, behavior, and overall student success. We believe in our students and want to see them become excited and engaged learners.

In Glendive Public Schools we believe in Excellence in Education through our core values of Caring, Character, and Community. We want our students and families to know that they are valued. Our staff at LES is committed to providing a high quality education that supports the social/ emotional well being and builds strength and resilience in our students. We know that it takes good communication and trust to build a strong foundation for our students.

Our student handbook has been developed to serve as a guideline for policy and procedures for all students. We hope this handbook will be a useful tool for you in learning information about our school and LES expectations for a productive learning experience. As you read through the pages, please know that Lincoln welcomes and encourages your questions and feedback. If at any time you need to talk to someone about something, please don't hesitate to contact your child's teacher, counselor, or me at the email or number below.

Finally, I would like to say that I am thankful to be a part of Glendive Public Schools. This school district has high quality staff that love our kids and believes in our community. The Lincoln staff is excited to be here serving the students, parents, and community of Lincoln Elementary School. Please do not hesitate to contact me at: [buckleyr@glendiveschools.org](mailto:buckleyr@glendiveschools.org) or (406) 377-1138 with any questions or concerns.

When you have read the handbook, please **sign the attached signature page and send it back to school with your child. :-)**

Respectfully,

*Ryan Buckley*

Ryan Buckley,  
Principal  
Lincoln Elementary School  
[406-377-1138](tel:4063771138)



## **Glendive Public Schools MISSION, VISION AND GOALS**

### **BOARD OF TRUSTEES STATEMENT OF INTENT**

This entire Handbook has been developed so that students, parents, teachers, and administrators will understand that firm, fair and consistent discipline policies are maintained. This handbook delineates the rights, responsibilities, and conduct expected of all Lincoln Elementary School students, and a scope of discipline which may be imposed as appropriate to students, their particular age level and/or particular school. The Board of Trustees has approved these Rights, Responsibilities and Conduct with the intent to:

- Ensure a stable learning environment that encourages academic excellence.
- Ensure that rules are equitable and just while complying with state and federal law.
- Ensure that as students progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
- Encourage students, parents, teachers, administrators, and community members to work together in an atmosphere of respect, cooperation and courtesy, and ensure an effective educational program.

### **DISTRICT MISSION STATEMENT**

Glendive Public Schools are committed to providing academic and activity programs in a safe environment where our students can acquire knowledge, skills, and values that will prepare them to be contributing, constructive members of our society. We are dedicated to implementing effective school practices and to forming partnerships with parents and community in support of quality education.

### **VISION STATEMENT**

Glendive Public Schools strive for excellence in Education.

### **DISTRICT GOALS**

Glendive Schools will provide a safe environment for learning.

Students will acquire the essential knowledge, skills, and values to prepare them for a productive life.

Teachers will implement effective school practices to improve learning for all students.

The school will form partnerships with parents and the community to ensure a quality education for all students.

### **CORE VALUES**

1. Caring
2. Character
3. Community

### **ADMINISTRATION**

Mr. Stephen Schreibeis	Superintendent	377-5293
Mr. Ryan Buckley	Principal	377-1138
Mr. Charles Phipps	Transportation Coordinator	377-4055

### **GLENDIVE UNIFIED SCHOOL BOARD OF TRUSTEES**

Michael Ziegler, Chair  
Beau Gibbs Vice Chair  
Jay Phalen  
Alex Rivas  
Frank Ceane  
Tawnee Sasse  
Phil Hedrick  
Tess Hopper  
Josh Kreilaus



## **LES PHILOSOPHY AND MISSION**

### **Lincoln School Universal Expectations:**

Be Safe, Be Respectful, Be Kind, Be Responsible, Be a Learner

### **Philosophy:**

The primary purpose of our school is student achievement. Students are taught skills for success in preparing them for participation in a democratic society. Equal opportunity is provided for all students to succeed. Hard work is valued, and students are encouraged to take increasing personal responsibility for their own learning as they progress through the grades.

All students are treated with dignity and respect and allowed to learn in a safe environment. Students flourish as teachers show they care while utilizing effective teaching and management practices. Clear expectations are communicated and mistakes are viewed as opportunities to learn.

The partnership of school, home and community is critical if children are to become educated, productive citizens. The importance of academic achievement and social development must be stressed, not just at school, but at home and in the community.

### **Mission:**

1. To develop the capacity of greater understanding of others, our world and ourselves
2. To foster independent thinking balanced with social responsibility
3. To invite students to explore and discover their strengths

To inspire students to lifelong learning and adaptability in a changing world!

## **2025-20262024-2025 LES PERSONNEL DIRECTORY**

LES Office	Principal	Ryan Buckley	<a href="mailto:buckelyr@glendiveschools.org">buckelyr@glendiveschools.org</a>	377-1138
	Secretary	Michaela Murphy	<a href="mailto:murphym@glendiveschools.org">murphym@glendiveschools.org</a>	377-2308
	Counselor	Kelsey Adams	<a href="mailto:adamsk@glendiveschool.org">adamsk@glendiveschool.org</a>	
	Grade 3	Stevie Cullinan	<a href="mailto:Cullinans@glendiveschools.org">Cullinans@glendiveschools.org</a>	
	Grade 3	Trish Mires	<a href="mailto:MiresT@glendiveschools.org">MiresT@glendiveschools.org</a>	
	Grade 3	Angie Silha	<a href="mailto:SilhaA@glendiveschools.org">SilhaA@glendiveschools.org</a>	
	Grade 3	Katelyn Edwards	<a href="mailto:edwardsk@glendiveschools.org">edwardsk@glendiveschools.org</a>	
	Grade 4	Morgan Schaaf	<a href="mailto:schaafm@glendiveschools.org">schaafm@glendiveschools.org</a>	
	Grade 4	Lisa Bunn	<a href="mailto:bunnl@glendiveschools.org">bunnl@glendiveschools.org</a>	
	Grade 4	Lis Smith	<a href="mailto:smithl@glendiveschools.org">smithl@glendiveschools.org</a>	
	Grade 4	Megan Lucio	<a href="mailto:luciom@glendiveschools.org">luciom@glendiveschools.org</a>	
	Grade 5	Shane Braun	<a href="mailto:brauns@glendiveschools.org">brauns@glendiveschools.org</a>	
	Grade 5	Daniel Harris	<a href="mailto:harrisd@glendiveschools.org">harrisd@glendiveschools.org</a>	
	Grade 5	Valerie Stanhope	<a href="mailto:stanhopev@glendiveschools.org">stanhopev@glendiveschools.org</a>	
	Grade 5	Chloe Mires	<a href="mailto:miresc@glendiveschools.org">miresc@glendiveschools.org</a>	
Specialties				
	Special Education	Kate Borden-King	<a href="mailto:borden-kingk@glendiveschools.org">borden-kingk@glendiveschools.org</a>	
	Special Education	Eddie Miller	<a href="mailto:millere@glendiveschools.org">millere@glendiveschools.org</a>	
	Physical Education	Hayden Slade	<a href="mailto:sladeh@glendiveschools.org">sladeh@glendiveschools.org</a>	
	Music	Amanda Allen	<a href="mailto:allena@glendiveschools.org">allena@glendiveschools.org</a>	
	Library	Jennifer Mayer	<a href="mailto:mayerj@glendiveschools.org">mayerj@glendiveschools.org</a>	
	Title 1	Cora White	<a href="mailto:WhiteC@glendiveschools.org">WhiteC@glendiveschools.org</a>	
	Speech			
Support	Speech Paraeducator	Heather Oellermann	<a href="mailto:Oellermannh@glendiveschools.org">Oellermannh@glendiveschools.org</a>	
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	Paraeducator	Rachel Clapp	<a href="mailto:clappr@glendiveschools.org">clappr@glendiveschools.org</a>	
	Paraeducator	Kitty Charlesworth	<a href="mailto:CharlesworthK@glendiveschools.org">CharlesworthK@glendiveschools.org</a>	
	Paraeducator	Ashley Cullinan	<a href="mailto:cullinana@glendiveschools.org">cullinana@glendiveschools.org</a>	
	Paraeducator	Rikki Frank	<a href="mailto:frankr@glendiveschools.org">frankr@glendiveschools.org</a>	
	Paraeducator	Carol Torno	<a href="mailto:tornoc@glendiveschools.org">tornoc@glendiveschools.org</a>	
	Paraeducator			
	Paraeducator	Roxanne Clonce	<a href="mailto:cloncer@glendiveschools.org">cloncer@glendiveschools.org</a>	
	Paraeducator			
	School Nurse	Kari Granmoe	<a href="mailto:granmoek@glendiveschools.org">granmoek@glendiveschools.org</a>	
	Head Custodian	Kenneth Reiersen	<a href="mailto:reiersonk@glendiveschools.org">reiersonk@glendiveschools.org</a>	
	Custodian	Ricky Healea	<a href="mailto:healear@glendiveschools.org">healear@glendiveschools.org</a>	
	Custodian	Joe Koffler	<a href="mailto:kofflerj@glendiveschools.org">kofflerj@glendiveschools.org</a>	
	Head Cook	Sarah Undem	<a href="mailto:undems@glendiveschools.org">undems@glendiveschools.org</a>	
	Cook	Nicole Castagna	<a href="mailto:castagnan@glendiveschools.org">castagnan@glendiveschools.org</a>	
	Cook	Lisa Dantic	<a href="mailto:danticl@glendiveschools.org">danticl@glendiveschools.org</a>	
	Library Aide	Wendy Jensen	<a href="mailto:jensenw@glendiveschools.org">jensenw@glendiveschools.org</a>	
District Office	Superintendent	Stephen Schreibeis	<a href="mailto:schreibeiss@glendiveschools.org">schreibeiss@glendiveschools.org</a>	377-5293
	Special Education Director	Val Hafele	<a href="mailto:hafelev@glendiveschools.org">hafelev@glendiveschools.org</a>	377-5363
	Transportation Director	Charles Phipps	<a href="mailto:phippsc@glendiveschools.org">phippsc@glendiveschools.org</a>	377-4055
	Facilities Director	Rhett Coon	<a href="mailto:coonr@glendiveschools.org">coonr@glendiveschools.org</a>	
	Dawson County High School	377-5265		
	Washington Middle School	377-2356		
	JeffersonElementary School	377-4155		

