

**Brorson Elementary School**

**Student Handbook 2022-2023**

**Encouraging Success in School**



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Letter to the Parents from the Board,

Welcome to the 2022-2023 school year! Please take time to review this handbook with your child. This information will affect you and your child(ren). Policy is subject to revision if deemed necessary. Please keep and refer to this handbook throughout the year.

Board of Trustees: Heather Nevins

Board Chair

Brenda Larson

Trustee

Kyle McMillen

Trustee

Megan Albin

Clerk

The Board of Trustees of Brorson School District 11 is the governmental entity established by the State of Montana to plan and direct all aspects of the district's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.  
Policy #1000

The Board of Trustees will meet the second Tuesday of every month at 6:15 p.m. at the Brorson School. Each meeting is governed by an agenda; if you wish to bring up an item of business, please ask a trustee or the clerk to include you on the agenda at least five (5) days prior to the meeting. Please feel free to come and observe at any time; you need not be on the agenda to observe and there is a time for public comment.

## **Brorson School Mission Statement:**

Our mission is to be an exemplary student-focused community committed to challenging students to reach their full potential by preparing every student with the skills, knowledge, and attitude needed for success.

## **Brorson School Vision Statement:**

Our vision for Brorson Scholl District 11 students, parents, staff and community members is to collaborate and provide a premier educational experience that creates a foundation for personal success in the 21st century.

## **Purpose of this Handbook:**

This handbook is written for the purpose of providing information and guidance to students, both new and continuing, and their parents. It is your responsibility, as a student and parent to become familiar with its contents. This booklet contains the guidelines for school rules, regulations, and objectives.

It is felt that this handbook will help students, parents and staff. These rules affect the daily operation of the school. The Board of Trustees has adopted this handbook as its guideline to the administration for use in daily operation of the school.

The Brorson School Student/Parent Handbook has been assembled with collaboration of other Montana and surrounding area schools and handbooks.

## **Quick Reference Guide**

School Phone Number: 798-3361

School Email: brorsonschool@outlook.com

School Website: [www.brorsonschool.com](http://www.brorsonschool.com)

Classes are from 7:30 am – 3:30pm (Monday-Thursday)

### **2022-2023 Schedule**

August 17	First Day of School
September 5	No School- Labor Day
October 20-21	No School- PIR Days
November 24-25	Thanksgiving Break
December 23-January 2	Christmas Break
January 3	Back to School
March 20-24	No School- Spring Break
April 7-10	No School- Easter Break
May 26	Last Day of School

# **Daily Schedule**

This is the schedule for Monday, Tuesday, Wednesday, and Thursday, unless otherwise notified for early dismissals or school on Friday to make up for missing another day in the week (according to the school calendar).

7:30 am	School Starts
9:30 am- 9:45 am	Morning Recess (K-3)
12:00 pm -12:50 pm	Lunch
2:00 pm -2:20 pm	Afternoon Recess (K-6)
3:30 pm	Dismissal

## **School Lunches**

There are no lunches provided by Brorson on a regular basis. Students are required to bring lunch with them every day unless notified by the Teachers. There is a fridge available to keep lunches cold and microwaves to warm lunches up in the kitchen. We do not have a school lunch program and so it is important that students bring their own lunch unless specified that they are not needed.

At least once a month, the students will cook a meal and share it together with no cost to the parents.

**In the event that lunch is forgotten, the parents will be responsible to bring a lunch to school.**

## **Snacks**

There is a designated snack time for all students at 9:45 am (morning recess and bathroom break). Snacks should be brought to school by the parent and will not be provided by the school. Snacks need to be healthy like nuts, crackers, fruit, etc. Candy, cookies and chips will not be allowed to be eaten during snack time, but can be saved for lunch time. Juices and sandwiches are also not permitted to be consumed during snack time but must be saved for lunch time.

## **Student Pick Up and Drop Off**

Students need to be dropped off between 7:20 am and 7:25 am. Any student dropped off before 7:20 am, will have to wait outside and will be unsupervised. A student will be marked late if they arrive after 7:30am.

The bus picks up students at 3:30 pm on Monday, Tuesday, Wednesday, and Thursday. If your student does not ride the bus they need to be picked up no later than 3:35 pm, unless in the event of an early or late release. Any student left after that time, will be left outside and unsupervised.

## **Dress and Personal Appearance**

Students are encouraged to use proper grooming and dress in an age appropriate manner. Spaghetti strap shirts, short shorts, cut-offs, ragged clothing, and clothing with decals in poor taste, and clothes with reference to drugs, alcohol or tobacco are not acceptable at school. If a student arrives at school dressed inappropriately, the school will issue appropriate clothing to be worn for the day. Shorts may be worn to school if they are appropriate for the educational environment. Every person is to remove hats and/ or caps upon entering the building. Footwear that converts into rolling shoes (Heelys) is considered a safety hazard and is not permitted at the school. Students are required to wear footwear at all times. Slippers are not permitted.