## **ACCIDENT/INCIDENT REPORTS**

All accidents and/or incidents causing bodily injury or property damage, which occur on the grounds or in the school building, are to be reported to the duty teacher, classroom teacher, nurse, or to the principal's office.

## **Animal in the classroom**

The presence of animals at school can provide a valuable learning experience for students. They provide opportunities for addressing academic standards as well as supporting the social/emotional growth of students. **However**, animals cannot be allowed to endanger other people's safety, health, or to disrupt learning. With this in mind, any animal kept or brought into the school must be approved by the principal so that appropriate precautions and communications can be given. If an animal is permitted at school, it must have documentation of current vaccinations against transmitted diseases.

## **Announcements**

School announcements are read each day at the beginning of the school day. Announcements will include but are not limited to: Pledge of Allegiance, universal of the day, lunch menu, and any other pertinent information. Announcements happen promptly at 8:05 am.

## **Asbestos**

### **Asbestos Notification**

#### **ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE GLENDIVE ELEMENTARY AND DAWSON HIGH SCHOOL**

Asbestos is a naturally occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or if disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases such as lung cancer, mesothelioma (a cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program that enforces the AHERA mandate. These regulations are incorporated within the AHERA Rule (40 C.F.R Part 763, Subpart E).

In compliance with the AHERA Rule, the Glendive School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are listed in the school management plan.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the Glendive School District by an asbestos management planner, accredited by the State of Montana. The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include monitoring and encapsulating any ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semi-annual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness-training program for maintenance and custodial personnel is documented.

A copy/copies of the Asbestos Management Plans is/are available for your review in the Glendive School District administration office during regular office hours. Mr. Rhett Coon is the designated Asbestos Program Coordinator for the Glendive School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at 377-5293.

## **Attendance**

### **Attendance Policy**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. In order to maximize educational benefits for each child, students need continuity of instruction, classroom participation, and sequential learning experiences. These can only occur when your child is in school.

#### *Compulsory Attendance*

**Regular attendance by every student is mandatory** - the State of Montana requires that every child in the state between the ages of 7 and 16 years attend school. (The law does not require 5 or 6 year old children to be enrolled in school, but if they are enrolled, the child's parents must ensure that the child attends the school for the full time that school is in session.) Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

#### *Checking In & Out of School*

Students may not leave school for any reason during the school day without checking out through the office. If you need to pick your child up during the school day, please pick them up at the Nowlan Avenue entrance by the principal's office. **Parents or guardians** will need to **sign** their child **out** on the form provided in the office. If a child is returning to school on the same day as an appointment or absence, or if they are arriving late to school, **parents/guardians** must sign them in at the office on the same form.

**Regular school attendance is a vital part of a successful school experience.**

### **Absences**

#### *Excused Absences*

Within three (3) days of a student's return to school from an absence, verification by a parent/guardian or a doctor, with a **dated** written note or phone call to the office will be an excused absence. If the student does not present a note within three days, the absence will be considered unexcused.

#### *Make Up Work/Requesting Student Work*

Classroom work missed because of an absence must be made up. **One day for each day of absence will be allowed to make up class work unless the work was assigned prior to the absence. A maximum of one week will be allowed unless more time is granted by the principal. On the second day of a student's absence,** parents may call and request a student's homework. In most cases, make-up work for absences can be provided. Requests must be made in a timely manner so that teachers can provide materials and directions without interfering with other classroom responsibilities. Teachers may also give reasons for not providing some or all materials. Direct communication with a child's teacher is the best way of clarifying expectations. Unless other arrangements have been made with the classroom teacher, make-up materials will be available in the office.

**Note** – If homework has been requested and provided but not picked up for completion, subsequent requests for make-up work may not be granted.

#### *Absence Notice and Procedures*

- Upon five (5) and eight (8) absences, the parent/guardian will receive a letter informing them of the absences.
- DCHS - Upon the eleven (11th) absence, the parent/guardian will be notified that their student is no longer eligible to receive credit for the class. Students have the opportunity to gain back their credit by participating in Attendance School.
- WMS/LES/JES - Upon the eleven (11th) absence, the parent/guardian will be notified that their student has passed the allowed ten days per semester and to set up a meeting with the administrator to talk about the absences and help set the student up for success.

- Upon the twentieth (20th) absence, the parent/guardian will receive another letter stating that the County Attorney, police, or social services may be called because of the absences.

#### *Tardiness Hurts Learning*

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, it is imperative that students begin their day on time. Frequent tardiness of even a few minutes also interferes with an individual student's performance. Reducing tardiness helps teachers get the morning's learning activities underway for all students without interruptions or having to spend time "catching up" late arrivals. As with attendance, parents or legal guardians have the responsibility for ensuring that students arrive at school on time.

#### *Action Steps for Frequent Tardiness*

If there is a frequent pattern of unexcused tardies, parents will be contacted as follows:

- a. After seven unexcused tardies, parents will receive a notice from the school and may request a meeting. The intent is to find possible solutions to tardiness problems, and communicate consequences of continued tardiness.
- b. After ten unexcused tardies, a parent conference will be scheduled or held by phone. The objective will be an agreement aimed at improving punctuality.
- c. After a parent conference has been attempted, and a pattern of frequent unexcused tardies continues, a formal letter will be written. The intent of this letter is to state the school's concern and the need for more direct parental involvement.
- d. After a written notice has been sent and a continued pattern of unexcused tardies continues, a petition to the courts to intervene may be filed.

#### *How Parents Can Help*

- When absences are necessary, it is important that you call the school before 8:30 a.m. Since we want to ensure the safety and well being of all of our students, we will attempt to confirm the absence if we have not heard from you. Please contact the school office and your child's teacher before any planned absence.
- Verification of student absences or tardies with a written note helps us check on truancy and communicable disease trends. Please send a note explaining your child's absence or tardy when he/she returns to school. The note must be within three (3) days of the absence or tardy, and must include the date or dates of absence or tardy, reason, and parent/guardian signature.
- Please keep your child home if he/she has had a fever in the last 24 hours. If children are not well enough to go outdoors for recess, we recommend that they remain at home. We appreciate your child's attendance when healthy.
- If a child has a doctor, dental, or other appointments that require early dismissal, please send a note with the child the morning of the appointment. Pick up your child by stopping in at the office.
- Help your child arrive at the recommended arrival time of 8:00am. Students arriving at school after 8:05am must be signed in by a parent/guardian at the office before going to class.

### **Bus Transportation**

District school bus transportation is a convenience and a privilege that may be withdrawn for inappropriate behavior. Although there is no charge to receive bus service, registration is required at least two school days before a student can ride. Registration can be made by calling the Transportation Director at 377-4055. A permanent bus plan including one morning pickup and one afternoon drop-off location will be established at that time. Permanent bus changes due to a family move or other situation will be made through the Transportation Director. A student who regularly rides the bus will be placed on his/her respective bus after school unless a note or phone call from the parent is received on that particular day stating the student will be picked up at school by a specified person. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home and locations requested in writing by parents. Students riding the bus must comply with the requests of the driver and posted rules.

# Bus

## Minors and Majors

<u>Minors</u>		<u>Majors</u>	
<ul style="list-style-type: none"> <li>• Eating</li> <li>• Trash</li> <li>• Being Loud</li> <li>• Name calling (conflict)</li> <li>• Bus Stop Safety Violation</li> <li>• Getting off at the wrong stop</li> </ul>	<ul style="list-style-type: none"> <li>• Profanity (Non-directed)</li> <li>• PDA - Minor</li> <li>• Turning around in your seat</li> <li>• Insubordination/Disrespectful</li> <li>• Lying</li> </ul>	<ul style="list-style-type: none"> <li>• Standing, Walking, Changing seats once seated</li> <li>• Throwing</li> <li>• Body part out of the window</li> <li>• Inappropriate electronic use</li> <li>• PDA - Major</li> <li>• Theft</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Profanity (Directed)</li> <li>• Profanity (F word)</li> <li>• Bullying, Harassment, Intimidation</li> <li>• Vandalism</li> <li>• Weapons</li> <li>• Alcohol, illegal substance</li> <li>• Inappropriate paraphernalia</li> </ul>

\* Inappropriate bus stop behavior is covered under the minors and majors listed above.

\* The severity of some discipline infractions may dictate more serious consequences.

\* All consequences are administered at the discretion of the designated administrator.

# Bus

## Progression

<u>Minors</u>	<u>Majors</u>
<ol style="list-style-type: none"> <li>1. Verbal Warning</li> <li>2. Conference with Student</li> <li>3. Call home</li> <li>4. Habitual Referral - 1st Major offense</li> </ol>	<ol style="list-style-type: none"> <li>1. Off the bus for 5 - 10 days</li> <li>2. Off the bus for 10 days to the rest of the semester</li> <li>3. Off the bus for the rest of the year</li> </ol> <p>*<u>Possible</u> Conversation for 1st step in K-5 before the student goes on this progression</p>

# Acknowledgment of Bus Behavior Policy

We have read and understand the expectations and consequences outlined in the new bus behavior procedures. We agree to abide by these standards to ensure a safe and respectful environment on the school buses.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Administration:

Name	Email	Phone
JES	Caleb Swanson, Principal	<a href="mailto:swansonc@glendiveschools.org">swansonc@glendiveschools.org</a> , 377-1237
LES	Ryan Buckley, Principal	<a href="mailto:buckleyr@glendiveschools.org">buckleyr@glendiveschools.org</a> , 377-1138
WMS	Katy Kennedy, Principal Heiderose Barth, Dean of Students	<a href="mailto:kennedyk@glendiveschools.org">kennedyk@glendiveschools.org</a> , 377-3288 <a href="mailto:barthh@glendiveschools.org">barthh@glendiveschools.org</a> , 377-3279
DCHS	Amy Ree, Principal John Larsen, Assistant Principal	<a href="mailto:reea@glendiveschools.org">reea@glendiveschools.org</a> , 377-5379 <a href="mailto:larsenj@glendiveschools.org">larsenj@glendiveschools.org</a> , 377-5362
District	Charles Phipps, Transportation Director	<a href="mailto:phippsc@glendiveschools.org">phippsc@glendiveschools.org</a> , 377-4055

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*The safety and well-being of our students is our top priority. Your support is crucial in helping us achieve this goal.*

### Change of Destination

If your child is planning to go with another student at the end of the school day, **we need to have a written note** to that effect. While one parent note is sufficient, it is best to have communication from both children's parents so that we know that parents are involved in the arrangement. This is particularly important if district transportation is involved. In most cases, bus drivers will require non-route students to provide written notification. This does not apply to carpooling, daycare, or other regular arrangements..

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## **Discipline**

### Behavior Referrals

If a student is referred to the principal for inappropriate behavior, it will be for one or more of the following reasons: Overt Defiance/Disrespect/Non-compliance, Major or Continuous Disruption, Technology Violation, Property Damage/Vandalism, Major Throwing, Inappropriate/Abusive Language, Theft, Lying/Cheating, Physical Aggression, Excessive Tardies, Fighting, Harassment/Bullying, Weapons/Dangerous Items, Habitual (4th Minor Offense), or Other. See Appendices 2 & 3 - Discipline Flow Chart, Definitions Minor and Major Infractions

The principal has the authority to assign any consequences based on the severity of the infraction. A child who receives one or more Behavior Referrals will receive a consequence. The parents will be contacted and a copy of the Behavior Referral will be sent home. The consequence may include but not be limited to the following:

1. Conference with student
2. Loss of Privilege
3. Time out/Detention
4. Time in Office/ In-School Suspension
5. Community Service
6. Bus Suspension
7. Out-of-School Suspension
8. Behavior Plan
9. Refocus

### Bullying, Harassment, Intimidation, Hazing (B.P. 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

#### Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely



affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

4. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, 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, and that has the effect of: a. Physically harming a student or damaging a student's property; b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property. c. Creating a hostile educational environment.
5. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

#### *Reporting*

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### *Responsibilities*

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

#### *Consequences*

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

#### *Retaliation and Reprisal*

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### *Corporal Punishment and Restraint of Students*

Montana School Law states the following: #20-4-302 (3) A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil. (4) A person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to: (i) quell a disturbance; (ii) provide self-protection; (iii) protect the pupil or others from physical injury; (iv) obtain possession of a weapon or other dangerous objects on the person of the pupil or within the control of the pupil; (v) maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, Principal's office, or other on-campus facility, or (vi) protect property from serious harm.

#### *Due Process*

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.

Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Board Policy 1700 available on the website or in the Principal/Superintendent's offices.

#### No Tolerance

Use or possession of a weapon, explosive, or any object intended to inflict harm, use or possession of tobacco, drugs, alcohol or any controlled substance, destroying or defacing school property, physical assault, and theft are considered to be no tolerance behaviors. These behaviors would result in out-of-school suspension, contact with and intervention through the appropriate law enforcement agencies, and possible expulsion.

#### Refocus

Failure to follow the Universal Expectations will result in the student filling out a refocus form. On the fourth refocus form in a week, the student will be sent to the office. Severe disruptions will be sent directly to the Principal.

#### Searches and Seizure

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

##### *School Property*

Student lockers, desks, and other such property are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials.

##### *The Person*

According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school controlled property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (i.e., a strip search) is needed, they shall call the parents of the student involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

#### Sexual Harassment/Intimidation of Students {B.P.3225}

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of: a. substantially interfering with the student's educational environment; b. creating an intimidating, hostile, or offensive educational environment; c. depriving a student of educational aid, benefits services, opportunities or treatment; or d. making submission to or rejection of

such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the Districts who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The Districts will make every effort to insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the Districts’ compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

#### *Suspension and Expulsion (B.P. 3300P)*

At the discretion of the administration, suspension may take any form. First a student may be suspended one to ten days and not be allowed to attend school. In serious cases, a student may be suspended until the next scheduled school board meeting.

In suspension, the student will not be allowed to participate in any school related activity for the duration of suspension.

Suspension and expulsion are both highly serious measures and should not be taken lightly by any student or teacher.

#### *Suspension*

The procedure set forth below will be followed when a proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct and a student will be given an opportunity to respond to the charges.

When a student’s presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process a pre-suspension conference will not be required and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

A building administrator will report any suspension immediately to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension. An administrator will send a copy of the report and notice to the Superintendent.

The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review the Superintendent will take such final action as appropriate.

### *Expulsion*

The Board, and only the Board may expel a student from school and may do so only after following due process procedures set forth below.

The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail at least five (5) school days before the date of the scheduled hearing. The notice will include time and place of hearing, information describing the process to be used to conduct the hearing, and notice that the Board intends to conduct the hearing in closed session unless a parent or legal guardian waives the student's right to privacy.

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

At hearing the student may be represented by counsel, present witnesses and other evidence, and cross examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.

### *Procedures for Suspension and Expulsion of Students with Disabilities*

The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. The Board will not expel any special education students when a student's particular act of gross disobedience or misconduct is a manifestation of a student's disability. The Board may expel pursuant to its expulsion procedures any special education students whose gross disobedience or misconduct is not a manifestation of a student's disability. A disabled student will continue to receive education services as provided in the IDEA during a period of expulsion.

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded from school by a court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal

drugs or sells or solicits the sale of a controlled substance while at school or a school function. The District will place such students in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA.

#### Final Note

School discipline takes precedence over extra-curricular activities. The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school and school activities. These may include but are not limited to the following:

- On or within sight of school grounds before, during, or after school hours
- Off of school grounds at a school sponsored or related activity or event
- Traveling to and from school or a school activity
- Field trips

**The principal reserves the right to modify consequences at their discretion. Parents or guardians can expect to be highly involved with the school when there are repeat actions of misconduct.** Our goal is to see that the inappropriate behavior stops so that learning can continue. In many cases this requires the school and parents working together on behalf of the child.