### **Gym Expectations:**

Students are expected to come to school with an extra pair of tennis shoes for in the classroom and during PE. Extra shoes can be left at school. If shoes are not at school, they will have to sit out.

### **Winter Expectations:**

Students are expected to dress appropriately for the weather as well. That means that they need to have a hat, snow-gloves, heavy coat, snow pants, and snow boots. Any student who does not come prepared with all of these items, will spend recess time on the sidewalk.

### **Proper Grooming:**

Good grooming means practicing good hygiene techniques. Good grooming includes showering and having neat hair and clean, trimmed fingernails. Good grooming also includes having brushed teeth and clean clothes.

## **Academic Honesty**

Academic honesty is a term that includes several behaviors but is not limited to cheating/electronic cheating, plagiarism, forgery, fabrication, and/or other attempts to complete work, obtain grades or credit through dishonest means. Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. With respect to academic learning and integrity, the following definitions are provided for clarification:

Cheating: anything that presents someone else's efforts as your own. Cheating, regardless of the form, includes giving or receiving unauthorized aid in academic work such as the use of another student's completed work, not contributing to the group in collaborative or cooperative group situations, looking at another person's work, or providing another person with answers or completed assignments.

Plagiarism: the use of someone else's works, ideas or date without proper documentation. Students must acknowledge the use of another person's work through proper formatting, and/or referencing someone else's work when allowed.

Fabrication: the presentation of written or oral work/statements known by the student to be false.

Procedures for dealing with academic misconduct will vary with the infraction. In general, work completed through dishonest means will be taken from the student/s and will be assigned a grade of zero with the student having NO opportunity for making up the work, regardless of the assignment.

\*\*In all academic misconduct cases, a disciplinary report will be completed, and contact will be made home to the parents regarding the misconduct. When necessary, a student/parent/teacher/admin meeting may take place.

## **Report Cards, Mid-Terms and Conferences**

Report cards will be issued four times each year as will mid-term progress reports. Parent Teacher conferences take place two times a year, one in the Fall and another in the Spring. Conferences will be no longer than 30 minutes. Other conferences will be scheduled as necessary with individual parents. If parents wish to schedule a conference, call the school and arrange a time for the conference when the teacher is not busy in the classroom (Please reference the Appointments with Staff Members section of the Handbook).

<b><u>Quarter Ends</u></b>	<b><u>Report Cards/Conferences</u></b>
October 13 <sup>th</sup>	P/T Conferences to be determined
December 22 <sup>nd</sup>	Week of January 3rd
March 9 <sup>th</sup>	March 13 and 14 P/T Conferences
May 26 <sup>th</sup>	May 26 <sup>th</sup>

## **Grading and Homework Policy**

The district believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school. The issuance of grades and progress reports on a regular schedule serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to affect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Report cards will be sent home every nine weeks. These reports will include information relative to the student's academic achievement, days absent, social behavior and attitude toward school. In addition, parent - teacher conferences will be held once every other semester for more in-depth discussions.

Letter grades will be given in all grades in the subjects taught. The grading scale is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

## **Homework Assignments**

Completion of homework assignments in a timely manner is the responsibility of the student. Teachers will administer their policy for missed assignments. Please contact them first if you have any questions. Parents should make sure the homework is completed before signing off that the work was done. If homework is not received in a timely manner a zero will be earned for the assignment.

## **Accelerated Reader**

The Accelerated Reader program is a reading incentive program available to students in all grades. Students earn points for the books they have read by taking a computerized test. Accelerated Reader books are available in both the library and teachers' classrooms. Parents may read books to the child(ren) keeping in mind they should not go too far above the child's reading level.

Accelerated reader tests are allowed to be taken during times allotted by teachers. NO student will be allowed to take tests during non-school hours or on non-school days.

## **Student Absences**

In accordance with the "missing child" law, Brorson School will be calling you when your child is absent. In the case you do not have a home phone; you must provide the school with another number where you can be reached.

The Brorson School District is committed to the tenet that every student should attend school every day; and that poor attendance results, not only in loss of valuable instruction time, but creates lifelong behavior patterns which could dramatically influence a student's career success.

Regular attendance and promptness are expected and essential for success in school. The law of the State of Montana, Section 20-5-103, MCA, specifies the requirements for compulsory attendance in school. It requires parents and guardians who are responsible for the care of school-age children to enforce attendance to the school in which the child is enrolled.

The District believes that regular attendance is primarily the responsibility of parents and, to a lesser extent, students, depending on their age.

The District recognizes the importance of monitoring the parental responsibility for the child's attendance and may take legal action to ensure that students attend school regularly.

## **Reporting Student Absences**

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 8:00 a.m. on the day of the absence. If the student is not present, and the parent has not notified the school, the school will mark the student as absent.