#### Title IX Discrimination

##### NOTICE OF NON-DISCRIMINATION

The Glendive School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

ValerieHafele, Title IX Coordinator  
900 N Merrill Ave  
Glendive, MT 59330  
406-377-5363  
hafelev@glendiveschools.org

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

#### Tobacco and Alcoholic Beverages

Absolutely no tobacco products of any kind may be utilized on the Glendive Public School grounds. Glendive School District #1 participates in "Drug Free Schools" and student use of tobacco or tobacco products in the building or on the school grounds is prohibited.(tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation).Students who chew tobacco or smoke on school property whether during school hours or at a school function, or who drink such beverages on the grounds will face suspension or expulsion.

#### **Dress and Attire**

##### Appearance

Students are encouraged to take pride in their personal appearance and grooming. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages, tobacco products, or with obscene or questionable printing on them will not be permitted.

##### Dress Code

Students and their parents have the right to determine the student's pattern of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not detract from the educational process. These prohibited items include but are not limited to clothing with inappropriate wording or designs that hint, suggest, or refer to drugs, alcohol, sex, or profanity as determined by the principal or teacher.

Halter tops, backless, or low-back shirts, tops that are revealing, short shorts or skirts that don't reach the end of fingertips, muscle shirts, T-shirts without sides, and tops that do not cover the waist are not allowed. Baggy pants, wallet chains, and shoes with wheels can create safety concerns on the playground and are inappropriate.

**Hats and other headgear may not be worn in the school building.**

#### Appropriate Outdoor Clothing

It is critical for all students to wear a warm coat, gloves, hat, and boots when the weather is cold. These clothes also make playing during recess time more enjoyable for children. Because of the laws governing fire and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear overshoes or snow boots, they should bring another pair of shoes to wear inside the building during the day. If it would be more convenient for your child to leave a pair of shoes at school during these months, that can be arranged with your child's teacher. BE SURE TO MARK THESE ITEMS WITH YOUR CHILD'S NAME, inclusive of other items that belong to your child. Any student not wearing appropriate outdoor footwear may be restricted to designated areas of the playground.

**\*\*At Lincoln School the students need to wear Coats if the temperature is below 40 degrees "Real Feel". Students who wear shorts or forget their coats will be sitting at the office during recess times if the temperature is "Real Feel" below 40 degrees.**

#### Appropriate Physical Education Shoes

Students' shoes need to be safe and stay on during the physical activities that are done during physical education. Students need shoes that fasten in some form. PE shoes may tie, velcro, be elastic, etc. Slip ons, ballet flats, boots, heels, and snow boots are not appropriate or safe.

#### Lost Clothing and Possessions

You are strongly urged to place an identification mark on your children's outer garments (coats, hats, mittens, boots, gym shoes) as many unclaimed articles of clothing are left at the school each year. It is also requested that private playground equipment not be brought to school, as we cannot take responsibility for its safekeeping. Students are asked to inquire at the office about lost articles and to bring any articles they may find to the office. At Parent-Teacher Conference times lost articles are displayed in the main hallway. This is an opportunity to claim your child's lost items.

### **Educational Programs and Services**

#### Computers

Students will be provided with a Chromebook at the beginning of the year. They are responsible for the care of the Chromebook. Third grade students have a keyboarding class once per week. Fourth and fifth grade students have computer class once per week.

#### Elementary Counseling

Counseling services are available for every student. Students may refer themselves or they may be referred by parents, teachers, or other staff. Topics discussed in counseling sessions may range from life changes (moving, new baby, divorce, death, and other) to getting along with others and managing one's behavior. The LES counselor is talented and caring and will continue to be available for students and families.

#### Library

All students will have one library class per week. There are additional opportunities to access the library throughout the day/week.

#### Music

All students will have two music classes per week.

#### Physical Education

All students will have two classes per week of P.E. Proper shoes must be worn.

### Special Education Services

Lincoln School has two resource rooms devised to accommodate the needs of students with disabilities. The program is designed to meet the individual needs of those youngsters experiencing difficulty in the basic academic skill areas. A student involved in this program is instructed through the implementation of an individualized program geared to his or her specific needs.

Prior to the referral to Special Education, the BIT (Building Intervention Team) meets to develop interventions. If the problem continues to occur a referral will be made to Special Education and a Plan of Evaluation will be activated. The multi-disciplined evaluation will occur and this will assist in determining the qualification of the student for Special Education. If the student qualifies, the IEP (Individualized Education Plan) team will develop a plan to meet the needs of the student.

### Section 504 of the Rehabilitation Act of 1973

The Glendive School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), is required to inform and provide full educational opportunities to all students. Anyone aware of an individual who may benefit from special education and related service is encouraged to call our Director of Special Education at 406-377-5363. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities including activities such as caring for one's self or performing manual tasks)
2. has a record of such impairment; or
3. is regarded as having such impairment

In order to fulfill obligations under section 504, the Glendive School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The Lincoln School Counselor is the Section 504 Coordinator for the school. If there are any questions, please feel free to contact her at 377-3275.

### Title I

Title 1 is a federally funded program staffed by a certified teacher to provide students with supplemental help in core academic areas, emphasizing reading and math

## **Emergency Situation**

### **ALICE**

Glendive Public Schools use ALICE for our "Active Shooter" Protocols. The principal has been ALICE trained and is certified to train the staff in the proper procedures. ALICE stands for:

- A – Alert
- L – Lockdown
- I – Inform
- C – Counter
- E – Evacuate

This program is a great way to keep our students safe. Practices for these situations will be done at school with the students in mind. Most trainings will be without students. When students are involved, the principal will inform parents in advance that there will be a training that day.

### Fire Drills

Fire drills will be conducted throughout the year as required by state law.

### Emergency Closure

Closure or changes in the school schedule will be given via the district app, Glendive Public Schools, the district website, social media, local news and radio. The determination will be made by the district superintendent or designee.

### Emergency Phone Number

The emergency phone numbers in the student records are important, especially when accidents or illnesses

occur. Without accurate data, we may find it impossible to notify parents/guardians. It is vital to keep these records up to date. Parents/Guardians will be asked to list information at the time of registration. Parents are requested to inform the school of any changes in home, work or emergency telephone numbers.

The Glendive School District now has the capability to contact all parents simultaneously due to the School Messenger service. For this system to work correctly, every parent will need to contact the students' schools if there has been a contact number change recently. The system will first contact the home telephone, followed by the work telephone and an emergency contact.

In the event that the school would have an emergency, administrators will use the School Messenger service to contact parents to let them know what is happening as quickly as possible. If students must be moved to another location, administrators will contact parents to tell them the location and the protocol for taking the students home safely. Using School Messenger,, all parents will be kept informed of what is actually happening in school during a lockdown. This should eliminate several of the rumors that accompany any event.

### **Family Educational Rights and Privacy Acts (FERPA)**

Certain information about district students is considered directory information and will be released upon request in writing, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is 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 includes a student's name, telephone number, photographs, awards received in school, participation in school-sponsored activities, address, date and place of birth, dates of attendance, most previous school attended, and period of attendance in school. A sign-off form is included and is due within TEN days of the issuing of this handbook.

### **Grading**

Report cards are sent home with students upon completion of each nine-week period. Signed report cards are to be returned to the homeroom teacher following the first three grading periods. Parent-Teacher Conferences are held following the end of the first grading period and between the second and the third grading periods. Map reports will be sent home to parents with the first and fourth quarter report cards to keep parents informed of student progress towards goals. Results of the spring Smarter Balanced assessment will be sent home to parents of fourth and fifth graders in the fall

### **Gun Free Schools**

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a weapon or firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the building principal or district superintendent. Firearms will not be permitted on school property. Employees and non-student visitors will not be permitted to bring firearms on school property. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition, which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property. If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this



policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion, provided that such placement removes the student from the regular school program. The district shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies

## **Health and Wellness**

### **Counseling Services**

Counseling services are available for every student. Students may refer themselves or they may be referred by parents, teachers, or other staff. Topics discussed in counseling sessions may range from life changes (moving, new baby, divorce, death, and other) to getting along with others and managing one's behavior. The LES counselor is talented and caring who continues to be available for students and families.

### **Emergencies at school**

Students who become ill or injured during the day should report to the principal's office. A school nurse may be available. First aid materials are on hand. **Please make sure the school has your current telephone numbers and a number of the emergency contact in case you cannot be reached.**

1. Whenever a student shall become sick or injured at school, the school authorities or attendance office personnel shall attempt to notify the home to tell the parents the nature of the sickness or injury.
2. Students normally will not be sent home when ill unless parental or guardian contact has been made. Students will be sent to the nurse's office or back to class until such contact is made.
3. If the injury is apparently serious in nature, the student shall be referred to the nearest medical personnel for attention and parent notified thereof as soon as possible.

### **Head Lice (Pediculosis) – Report to the School Nurse**

Whenever a case of head lice is reported to the school or discovered by school personnel, the school nurse or other trained personnel will examine the student(s) involved. Findings will be reported to the respective guardian, and the infested student will be sent home immediately for appropriate treatment.

When it is determined that a student has live head lice, the student will be excluded from school, school programs, and activities. The student will be allowed to return to the classroom and school activities after being treated with an effective lice killing treatment. The parent will provide a signed written note verifying that the child has been treated. The school nurse and/or designated individual will check the infested student(s) before re-admittance to the school and/or its activities. The student must be determined to be free of live head lice in order to return to the school environment.

If no live louse is found, students will not be sent home if "nits" are present. The American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), and the Centers for Disease Control and Prevention (CDC) advocate not sending students home with nits.

### **Immunization Policy**

Montana Law requires that all students entering Montana Public Schools be immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (rubeola). Every student attending Lincoln Elementary must have had the required shots or filed an exemption in order to attend school. (MCA 20-5-403)

## Diseases

### Head Lice (Pediculosis) – Report to the School Nurse

The new school year means a variety of things to our children. One important aspect is the interpersonal contact between children and the possible exposure to head lice. In order to prevent an ongoing problem with head lice we would like to offer tips on prevention. Physically lice infestation is a minor health problem, but treatment can be expensive and time consuming for parents, as well as causing the child to miss valuable school time.

Prevention Tips: Check your children's heads periodically; teach them not to share combs, brushes, etc. and to hand hats and coats up at school and at social gatherings; sleepovers can be a source of infection, talk to your children about this; report head lice to your school nurse. Using a hairdryer regularly can kill head lice eggs. Reporting remains confidential and is a must to eliminate other infestations.

Signs/Symptoms: Child scratching head or complaining of itching, small sores at hairline or behind ears, look for tiny white eggs (nits) on hair shaft, near the scalp and especially at the nape of the neck and behind the ears (head lice are tiny grayish-tan insects without wings).

Over the counter preparations work well to treat head lice as long as directions are closely followed. **If your child is diagnosed with head lice during the school day, parents will be contacted and the child will have to be treated before they are allowed back into class.**

### *Chicken Pox*

*Early Symptoms* – slight fever, general feeling of illness, blister-like eruption. *Incubation period* – 2-3 weeks. *Restriction of school* – excluded from school for 7 days from the appearance of rash. Crusts to be dry. No permit required. *Contacts* – may attend school under observation.

### *Scarlet Fever, Scarletina/Epidemic Sore Throat*

*Early Symptoms* – nausea, fever, sore throat, fine rash. *Complications* – kidney infection, rheumatic fever. *Incubation period* – 2-7 days. *Restriction of school* – not less than 6 days after onset of disease and until all abnormal discharges have ceased or on physicians permit. *Contacts* – may attend school under observation.

### *Conjunctivitis (Pink Eye)*

*Early Symptoms* – itching of eyelids followed by smarting and burning. The whites of the eyes turn pink or red, and pus is usually present. Swelling of eyelids may occur. Light may be irritating. Treatment by a physician is recommended. *Incubation period* – 1-3 days. *Restriction of school* – contagious period lasts as long as symptoms are present. Child should remain home until all symptoms have resolved. *Contacts* – may attend school after symptoms have disappeared.

### *Impetigo*

*Early Symptoms* – many cloudy blisters or small boils progressing to open sores with yellow crust and reddening of the skin on one or more areas of the skin usually caused by a strep bacteria. *Incubation period* – 2-5 days. *Restriction of school* – the contagious period lasts as long as the sores remain unhealed. The Child should remain out of school until sores are healed or under proper medical care. Infected persons should be excluded from food preparation. Medical treatment is important for prevention of kidney disease. Contacts should be checked daily for 5 days on children who have been exposed. *Contacts* – may attend school after sores are healed.

### *Animal Bites*

Immediately wash with soap and water. Medical consultation recommended. All animals that have bitten an individual are to be securely impounded for a period of 10 days.

### *Ringworm of the Scalp*

Begins as a small papule and spreads peripherally leaving scaly patches. Infected children should remain at home.

### *Scabies*

Physician's written permit to return to school.

## Medication Administration Policy

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short-term acute health conditions. **Primary consideration should be given to scheduling medication doses so that administration can be done at home.** When the medication must be given during

the school day by the school nurse, stringent guidelines must be followed. The nurse will notify parents if medication is sent to school with their children and these criteria are not met. **Teachers will NOT administer medications** whether they are over-the-counter or prescription. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, this policy for administration must be followed:

1. Written orders from the student's physician with the following information must be on file at school prior to distribution of medication. Appropriate forms are available at school offices.
  - a. child's name
  - b. name of drug
  - c. dosage
  - d. purpose of the medication
  - e. time of day medication is to be given
  - f. anticipated number of days medication needs to be given
  - g. possible side effects
2. The medication must be brought to school in the original container provided by the pharmacy or physician with the appropriately labeled dosage. The supply must be for one school week only and should be brought to school on the first school day of each week. The bottle will be sent home with the student on the last school day of each week to refill for the next week.
3. A specific locked cabinet will be provided at the school for the storage of medications.
4. The school nurse shall organize a practical plan for the administration of medication. The precise time and medication dose should be clearly stated, so that in the absence of the nurse, specific directions are available.
5. An individual record of such prescription medication administered by school personnel shall be kept.
6. A new permission form needs to be completed and on file with the nurse at the beginning of each school year.

### **School Nurse**

We have a nurse, Mrs Granmoe, on a part-time basis. She has additional duties at Washington Middle School. The nurse administers first-aid; however, her main duty is to aid students in maintaining good health. Also, the nurse carries out immunizations programs and policies for control of communicable diseases along with the county health department. She provides a program of visual, hearing and scoliosis screenings for health appraisal, making necessary referrals, and following these referrals, making sure there has been a follow-up.

#### ***Nurse's Schedule for 2025-2026 (Schedule subject to change as necessary)***

Monday: 8:00 -11:00

Tuesday: 8:00 -11:00

Wednesday: 8:00 -11:00

Thursday: 8:00 – 11:00

### **Lincoln School Information**

#### **School Hours - Starting and Dismissal Times**

Teachers or paraeducators are on playground duty at **7:30 A.M.**, at recess, noon hour and at dismissal time. Children that are not bused to school are asked not to arrive on the playground earlier than **7:40A.M.** Students eating breakfast may enter the building at 7:30 A.M. through the gym doors. Students enter the building when the morning bell rings at **7:55 A.M.**

Since children will be expected to play outside except during inclement weather, they should be dressed to fit the weather conditions. **Please check your child's attire before they leave for school each day.** During extremely cold weather (below -5 degrees) or rainy weather, students **may** be allowed to go to their classrooms at 7:55 A.M. Signs are posted on entrance doors when this occurs. Students will remain in during noon hours and recess on these days also if weather conditions do not change.

**\*\*At Lincoln School the students need to wear Coats if the temperature is below 40 degrees "Real Feel". Students who wear shorts or forget their coats will sit at the office during recess times if the temperature is "Real Feel" below 40 degrees.**

Please drop your children off on the side of the school in the designated area.**Please see appendix for the**

**newly established drop off locations and process . Drop off in the front of the school entrance, can be made after 8:00 am. Do not drop your students off on the opposite side of the school This is VERY dangerous to have a student cross the pathway of an oncoming car.**

The school day concludes at **3:35 P.M.** and students are asked to leave the school grounds immediately after dismissal

### **Student Items**

In order to maintain continuity of instruction without frequent interruption, parents or other family members need to drop off items for students at the office. Office personnel will be responsible for delivering these items to students at an appropriate time.

**PLEASE REFER TO THE CALENDAR PAGE AT THE END OF THIS HANDBOOK FOR EARLY OUT DATES. LINCOLN SCHOOL IS DISMISSED AT 1:35 P.M. ON EARLY OUT DAYS.**

### **Parent and Legal Guardian Rights**

Should you be divorced, legally separated, or the legal guardian of a child other than your own, please inform the school office immediately of any court or administrative proceeding which grants you the custodial rights and/or limits the custodial right of others to your child or children. This information is necessary to protect your rights as parents and guardians and to prevent non-custodial parents from removing a child from school without the proper authorization.

### **Education of Homeless Children**

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act. Enrollment procedures and services provided to homeless students is outlined in School Board Policy 3125.

### **Parent Teacher Association**

You are encouraged to become an active member of the district wide elementary Parent Teacher Association. It allows you the opportunity to meet your neighbors, school personnel and friends. PTA has special goals; i.e., playground equipment, events to get families together, support for special projects, etc. Many positive things have been accomplished through the efforts of those who have joined. If you would like more information, please email the PTA at [glendivePTA@gmail.com](mailto:glendivePTA@gmail.com)

### **Personal Items**

#### **Bikes**

As parents, you need to decide when your child has acquired the necessary maturity, skills, and knowledge of traffic safety to assume the responsibility of riding a bicycle to school. Since most students in kindergarten and grade one do not have sufficient skills or maturity to safely handle riding a bicycle to school, we discourage you from giving them permission to do so. If you decide to permit your child to ride a bicycle to school, please instruct him/her to use utmost caution to avoid accidents. All bikes are required to be locked up at the designated bike racks at the front of the school

#### **Lockers and Coat Racks**

Since lockers are often shared and not to be locked, valuables or money should not be kept in lockers or in backpacks; the school assumes no responsibility for the loss of valuables or money. Each student is responsible for keeping his/her locker clean, both inside and outside. Locker use is a privilege.