## **Excused Absences and Tardiness**

An absence occurs when a student misses more than half the day. An excused absence is one that was necessitated by sickness or death within the family. In the case of a planned absence, assignments should be obtained and completed within three (3) school days of return. The reason for an absence must be specified by a note or phone call from a parent or a medical practitioner in order for the absence to be considered excused. This note must be brought to the supervising teacher when the student returns to school. In cases where doubt occurs concerning the validity of an excuse, Brorson School may require verification of medical conditions contributing to the absence. In the event the school determines an absence or tardiness is unnecessary, the absence will be considered unexcused. A record to the nature of the student's absence will be maintained for school use purposes. It will include a record of the student absences and tardiness.

## **Absence/Student Performances**

If student's absences or tardiness is having an adverse effect on the students' progress, the teacher will make parental contact to express concern and to explain the problem. If the absences have been unavoidable because of illness, bereavement or other reasons, the teacher will request a meeting to develop a plan so that the absenteeism has minimal effect on the student's academic success.

## **Excessive Absences**

In the event the student has five (5) unexcused absences per quarter, a meeting will be scheduled with the School Board to implement an individualized attendance plan which may include disciplinary action. Brorson School will document contacts with the parent regarding attendance, including telephone calls, written communications and meetings. Documentation will include times, dates, and the matters discussed.

## **Habitual Truancy**

If a meeting with the School Board fails to correct the truancy problem, the student shall be declared a habitual truant. Absences, even with the approval of the parents/guardians, which are excessive and/or interfere with the student's educational program, will be interpreted as educational neglect and Child Protection Services may be notified. The supervising teacher may file a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction.

## **Sick Days**

If a student stays home sick more than two consecutive days, it will only be an excused absence if the student is having a fever, has thrown up, or has a serious medical problem with a doctor's note. All other absences for sickness will be marked as unexcused.

## **Attendance Procedures as Outlined by District Policy**

### **Student Responsibilities**

- To attend class regularly, only missing a class when a parent is aware that the absence is due to illness or another emergency.
- To obtain the make-up work and needed instruction help upon returning after an unplanned absence

### **Parents and Guardians**

- To instill in their students the importance of attendance;
- To ensure to the best of their ability that their student is in attendance regularly;
- To avoid taking the student out of school for appointments, trips and vacations.
- To call the school by 8:00 a.m. when they are aware that their child is absent

## **Doctor's Appointments/Early Pick-up**

Parents wishing to pick up their child prior to the end of the school day for any reason are asked to notify the school or classroom teacher as far in advance as possible.

Parents picking up their child must wait in the entryway until the student is sent out. If the child is not already waiting in the entryway, do not enter the classroom to retrieve them.

## **Parental Involvement**

Brorson School believes that the best educational result for each student occurs when all three partners are doing their best: Brorson Staff, the Parents, and the Students. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

1. Encourage his or her child to put a high priority on education and commit to making the most of the education opportunities the school provides
2. Review the information in the student handbook with his or her child and sign and return the acknowledgements. A parent with questions is encouraged to contact the school.
3. Become familiar with all the child's school activities and with the academic programs, including special programs offered in the school. Discuss with the staff any questions or concerns about the child. Monitor the child's academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed.
5. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

## **Parties**

There are three planned parties at school: Halloween, Christmas, and Valentine's Day. Parents may be asked to send treats or create a project at home for the party. The teachers will send out notes prior to the parties if there is something required.

Throughout the year, several other holidays will be celebrated at school. There will be a holiday study and celebration.

Birthdays are celebrated at school with a birthday lunch brought for everyone at school. Parents are free to decline the party and not bring anything. Teachers will contact parents before the birthday and set up a date for the party. If your child has a summer birthday, the teachers will help celebrate on the half birthday.

Birthday party invites may not be handed out at school unless the whole class or all the boys/ all the girls are invited. Feelings are easily hurt when not everyone is invited.

## **Busses**

### **School Bus Rules and Consequences**

Driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.

Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.

Students should never stand in the roadway while waiting for the bus.

No tobacco or illegal drugs on the bus at any time.

Eating is permitted on the bus as long as there is not littering or abuse of privilege.

Unnecessary conversation with driver is prohibited

Classroom conduct is to be observed by students while riding in the bus, except for ordinary conversation. Keep hands and feet to yourself. No horseplay, profanity or abusive language allowed.

Students must not at any time extend arms or head out of bus windows.

Students must not try to get off the bus, or move about within the bus while it is in motion. Stay in seats until bus is stopped.

Students must observe instructions from driver when leaving bus.

Any damage to a bus by a student must be paid for by the student responsible for the damage.

The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent or teacher.

Failure to follow these rules will result in the following:

1st - offense- warning and written incident report

2nd - Suspension from bus privileges until next regular school board meeting.

3rd - Possible bus suspension until the remainder of the school year.

## **Busses and Bad Weather**

Ryan Karren, of KT Inc. in Crane, MT (406-853-7272) is our Transportation Director and will be providing bus services again this school year. If your child will ride the bus, we ask that you review all bus related sections thoroughly with your child.

Whether or not buses will run in bad weather will be up to Ryan Karren in consultation with the Board of Trustees Chairman. If the bus will not run due to bad weather, school will be cancelled that day. We do not want any community members, students and parents, or staff to have to drive in unsafe weather if the bus will not be running.