#### **Personal Technology**

IPads, tablets, kindles, and similar devices may be allowed by the classroom teacher for educational applications, but the parent/student accepts the risk of damage or theft. Devices capable of audio or visual recording or calls including, but not limited to smart phones, smart watches, tablets, etc. must be stored inside student lockers unless directly authorized by the classroom teacher and/or administration. If a device capable of audio or visual recording is utilized, carried, worn, or utilized within the school setting without the direct authorization of the classroom teacher and/or administration, the device will be

held in the office until a parent or guardian is able to pick the device up.

### **Toys and Personal Items**

Students are **NOT** to bring toys or trading cards to school. Expensive toys, (i.e., Game Boys, portable CD players, iPods, handheld electronic games, etc.) are not allowed at school at any time. No personal balls (footballs, soccer, basketballs etc.) are to be brought to school. Cell phone usage will not be allowed during the school day. If your child should bring a cell phone to school, it must remain in his or her backpack during the school day. The School District is not responsible for theft or damage of private property.

### **Recess**

Children are required to go outside for recess, weather permitting. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess. There should be very few situations when children who are well enough to be in school require inside recess. All children will be kept inside during extreme weather conditions at the principal's or designee's discretion. Please look at the front of the school for a sign that will let students know that they are able to come inside. Please refer to Appropriate Outdoor Attire within the Dress Attire section to ensure your child has safe and appropriate clothing for outdoor recess. **LES will have outdoor recess as long as the actual temperature is -5 or above or the windchill (Real Feel) is -15 or above.**

### **Safety**

See [Emergency Situations](#)

### **School Breakfast and Lunch Programs**

Lincoln Elementary School provides a nutritious breakfast and hot lunch program. Here are some general information about the school lunch program:

1. The cost of breakfast, lunch and extra milk is taken from the student's account.
2. Meal balances may be checked in the parent portal of Infinite Campus. Furthermore, Infinite Campus can be set up in a manner that will send you updates of your student's account balance.
3. **Free/Reduced lunch applications are sent home with each student the first day of school but you are encouraged to use the link below and apply online for this service. You need to reapply EVERY YEAR for your child to qualify for this program.**

### **FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See [GPS Free/Reduced Online Application](#) to apply or contact the office.

### **Glendive Public Schools breakfast and lunch meal charges:**

<b><u>2025-2026</u></b>	<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>
<b><u>PK-Gr 5</u></b>	<b><u>2.00</u></b>	<b><u>2.25</u></b>
<b><u>Gr 6-8</u></b>	<b><u>2.00</u></b>	<b><u>2.75</u></b>
<b><u>Gr 9-12</u></b>	<b><u>2.00</u></b>	<b><u>3.00</u></b>
<b><u>Reduced</u></b>	<b><u>0.30</u></b>	<b><u>0.40</u></b>
<b><u>Adult</u></b>	<b><u>3.00</u></b>	<b><u>5.00</u></b>

### **Breakfast**

Breakfast is offered to students every school day. Breakfast serving time is 7:30 - 7:55 a.m., which allows students time to eat and arrive for class on time. Payments on student accounts can be for any amount the parent wishes.

### **Lunch**

Lunch is offered to students every school day. Lunch serving time is 11:25-11:45 for 3rd grade, 11:45-12:05 for 4th grade and 12:00-12:25 for 5th grade. Payments on student accounts can be for any amount the parent wishes.

### **Cold Lunch**

When your child prefers a lunch prepared at home, we ask that you carefully consider items that provide a well-balanced meal. If your child is responsible for packing their own lunch, please check to see that a good variety of nourishing choices are included. Foods with high sugar content are discouraged. Please do not include soda pop with a cold lunch!

### **Milk Tickets**

Milk tickets are \$8.00 for a 20-punch written ticket. Recess milk is not mandatory but is encouraged. These tickets are kept in the classrooms and are punched when your child desires milk during snack or to go with their cold lunch.

### **Parents**

Parents may eat hot lunch with their children in the cafeteria. If you plan on eating with your child, please call the office by 9:00 a.m. on the day you are coming so you are included in the lunch count.

### **Meals Collection Procedure**

Glendive Public Schools recognizes that the school lunch/breakfast program is extremely important to the well being of students. Students are encouraged to participate in the program and it is open to all students of Glendive Public Schools. The following procedure will be used to deal with student accounts that are delinquent. Those accounts deemed delinquent would be turned over to small claims court or DCI Credit Services, Inc. when any of the following occur:

1. The account is carrying a debt, is in excess of 30 days old, and 3 notices have been sent to the parents/guardians at least 10 days apart
2. The school year has ended, 30 days have elapsed since the end of school, 3 notices have been sent to the parents/guardians, and the account is still showing a balance due.

### **Student Check out Procedures**

#### **Transferring out of Lincoln School**

If it becomes necessary to withdraw your child from Lincoln School please notify the office or send a written note to your child's homeroom teacher. It helps to have several days notice if a student is withdrawing. All textbooks, workbooks, library books are to be returned or paid for before records will be released. School records will be forwarded to your child's new school upon receipt of a signed release. Copies of immunization records are available from the Principal's office upon request.

### **Student drop off and pick up procedures**

Please park on the playground side of the school (**Valentine Street or Taylor Avenue**) when bringing children to and from school. **DO NOT park in the bus loading yellow zone on Powers Street. This is a ticketed offense as is parking in the handicapped zone.** For the safety of your children, do not have them crossing in the middle of the street and remind them to use the crosswalks. The **Nowlan Avenue entrance should be used only when children are arriving late or returning to school after the school day has begun.** Please see the drop off procedures in the appendix. \*Please note the procedures for "Checking In & Out of School" listed below.

#### **Change of Destination**

If your child is planning to go with another student at the end of the school day, **we need to have a written note** to that effect. While one parent note is sufficient, it is best to have communication from both children's parents so that we know that parents are involved in the arrangement. This is particularly important if district transportation is involved. In most cases, bus drivers will require non-route students to provide written notification. This does not apply to carpooling, daycare, or other regular arrangements..

## **Textbooks**

Textbooks, Chromebooks, workbooks, library books, and other materials belonging to the school district need to be properly cared for while in use by students. We encourage children to carry their books in a book bag or backpack to help protect from damage and loss. Charges should be expected for damaged or lost materials.

## **Universal Expectations**

Our goal is to create the best learning environment possible for children. To achieve this goal, students can and will be taught the guidelines for success. These guidelines are:

1. Be Safe
2. Be Respectful
3. Be Kind
4. Be Responsible
5. Be a Learner

**Go Dinos!**

We want a safe, caring, orderly school in which children can receive the best education we can possibly deliver. To assure each student a safe, secure, and predictable school environment, students are required to follow the universal guidelines which cover all common areas and the classroom. Students who behave appropriately will be positively rewarded with praise and a variety of incentives. See Matrix Appendix 1

## **Classroom Expectations**

Each teacher is responsible for developing guidelines and rules for the classroom based on LES's Universal Behavior Expectations. These will be communicated to parents, discussed with students, and clearly posted in each classroom. These plans teach Lincoln students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive. If you receive a referral sheet from your student, please discuss the incident with your child.

## **Video Surveillance**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

## **Visitors**

**For the safety of our children, all visitors are required to check in at the office upon entering the building.** Please use the Nowlan Avenue entrance to check-in and receive your **name tag or visitor pass**. Parents are encouraged to become acquainted and involved with their child's class. This link between school and home can help to clarify situations that otherwise might lead to misunderstanding. If you would like to visit your child's classroom, please make prior arrangements with the teacher. Children visiting your home will not be allowed to visit your child's classrooms during the regular school day.

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

## **Volunteers**

Many teachers utilize parent volunteers within their classrooms, and we would encourage you to become a part of these opportunities as they are made available. A "Volunteer Information Sheet" must be completed at the time of your first volunteer session. These forms are available in the office. Subsequent visits require sign-in at the time of your arrival. Teachers are available before and after school to confer with parents. If possible, please call ahead to schedule an appointment

## **Weapons**

Weapons are forbidden on school property. Possession of firearms and other weapons will be dealt with according to district policy and state and federal law. Any student involved with possession or use of weapons will be referred to the School Board for expulsion.

Toy weapons are also not permitted at school. Violators will be dealt with at the principal's discretion.

### **Conclusion**

This Handbook has been issued to you to help answer many of the questions which arise in your mind during the school year. Please try to keep this handbook in a place where it will be easily available to you.