Teachers will call parents directly when there is a cancelation or a late start. Notice will also be posted on the school website and Facebook Page.

### **Accidents/Injuries**

In the event of an accident, the primary concern shall be the welfare of the student. The first course of action taken shall be to care for the student, following all first-aid procedures. Once the student has been cared for and is recognized that she/he is in no immediate danger, the teacher on duty shall escort him/her inside if the student is ambulatory, or shall seek help if not.

Following the emergency care of the student, the teacher shall immediately fill out an accident report and notify the supervising teacher if this has not already been done. This shall be done for legal and any insurance purposes. It is recommended that the teacher keep a copy of the accident report for their own records.

The school district will not be liable for any accidents occurring between students or on the school grounds.

### **Power Outages**

In the event that power goes out during the school day. Students can only stay at the school for 1 hour. This is for the safety of students. No power equals no water or bathroom use. Please be aware that students will need to be picked up from school as soon as possible if called for a power outage. In this event, busses will not run.

### **Fire and Disaster Drills**

During a drill, walk quickly, without talking, to the exit assigned for the drill. Teachers will give complete directions to their classes. Be sure to locate your schoolmates and stand together with a teacher. Teachers are to be the last one out of the room and the school. Be sure all windows and doors are shut and the lights remain on, if they were on already, when leaving the room.

## **Immunization**

Each student is required by state law to be fully immunized upon entering school.

Basic immunization requirements are as follows:

Vaccine	Kindergarten-7th grade
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	4 doses (one dose must be given on or after 4th birthday) 1 dose of Tdap (age 11 yrs. old or prior to entering 7th grade)
Polio (IPV or OPV)	3 doses (one dose must be given on or after 4th birthday)
Measles, Mumps, and Rubella (MMR)	2 doses
Varicella "chickenpox" (Var)	2 doses

Public Health Office will come to the school to provide vision and hearing screenings. Prairie View Special Services will provide speech screenings and renewals of new students. Those needing on-going speech therapy or examination by an ear specialist will be referred with parental permission.

## **Medication**

Brorson School will not provide aspirin or non-aspirin to students. If a student is required by doctor's orders or will need any medication during school hours, medication will be given to your child's teacher with a written request signed by the parent holding the district harmless. The written permission form shall include the physician instructions, signature, and release of liability signed by the parent. The form shall be renewable each school year.

If medication is kept at school with the written and signed form requested by the Brorson School, have the medication clearly marked with the student's name on a closable bag. Medication, prescription and non-prescription, cannot be kept in a student's desk. The medication will be stored in the teacher's desk. The teacher will then dispense the medication at the appropriate time.

If a student is allergic to food or other environmental substances, the Brorson School should be made aware of this condition. HB 396 allows students to carry and self-administer prescribed asthma medication provided the parent/guardians complete and return the signature page at the back of this handbook. The law limits the permission for self-administration to the school year in which the permission is granted. Permission must be renewed for each subsequent school year.

## **Library**

The students are allowed to check out library books offered at the school. They should be encouraged to remember to bring their books back by the due date. We ask that students be careful with ALL books. Any child who loses a book will be charged the replacement cost.

## **Assemblies**

Several times a year the students and staff may travel by parents, teachers and/or by bus to participate in assembly programs at Rau School in Sidney, Montana.

## **Overnight Field Trips**

Brorson School promotes engaging academic opportunities to enhance student success. At times these academic opportunities may include overnight field trips. In the younger students' best interest, all Kindergarten students are encouraged to attend, but will need to be accompanied by a parent or legal guardian.

## **Lice Policy**

If you suspect your student has head lice, please keep them home. Once they have received treatment they must get checked by a nurse at the Richland County Health Department, or a Doctor's office and bring in a note declaring them lice free upon returning to school.

## **Prairie View Special Services**

Prairie View Special Services (406-377-5446) will provide screenings of new students and referrals. Those needing on-going assistance will be referred with parental permission.

## **Prayer**

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

## **Telephone Use**

Student use of the telephone will be limited to recesses or before classes begin in the morning. Student's must have their teacher's permission to use the phone. Students will not be allowed to use the phone to make social plans. Parents are asked NOT to call during class except in cases of emergency. Students will not be summoned out of class. Please do not call from 11:40-12:30 while lunch and recess are going on. If you would like to leave a message we will get back to you after the lunch hours.

We ask that no cell phones be brought to school, students are not allowed to use them during the day, including before and after school. Thank you for your cooperation.

If Cell phones come to school with students, they need to be turned off and left in backpacks. The school is not responsible if it gets lost or stolen.

## **Toys/Games from Home**

For liability purposes, personal toys and games are not allowed to be used at school unless a classroom teacher grants permission for a special event. After an initial warning, the item will be confiscated and held by the school until a parent comes to pick it up.

## **Vision and Hearing Screening**

The Public Health Office will visit annually to provide vision and hearing screening.