**Things not dealt with in this handbook may be governed by school board policies or administrative procedures. If you have any questions or concerns about specific issues not covered in this handbook, contact the Lincoln School Office**

**\*\*ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS THE NEED ARISES for the best interest of the child, family, and the school\*\***





# Lincoln Elementary School

	All Settings	Hallways	Stairways	Lunch Room	Playground	Bus	Assemblies	Bathrooms	Classrooms	Computer Labs
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Hands, feet, and objects to self</li> <li>Follow adult directions</li> <li>Report unsafe behavior</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Tight to the right</li> <li>Single file</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>One step at a time</li> <li>Right hand on the rail</li> <li>Single file</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Eat your own food</li> <li>Stay seated until dismissed</li> <li>Chew your food</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Be aware of your surroundings</li> <li>Check with an adult before leaving playground</li> </ul>	<ul style="list-style-type: none"> <li>Sit quietly</li> <li>face forward with backs to seats</li> <li>Follow bus driver's rules</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned spot</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Use bathroom fixtures appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Move appropriately</li> <li>Handle equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep chairs flat</li> <li>Sanitize hands on the way in and out</li> <li>Use approved sites</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Eyes towards the speaker</li> <li>Use polite language</li> <li>Respond when spoken to</li> <li>Treat others the way you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Zero - 1 voice</li> <li>Quiet feet</li> <li>Hands at sides</li> <li>Voice Levels</li> <li>0 No voice</li> <li>1 whisper</li> <li>2 table talk</li> <li>3 speaker</li> <li>voice</li> <li>4 outside</li> </ul>	<ul style="list-style-type: none"> <li>Quiet Feet</li> <li>Zero - 1 voice</li> <li>Give others space</li> </ul>	<ul style="list-style-type: none"> <li>Use polite language: please, thank you, excuse me</li> <li>Chew food with mouth closed</li> <li>Level 2 Voice</li> <li>Raise hand for assistance and to leave the table</li> <li>Use manners</li> </ul>	<ul style="list-style-type: none"> <li>Play in approved areas</li> <li>Take turns</li> <li>Exit and enter at Zero voice</li> <li>Be aware of others' games and equipment</li> <li>Include and invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>Sit facing forward with backs to seats</li> <li>Follow bus driver's rules</li> <li>Use polite language</li> <li>Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in a quiet manner</li> <li>Listen with eyes towards speaker</li> <li>Zero Voice, unless instructed</li> <li>Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Allow for the privacy of others</li> <li>Give others space</li> <li>Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Use the voice level instructed</li> <li>Use polite language</li> <li>Eyes towards speaker</li> <li>Allow others to speak without interruption</li> <li>Cooperate and work well with others</li> </ul>	<ul style="list-style-type: none"> <li>Treat the computers with care</li> <li>Leave screens and settings as they are</li> <li>Push in chair</li> <li>Use the voice level instructed</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Admit and tell the truth</li> <li>Be helpful</li> <li>Help keep surroundings neat and clean</li> <li>Leave personal items at home</li> </ul>	<ul style="list-style-type: none"> <li>Walk with a purpose</li> <li>Remove your hat/mood in building</li> <li>Keep halls, lockers, and coat racks tidy</li> </ul>	<ul style="list-style-type: none"> <li>Walk with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>Bring your cold lunch</li> <li>Dispose of milk properly and scrape tray clean</li> <li>Place utensils in soapy bin</li> <li>Leave a clean space</li> <li>Use appropriate amounts of condiments</li> </ul>	<ul style="list-style-type: none"> <li>Return playground equipment</li> <li>Throw garbage in trash can</li> <li>Line up quickly</li> <li>Dress for the weather</li> <li>Bring in your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Keep the bus clean</li> <li>Get off at the right stop</li> <li>Wait patiently for the bus</li> </ul>	<ul style="list-style-type: none"> <li>Pay close attention</li> <li>Respond to quiet signal quickly</li> </ul>	<ul style="list-style-type: none"> <li>Flush</li> <li>Keep water and soap in the sink</li> <li>Turn off water</li> <li>Paper towels in the trash</li> <li>Use 1 or 2 paper towels</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be prepared with materials</li> <li>Listen carefully and follow</li> <li>Directions in the turn in all work on time</li> <li>Use work time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Be aware of computer cords</li> <li>Use appropriate sites and searches</li> </ul>
<b>Be Ready to Learn</b>	<ul style="list-style-type: none"> <li>Be an active learner</li> <li>Give full effort</li> <li>Be cooperative</li> <li>Participate</li> <li>Have a positive, ready-to-learn attitude</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Try new foods</li> <li>Use table etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Be a problem solver</li> <li>Invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the bus driver</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Listen with your eyes, ears, and heart</li> <li>Be open to new information</li> </ul>	<ul style="list-style-type: none"> <li>Take care of your needs and leave right away</li> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Pay attention and stay on task</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from teacher</li> <li>Work on assigned tasks</li> </ul>

## APPENDIX:

### Universal Matrix

## Major Behaviors

<b>LINCOLN MAJOR BEHAVIORS</b> The following table defines infractions that may occur, but is not considered an exhaustive list.		
Major Behavior	Definition	Examples
Overt Defiance/Disrespect/ Non-Compliance	Continual refusal to follow requests or directions and continual disrespect for others	Talking back, arguing, socially rude interactions, ignoring authority, leaving school grounds
Major or Continuous Disruption	Behavior causing a major inappropriate disruption including non-verbal disruption	Loud talking, yelling, screaming, noise with materials, horseplay or roughhousing, sustained out-of-seat behavior
Technology Violation	Intentionally, using technology for obscene or threatening purposes	Visiting pornographic internet sites, sending threatening or obscene messages, inappropriate searches
Property Damage/Vandalism	Substantial destruction or disfigurement of property	Deliberately destroying school property or property of another
Major Throwing	Student engages in a serious act of throwing, flicking, etc. that results in someone getting hurt of the possibility of someone getting hurt	Throwing objects, flicking objects, shoving books, trying to knock things over, etc.
Inappropriate/Abusive Communication	Verbal messages that include swearing, name calling, or use of words in an inappropriate way	Verbal or gesture messages that include threats, intimidation, pictures, or written notes. Swearing directed at another and/or with intent to harm or upset another.
Theft/Stealing	Student is in possession of, having passed on, or being responsible for removing someone else's property	Placing something of a teacher's or another student's in his/her backpack, pocket, etc.
Lying/Cheating	Signing a person's name without that person's permission, dishonesty that harms another, cheating for academic gain	Signing a staff, parent, or another student's name on a form or permission slip. Lying to get someone else in trouble, copying from someone's test/paper, taking an AR test for another student
Harassment/Bullying	Bullying is an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. May include, but is not limited to: race, religion, gender, age, ethnic origin, disabilities, or other personal matters.	Deliberate, targeted, and repeated name calling, demeaning words or actions, etc.
Physical Aggression	Inappropriate serious physical contact, including anger, that results or may result in injury. Intent to hurt someone, or self	With intent to hurt another or self: hitting, punching, scratching, kicking, biting, spitting, etc.
Weapons/Controlled Substances/Dangerous Items	Possession, distribution, or use of any tobacco, alcohol, or drugs. Possession of any object that is readily capable of causing bodily harm	In possession of (real or look alike): guns, knives, mace, bullets, lighters, matches, etc.
Habitual (4th Offense)	The fourth offense of the same minor behavior = major Reset every quarter	Student has received 3 minors and has not corrected the same behavior
Accumulative (4th Offense)	The fourth offense of any minor in 1 weeks time = major Reset every week	Student has received 3 minors for different behaviors
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.	
Habitual Majors (4th Offense)	The fourth offense of the same major behavior in a year will result in a BIT team meeting.	
Accumulative Majors (4th Offense)	The fourth offense of any major behavior per quarter will result in a BIT team meeting. Reset every quarter.	