## **Visitors**

For security reasons, all school doors will be locked at all times. Please ring the doorbell at the front door to be let in by a teacher.

## **Discipline Policy**

The revised codes of Montana school law states that: all students who may be attending public schools shall comply with the regulations established in the required course of study and shall submit to the authority of teachers of such schools. Continued and willful disobedience and open defiance of the authority of the teacher and/or administrator shall constitute good cause of expulsion from school.

Each teacher will establish their own classroom rules and policies governing misbehaviors and consequences therein.

Every teacher and/or administrator shall have power to hold every pupil to strict accountability in school for any disorderly conduct on the way to or from school, during intermission or recess and to suspend from school any pupil for good cause. In any disciplinary situation, the parent of the student who has broken a rule will be notified as to the nature of the problem and if any punitive actions are to be taken. Offenses or infractions which are considered extremely serious may result in immediate suspension and possible involvement of the Law Enforcement.

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

### **Weapons**

Students will not be allowed to carry a weapon, or have a weapon in their possession while on school property. Weapons could include anything resembling a gun, knife, and sword. The carrying of weapons will result in suspension from school in accordance with Federal General Law.

### **Vandalism**

Any student who intentionally damages, destroys or removes any school property or commits any other vandalism may be removed from the premises immediately and may be subject to suspension or expulsion. Board expulsion may result in total loss of credit for the semester in question. The cost involved in repairing the premises after malicious vandalism may be charged to the student and such cost must be paid prior to reentry. The police and probation authorities may take additional action.

Compliance with these guidelines of conduct is mandatory. Failure of a student to comply with these regulations constitutes as an infringement upon the rights of other students and may result in suspension or expulsion.

## **Tobacco, Alcohol, and Illicit Drugs**

According to state law and in order to protect the health of students, staff and the general public, provide a healthy working environment, and promote good health for students, alcohol and drug use is strictly prohibited in all district buildings, grounds and vehicles nor may a student, staff or the general public be under the influence of alcohol or drugs on school property or at school sponsored events. As a condition of enrollment, each student shall abide by the terms of the District policy respecting a drug and alcohol-free environment.

The use, possession, or active promotion of tobacco, alcohol, or illicit drugs will result in discipline measures, which may include suspension. Parents are to be notified immediately if students are caught using drugs or alcohol. The parents will be asked to come and get them at school.

1st offense will result in a three (3) days suspension with zeroes taken for grades all three days.

2nd offense will result in a five (5) day suspension with an automatic referral to a drug rehabilitation program.

3rd offense will result in permanent suspension.

Use of tobacco products on district property will result in a one (1) day suspension on the first offense; parents will be called to pick up the student. The second offense will result in a three (3) day suspension.

The penalty for a student selling drugs on or within 100 feet of district property will result in immediate, permanent suspension and law enforcement personnel will be called.

## **Searches**

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. This may include inspection and searching of school property and equipment owned or controlled by the school, as well as personal effects left there by the student, without notice or consent of the student.

School Authorities may also search the student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably

related to its objectives and not excessively intrusive in light of the age and sex of the student and nature of the infraction.

## **Student Conduct**

Each student is expected to strive to take full advantage of his/ her educational opportunities and to do his/ her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere, and is expected to contribute to his/ her environment by meeting the following responsibilities:

Respect and work cooperatively with fellow students and school staff.

Be punctual and regular in school attendance.

Respond positively and promptly to direction by faculty or staff members.

Refrain from fighting or other abusive behavior directed toward any student, faculty, or staff member.

Refrain from the use of profanity or vulgarity.

Avoid encouraging or assisting another student to take action, which would subject a student to suspension or expulsion.

Refrain from possession of use of explosives, dangerous chemicals, weapons or any object that can be used in a threatening manner, on school property.

Refrain from damage to or theft of personal property.

Refrain from unauthorized entry into or misuse or damage of school property.

Be financially responsible, with his/her parent or guardian, for willful damage or destruction of school property.

Refrain from throwing rocks or snowballs.

Walk bicycles on the school ground and walk in halls and stairways.

Bikes are to be parked on school ground and left there until school is dismissed.

Refrain from possession, use and/or distribution of illicit drugs and alcohol on school premises

## **Bullying**

In accordance with the Bully-Free Montana Act, Brorson School strives to offer a bully free environment for its students.

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

- a) Causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the students' property
- b) Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit
- c) Substantially and materially disrupts the orderly operation of a school

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

### **Definitions:**

*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.

*Hazing:* 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 activities.

*Harassment:* any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, or physical nature.

*Bullying:* any act that is used to treat abusively or to intimidate through language or behavior.

*Intimidation:* any threat or act intended to tamper with, damage, or interfere with another's property, cause inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

*Menacing:* act in a threatening manner

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 any of the above in violation of this policy is encouraged to immediately report her/his concerns to the Superintendent, who has overall responsibility for such investigations. This report may be made anonymously. 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 shall be made to the teachers. Complaints against the teachers shall be filed with the Board of Trustees.