## Minor Behaviors

<b>LINCOLN MINOR BEHAVIORS</b>		
The following table defines infractions that may occur, but is not considered an exhaustive list.		
<b>Minor Behavior</b>	<b>Definition</b>	<b>Examples</b>
<b>Defiance/Disrespect/ Non-Compliance</b>	Student engages in brief or low-intensity failure to respond to adult requests, or engages in disrespect to others.	Not sitting when asked, when redirected on the playground ignores or walks away, noises, rolling of eyes, heavy sighing
<b>Disruption</b>	Student engages in low-intensity, but inappropriate disruption	Inappropriate sounds, distracting behaviors
<b>Technology Violation</b>	Student engages in non-serious, but inappropriate use of technology	Cell phones, electronic devices, <u>SmartBoards</u> , etc. Changing settings on school devices
<b>Property Misuse</b>	Student engages in low-intensity misuse of property that could be unsafe or inappropriate	Jumping out of a swing, walking up the slide, throwing rocks, shaving pencils with scissors, etc.
<b>Minor Throwing</b>	Student engages in a non-serious, but intentional act of throwing, flicking, etc.	Throwing papers, flicking objects, shoving books or papers off desk, etc.
<b>Inappropriate Communication</b>	Student engages in low intensity instances of inappropriate communication not directed at others	Saying, "This is stupid," "This homework sucks," swearing, etc.
<b>Theft/Stealing</b>	Student engages in taking something in a non-serious way	Pencils, erasers, classroom supplies, etc.
<b>Lying</b>	Student engages in telling a mistruth that is a non-repetitive behavior (1st offense)	Telling the teacher their homework is done when it isn't, telling an adult that a peer did something when they didn't
<b>Physical Aggression</b>	Student engages in non-serious, but inappropriate physical contact, not intending to hurt anyone	Tackling, playing tag too rough, etc.
<b>Other</b>	Student engages in any other minor problem behaviors that do not fall within the above categories	

## Lincoln Elementary School - NEW Traffic Control Plan:

Lincoln Elementary School has been experiencing an increased number of students being dropped off all around the school. Sometimes students are dropped off on the opposite side of the street from the school, and sometimes even in the middle of the street. Congestion and chaos has been extremely high before and after school with passenger cars driving in every direction on each street in addition to School Buses pulling in and out and making wide turns on the narrow streets.

Our new traffic plan is intended to alleviate congestion, students randomly crossing streets, distracted driving and general traffic confusion.

**Please read the New Traffic Plan instructions below and study the traffic map on the following page.**

### **New School Bus Drop Off and Pick Up Zone:**



The buses will now pull up and park on **E Power St** next to the school to drop off and pick students up. This is the South side of the school. **PLEASE DO NOT DRIVE OR PARK ON THE 500 BLOCK OF E POWER ST.** This area will be reserved for school buses.

### **New Parent / Student Drop Off and Pick Up Zone:**



Please drop off and pick up students on the school side or heading East on **E Valentine St.** You can also park on the school side heading south on **S Taylor Ave.** This is the North and East side of the school. This area will be free of bus traffic and be less congested for student / traffic safety.

### **ADA / Student Drop Off and Pick Up Zone:**



If needed, please drop off and pick up ADA students on the school side or heading East on **E Valentine St** towards the front of the school. This is just to the North of the school. Areas will be marked for ADA parking.

**FOR THE SAFETY OF THE STUDENTS, PLEASE DO NOT TEXT OR BE DISTRACTED WHILE DRIVING AROUND THE SCHOOL!**

**PLEASE DO NOT DROP OFF OR PICK UP STUDENTS IN THE MIDDLE OF THE STREET!**

**PLEASE DO NOT DROP OFF OR PICK UP STUDENTS ON THE OPPOSITE SIDE OF THE STREET FROM THE SCHOOL!**

Students tend to not look before dashing from the vehicle to the school grounds or when crossing the street at random crossings. Other drivers may not see the student randomly in the middle of the street and it is extremely dangerous.

**PLEASE USE ESTABLISHED CROSSWALKS!** *Please inform students to look both ways before crossing the street!*

**FYI:** *The City of Glendive will be installing new parking signage along with new and updated designated crosswalks this summer. Until then, please use established crosswalks at the intersections of the streets.*

**Rhett Coon** - Facilities Director/Project Manager  
Glendive Public Schools  
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# Lincoln Elementary School - NEW Traffic Control Plan:

Due to a growing concern for student safety, and an increase in near miss accidents, Lincoln Elementary School is making a change to the Student Drop Off and Pick Up / Traffic Control Plan. Please see the New Traffic Plan map below.





## **SIGNATURE PAGE(S)**

Parent/Guardian Signature Page

### **Lincoln Elementary School** **Parent/Guardian Signature Page**

Student name: \_\_\_\_\_

Grade:            3rd                      4th                      5th                      Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Primary phone: \_\_\_\_\_                      Secondary phone: \_\_\_\_\_

I have read and understand the Lincoln Student handbook and FERPA statement below, and I understand what is expected of the above named student.

Parent/Guardian(s) printed signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Parent/Guardian(s) printed signature: \_\_\_\_\_                      Date: \_\_\_\_\_

### **FERPA**

#### **Family Educational Rights and Privacy Act (FERPA)**

Regarding student records, federal law requires that 'directory information' on my child be released by the District upon request (in writing), unless I object (in writing) to the release of any or all of this information. The objection must be filed within 10 school days of the time this handbook was given to my child.

Directory information ordinarily includes:

- |  |   |
|--|---|
| - Student's name                           | - Student's name on program for school activities |
| - Address                                  | - Telephone number                                |
| - Date and place of birth                  | - Dates of attendance                             |
| - Photos and videos                        | - Picture with name in the paper                  |
| - Picture/video posted on LES social media | - Most recent school attendance                   |
| - Awards received in school                | - Period of attendance in school                  |
| - Participation in school sponsored events |   |

In exercising my right to limit release of this information, I have MARKED THROUGH the items of the directory information listed above that I wish the district to WITHHOLD about my child.

School use only:  
Date received: \_\_\_\_\_                      Initials: \_\_\_\_\_

***These forms must be signed and returned to your child's classroom teacher at Lincoln School within 10 days of receiving the student handbook.***



### Glendive Public Schools Internet Use Policy

The Glendive School District recognizes internet access as a vital part in the education of its students. Students are responsible for good behavior on the district computer networks just as they are in a classroom or a school hallway. Communications on the internet are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others as it relates to their education and class work. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. Network storage areas will be treated like school lockers. Network administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly without the consent of the user. Users should not expect that files stored on district servers will always be private. During school, teachers will guide students towards appropriate materials that are relevant to the classroom and the instruction that is taking place. Outside of school, families bear the responsibility for such guidance as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media. Activities not permitted on school district networks include, but are also not limited to the following below:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violation of copyright or trademark laws
6. Using passwords other than your own
7. Trespassing on folders and files other than your own
8. Employing the network for commercial purposes
9. Accessing inappropriate sites and downloading inappropriate materials
10. Intentionally wasting limited resources

Failure to use district networks in an appropriate manner will be considered an act of insubordination and will be subject to school disciplinary code. Violations may result in loss of privileges, suspension, or a hearing before the board of trustees. When applicable, appropriate law enforcement agencies will be involved.

### **PERMISSION TO PUBLISH**

Your student may have the opportunity to publish documents and projects on the internet. These documents may include a personal home page, as well as any other personal work created by the student. **We will publish these documents only with written permission.** Published documents **will not** include the following information:

1. Any personal information related to a physical address or location of students, family members or phone numbers.
2. Given time other than attendance at a particular school or participation in school activities.

Documents will conform to Glendive School District policies and established school guidelines. All documents will be edited and approved by a referring teacher and a school principal before publication. **If there is specific information you wish to remain unpublished please circle or list below:**

**First Name      Last Name      Photograph      Return email address      Other \_\_\_\_\_**

The use of school and district networks must be in support of education, research and the educational goals and objectives of the Glendive School District. Students are personally responsible for this provision at all times when using the district network and internet.

**I have read the internet use policy and approve of my child's use of Glendive School District networks as stated. I also allow the Glendive School District to publish my student's work as described above.**

**Parent Signature \_\_\_\_\_**

**Date \_\_\_\_\_**





## Lincoln Elementary School

### 2025-2026 Annual Parent/Guardian Field Trip Consent Form

This Field Trip Consent Form gives Lincoln Elementary School (Glendive Public Schools) and its staff permission to take the below named student off campus for school approved field trips for the 25-26 school year. This permission applies to all local field trips occurring within Glendive, West Glendive, or Makoshika State Park during the school year. This permission is valid for one school year. Parents will be notified at least 48 hours in advance of local field trips. At this time, parents will have the option to withdraw permission for any individual field trip by contacting the teacher or building secretary. The Annual Field Trip Consent remains valid for all other local field trips. Separate permission will be sought for any field trips occurring outside of Glendive, West Glendive, or Makoshika State Park, including field trips within and outside the state of Montana.

#### Section 1 - Student Information

Student/Participant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ *(required in case of medical emergency)*

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone(s): \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### Section 2 - Medical Information

Please make sure to have your students' medical records updated. If something changes during the school year please contact the school nurse.

#### Section 3 - Consent and Liability Waiver

I hereby give permission for my student to participate in Lincoln Elementary School field trips during the 25-26 school year. I understand field trips may require transportation **(provided by the district)** to a location away from the school campus. As a parent or guardian, I understand that the school and staff will try to prevent accidents. However, I fully understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of the law by a trustee, employee or agent of Glendive Public Schools. In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances. I authorize Glendive Public Schools' employees or volunteers in charge of the student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency treatment to my child.

Parent or Guardian: \_\_\_\_\_  
(Printed Name) (Signature) (Date)