The complainant shall be notified of the findings of the investigation and as appropriate, that remedial action has been taken.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

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

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under the state and federal law.

## **Classroom Discipline**

Brorson School maintains strict guidelines for classroom behavior that are explained to all students on the first day of school and remain consistent throughout the year.

All rules governing student conduct shall be based on respect and consideration of the rights and property of others. Any student who willfully, flagrantly, and on a regular basis defies school rules so that others in the school are denied their right to learn or teach, may be suspended from school. The school administration has the power to suspend students from school. Consequences will be at the administration's discretion.

Student offenses subject to discipline include:

1. Profanity
2. Chronic disruptive and non-compliant behavior
3. Minor vandalism
4. Bullying
5. Computer Misuse
6. Dress code violation
7. Public display of affection
8. Cheating
9. The use of personal cell phones or electronic equipment (any item taken out of the backpack is considered in use)
10. Stealing

Parent contact will be made if any of the offenses listed occur during school hours. If any of the student offenses listed continually reoccur the offense will be considered a school disruption and the following consequences will be placed into effect:

Step 1: Verbal Warning

Step 2: Missed Recess

Step 3: Administration Contacted

Step 4: In-School Suspension

## **Common Courtesy**

The following shall be considered ‘common courtesy’ behaviors. These behaviors will be enforced as school policy. Infraction of these rules may result in classroom consequences or even suspension.

1. Removal of hats or caps while in the school building will be enforced. Hats and caps will be removed upon entering the school building in the morning until school is dismissed.
2. Rock or snowball throwing among willing or unwilling participants shall not be engaged in, on school grounds.
3. Staff members shall be addressed by titles as case may be (Mr., Mrs., Miss, etc.)
4. Orderly conduct within the halls will be expected.
5. Students will be expected to respond to reasonable requests from school adults.
6. Students will be expected to ‘try’ in every class. Continual class disruptions that impede the opportunities for her/him and others to learn will not be tolerated.
7. Students will be expected to respect other people’s property (i.e. stay out of other people’s backpack and personal belongings.)
8. Food or drink (other than water) in a classroom or hallway will need the approval of classroom teacher.
9. Students will not wear sunglasses in the building unless proven necessary by a physician approved by the administration.
10. During school programs and performances, students will be expected to adhere to a higher dress code policy (i.e. no sweatpants, worn-out clothes, or graphic shirts).

## **Computer Usage**

### **Brorson School Acceptable Use Policy**

Computers and other electronic devices are used to support instruction and to enhance learning. Computer networks allow people to interact with many computers. These networks connect our students, teachers, and office personnel with each other. The internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the School District are used in a responsible, efficient, ethical, and legal manner.

#### **Terms and Conditions of Acceptable Use:**

- Network Etiquette
  - Every user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
    - Be polite
    - Use appropriate language
    - Do not reveal the personal address or phone number of any students or staff
- Safeguards
  - Brorson School will try to block, to the greatest extent possible, access to any internet material the school deems inappropriate for school use. In addition, the school has installed security software and an internet filtering software to help filter inappropriate web site addresses.
- Access
  - Students must meet three criteria before they may access the network, e-mail, or internet material from Brorson School
    - Turn in a signed Acceptable Use Agreement each year
    - Obtain teacher permission prior to each incidence of access
    - Work on the internet only under the direct supervision of a teacher or administrator

## **Unacceptable Uses**

1. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material and threatening or obscene material
2. Using profanity, obscenity, or other language that may be offensive to other users
3. Changing displays, sounds, etc. from those set by the instructor unless approved by the instructor
4. Changing computer files that do not belong to the user
5. Sharing his or her password with anyone
6. Using a password other than your own
7. Downloading and installing files or apps without school consent
8. Using any school computer without permission
9. Playing games on the computer without prior authorization from a faculty member
10. Bypassing the internet filter appliance
11. Intentionally seeking out inappropriate material

## **Consequences:**

The administration and teachers will deem what is inappropriate use. Their decision is final. Depending on the severity of a situation, administration and faculty of Brorson School may request the system administrator to deny, revoke, or suspend the computer privileges of any user. If outside services are required to repair the computer system due to a user's vandalism, the user may also be responsible for the costs incurred by the school district.

- 1st Offense—minor infraction, loss of computer use for 30 school days
- 2nd offense—loss of computer use for 60 school days and possible in school suspension
- 3rd offense—loss of computer use for 180 school days which may carry over into the next school year and suspension.

## **Suspension/Expulsion**

In-School Suspension shall be conducted as follows:

1. Students on in school suspension will be placed in a supervised area away from other students.
2. Students will be assigned their regular work plus one extra assignment per subject, prepared by the teachers prior to the beginning of each day of suspension. The student shall complete these assignments while on the in-school suspension.
3. NO talking or sleeping will be allowed. No computer will be allowed unless permission is granted by the teacher and for class assignment purposes only.
4. In school suspension students will have lunch brought to them in their designated area
5. The number of day on in school suspension will be determined by the teachers and superintendent.
6. Students will not lose grades on work they missed when on in school suspension, but must complete and turn in all of the regular assignments and the extra assignments to receive credit for the day.

### **Out of School suspension shall be conducted as follows:**

A student may be placed on suspension from one to ten days. Suspension can be imposed for any class or activity. The nature of the suspension will be decided by the particular infraction per violation. Suspended students will be excluded from all regular classes, activities, practices, rehearsals, as well as special/extra-curricular activities including but not limited to field trips, parties, and/or other after school activities. Suspensions will be served out of school. An out of school suspension results in total exclusion from any school function. Students are responsible for catching up on material they missed during their suspension, but will not receive credit for any graded material given by the instructor of the classes missed during that time.

Only the Board of Trustees shall have the authority to impose suspension as a disciplinary remedy where the student involved is subject to compulsory attendance laws.

## **Due Process:**

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall be provided within seventy-two (72) hours of his/her removal, not counting Saturdays or Sundays.
3. Any suspension shall be reported to the student's parent or legal guardian within 24 hours of the decision to suspend. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Board of Trustees. At the review, the student and parent or legal guardian may appear and discuss the suspension with the teachers. After the meeting, the Board of Trustees will take such action as appropriate. That action is final.
5. The student and parent or legal guardian may petition the board to refute evidence against them for suspension. The Board will hear the arguments or explanations, deliberate, and deliver its decision, in writing, to the teachers within 5 school days of the hearing.

## **Expulsion**

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the time and place of the hearing; information describing the process to be used to conduct the hearing in executive session unless the parent or legal guardian waives the student's right to privacy.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Board at least two (2) school days prior to the date of the hearing as originally scheduled. The Board shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. Formal rules of evidence are not binding on the Board.
4. The Board will hear the petitioner's arguments or explanations, deliberate, and deliver its decision, in writing, to the teacher within five (5) school days of the hearing.

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

The District shall comply with the provisions of the Individuals with Disabilities Education Act of 1990 (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition or not. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by 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 others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

## **Appointments with Staff Members**

- 1) To make appointments with staff members:

As a courtesy to students and teachers, parents and legal guardians are required to make appointments to discuss their concerns. You may call the school at 798-3361 or email the school at brorsonschool11@outlook.com. You may always email the classroom teachers as well. These appointments need to be scheduled with the classroom teacher from 3:30-4:00 p.m. unless other arrangements are made. Meetings should not exceed 15 minutes unless agreed upon beforehand. Keep in mind that concerns or questions related to specific students are only allowed to be discussed with that student's parent or legal guardian.

- 2) The appropriate chain of command for questions and concerns:

If the need arises, follow the appropriate chain of command when addressing situations: Classroom Teacher, County Superintendent, Board of Trustees.

## **Complaint and Concern Procedures**

The Brorson School District recognizes that open communication alleviates numerous problems. In order to handle concerns, the following procedure shall be followed. Every effort shall be made to solve concerns at Level I. Failure to follow procedures will result in school board referral.

### **Level I- Informal**

Individuals with concerns should make direct contact with the specific district employee to discuss area of concern with prior arrangements.

No individual shall take it upon themselves to handle student discipline on the school premises or school bus.

If a situation is not resolved, proceed to Level II.

### **Level II – Formal**

**Written Statement** – The individual with a complaint completes a written concern form.

**Conference** – A conference is held between the district employee, county Superintendent and the individual. Efforts are made to resolve the matter at this conference. If the situation is not resolved, the written concern is forwarded to the Board of Trustees within five (5) working days after the receipt of the concern form,

at which time the board will hear the concern and make a decision. The decision of the board will be final.

## **Conferences**

Parent-teacher conferences are scheduled twice during the year for all grades. Conference request forms will be sent home two weeks before conferences, scheduled dates and times will be sent home a week before conferences. We encourage parents and teachers to be in contact and do reserve the right to schedule conferences or meetings as needed (Please refer to the school calendar, appendix D for conference dates).

Fall conferences are between the teacher and the parents, students are asked not to be present. If they attend, they can play out on the playground, unsupervised, or sit in the entryway. Spring conferences are student-led for grades 3-6 and students are required to be present to present to their parents. The teacher will be present for additional comments and questions.

## **Electronic Notifications**

To have instant access to pertinent notifications posted by the school, we encourage parents to sign up in the iGrade Parent Portal and on the Remind App. Please refer to Appendix B for iGrade Parent Portal access instructions. You will need a Portal Activation Key from the school to set up your account. Please refer to Appendix C for Remind App instructions. Make sure to sign up for both your child's grade and the general Brorson School accounts.

## **Equal Education Policy**

As provided in the Constitution of the State of Montana, the Brorson School District is committed to equality of educational opportunities.

All students shall have the opportunity to participate in and receive benefits of all programs and activities including, but not limited to, course offerings, graduation requirements, and other school related activities.

Discrimination in education because of sex, race, creed, color, religion, national origin, age, physical or mental handicap, political belief marital or parental status, is prohibited unless based upon reasonable grounds as provided by law.

Inquiries of complaints regarding discrimination should be directed in order to the teachers, board of trustees, and county superintendent of schools.

## **Out of District Students**

Out of District students will be accepted into Brorson on a case-by-case basis as approved by the Board of Trustees. Out of District students who have transferred away from Brorson and wish to transfer back must re-obtain approval from the Board of Trustees.

## **Sexual Harassment**

The Brorson School system prohibits sexual intimidation or harassment of students and employees. Sexual harassment and intimidation includes any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender. Students who believe that they may have been sexually harassed or intimidated should contact a teacher, or school board member. Any person 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. The district will make every effort to ensure that persons accused of sexual harassment or intimidation are given appropriate opportunities to defend themselves against such accusations.

## **FERPA (Federal Education Rights and Privacy Act)**

### **Student Records and Release of Information**

Student's school records are confidential and information from them shall not be released other than as provided by law. State and Federal law grant students and parent(s)/ guardian(s) certain rights, including the right to inspect, copy and challenge their or their child's school records. The information contained in school student records shall be kept current and be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/ guardian(s) shall have the right to object to the release of information regarding their child.

### **Student Privacy**

Brorson School shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the school. Brorson School shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and in the manner prescribed by District Policy. A student shall be free from searches of his/ her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent, or in the case of possible criminal activity, law enforcement officers are available.

## **Freedom of Expression**

Students' verbal and written expression of opinions on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Brorson School Staff shall develop guidelines assuring the students are able to enjoy free expression of opinions while maintaining orderly conduct of the school. Students shall enjoy the privilege of free verbal and written expression providing such expressions are not obscene, libelous or profane; do not violate an individual's rights to privacy; or do have the authority to maintain student's verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment.

## **Mandatory Reporting**

By state law, school professionals are required to report any cases of suspected child abuse, child neglect, or educational neglect to appropriate authorities. Reporting suspected incidents is not only something that we are professionally obligated to do but also something that we are legally required to report to authorities. Failure, on our part to do so, is a crime subject to legal penalty. Reporting is not necessarily accusing, it is merely reporting a reasonable suspicion that abuse or neglect may have occurred that requires investigation.

## **Asbestos**

Brorson School is in compliance with State regulations and a copy of an Asbestos Management Plan is available for your review in the school during regular school hours.

# Appendix A

## Change of Information Form

## Information Update/Change

This form can be used to update or change personal contact information throughout the year. If needed, please fill out this form and return to the office. You can also update this information via your parent portal. For access setting up your parent portal account, please refer to the following page.

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Primary Contact #: \_\_\_\_\_

Secondary Contact #: \_\_\_\_\_ Tertiary Contact #: \_\_\_\_\_

Do you actively check email? YES NO

Do you receive Text Messages? YES NO

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

Father's Name \_\_\_\_\_ Primary Contact #: \_\_\_\_\_

Secondary Contact #: \_\_\_\_\_ Tertiary Contact #: \_\_\_\_\_

Do you actively check email? YES NO

Do you receive Text Messages? YES NO

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

Emergency Contact Name #1: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Name #2: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Name #3: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Able to pick up from School:

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

# Appendix B

## iGrade Parent Portal

The following instructions are for setting up your iGradePlus Parent Web Portal account.

Parent Web Portal accounts can be used to view the data for multiple students and classes. As a parent or guardian, you should only ever need one web portal account; however, you may receive multiple invitations and activation codes depending on the number of students and classes that will be viewed.

If you already have a Parent Web Portal account:

1. Log into your existing account.
2. Click the My Account link in the upper-right corner of the page.
3. Click the Link Accounts toolbar button.
4. Enter the activation code found at the top of this page.

If this is your first Parent Web Portal account:

1. Navigate to the following web page: <https://www.igradeplus.com/parent/activation>
2. Enter the account activation code found at the top of this page.
3. Once your key has been accepted you will be asked to select a username and password for your account.
4. Once your username and password have been set, your account will be active and you can login to your portal via the Parent Web Portal Login page here:  
<https://www.igradeplus.com/login/parent>

If you have any questions or need assistance you can contact iGradePlus Customer Support at [customer.support@igradeplus.com](mailto:customer.support@igradeplus.com).

\*\*Activation codes will be sent home at the beginning of each school year.

# Appendix C

## School Calendar

# Brorson School 2022-2023 Calendar

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

No School Day		Noon Release		No Friday School for Students		Board Meetings	
First Student Day		Snow Day if Necessary		Friday School in Session for all Students		Quarter Markings	

# Appendix D

## Handbook Signature

## Student Handbook Signature

I, \_\_\_\_\_, have read the student handbook and agree to abide by the Brorson School Handbook.

I, \_\_\_\_\_, have read the student handbook and agree to encourage my child to abide by the Brorson School Handbook.

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Student Signature

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Parent Signature