

# LAUREL ELEMENTARY SCHOOLS

## STUDENT HANDBOOK

2022-2023



<b>South Elementary (Kinder Boost &amp; Kindergarten)</b>	<b>West Elementary (1<sup>st</sup> &amp; 2<sup>nd</sup> Grades)</b>	<b>Graff Elementary (3<sup>rd</sup> &amp; 4<sup>th</sup> Grades)</b>
606 S 5 <sup>th</sup> St.	502 8 <sup>th</sup> Avenue	417 E. 6 <sup>th</sup> St.
628-3380	628-3400	628-3450

[www.laurel.k12.mt.us](http://www.laurel.k12.mt.us)

## **TABLE OF CONTENTS**

<b>INTRODUCTION</b>	<b>5</b>
WELCOME	5
ELEMENTARY SCHOOLS DIRECTORY	6
ELEMENTARY MASTER SCHEDULE	9
<b>DAILY ROUTINES</b>	<b>10</b>
SCHOOL ARRIVAL AND DISMISSAL	10
RECESS	10
SUPERVISION	10
BUILDING ENTRY/DOOR PROCEDURE	10
LEAVING SCHOOL DURING THE DAY	10
<b>ATTENDANCE POLICY</b>	<b>11</b>
ATTENDANCE PHILOSOPHY	11
10 DAY RULE	11
KINDER BOOST PROGRAM ATTENDANCE	12
TARDIES	12
<b>PARENT/GUARDIAN COMMUNICATION</b>	<b>13</b>
CHANGE OF ADDRESS AND EMERGENCY TELEPHONE NUMBER	13
MISSING CHILD PHOTO REPOSITORY	13
STUDENT PROGRESS REPORTS	13
STUDENT RECORDS	13
VISITATIONS	13
CONFERENCES	14
<b>GENERAL INFORMATION</b>	<b>15</b>
SCHOOL BREAKFAST/LUNCH PROGRAM	15
SAFETY DRILLS	15
TELEPHONE	15
PERSONAL ELECTRONIC DEVICES	15
CLOSING OF SCHOOL	15
SUITABLE SCHOOL CLOTHING	16
LOST AND FOUND ARTICLES	16
PERSONAL PROPERTY	16

PETS AT SCHOOL	16
WHEELS ON SCHOOL GROUNDS	16
SCHOOL PARTIES	16
PARTY INVITATIONS	16
BIRTHDAY PARTY TREATS	16
ACTIVITY TICKETS	17
FAMILY NIGHT	17
<b>TRANSPORTATION</b>	<b>18</b>
BUSES	18
BICYCLES	18
FIELD TRIPS	18
STUDENT OPPORTUNITIES	<b>19</b>
STUDENT SCREENINGS	19
SPECIAL EDUCATION/TITLE I/SPEECH/504/SOCIAL WORKER	19
BIG BROTHERS BIG SISTERS (BBBS)	19
YELLOWSTONE BOYS & GIRLS RANCH (YBGR)	19
STUDY/HOMEWORK OPPORTUNITIES	19
<b>PARENT/GUARDIAN OPPORTUNITIES</b>	<b>20</b>
LEPTA MEMBERSHIP	20
VOLUNTEER OPPORTUNITIES AT SCHOOL	<b>20</b>
LAUREL COMMUNITY EDUCATION	20
<b>HEALTH</b>	<b>21</b>
HEALTH OF YOUR CHILD	21
IMMUNIZATION REQUIREMENT	21
MEDICAL INFORMATION	21
MEDICATION	22
ILLNESS POLICY – How sick is too sick?	22
HEAD LICE PROCEDURE	23
<b>DISCIPLINE</b>	<b>25</b>
DISCIPLINE OF YOUR CHILD - Policy 3310	25
APPEAL PROCESS	25
DISTRICT POLICIES	<b>26</b>

SCHOOL ADMITTANCE MCA 20-5-101	26
PLEDGE OF ALLEGIANCE MCA 20-7-133	26
TITLE IX / SECTION 504 (Policy 3210)	26
EQUAL OPPORTUNITY	27
TOBACCO-FREE POLICY	27
STUDENT RESPONSIBLE USE POLICY	27
SEARCH AND SEIZURE	28
GANGS AND GANG ACTIVITY	29
HEALTH ENHANCEMENT POLICY 2335P	30

**INTRODUCTION**  
**WELCOME**  
**Students, Parents, and Guardians**  
**To the 2022-2023 School Year**

All teachers, support staff, and principals of South, West, and Graff Elementary Schools wish to welcome you to our schools for the 2022-2023 school year. Our goal is to foster positive relationships between our school's personnel, students, parents, and guardians.

It is our intention to create a positive, safe, atmosphere that will maximize educational opportunities for all students. In order for students to learn to communicate and cooperate, an understanding must exist between home and school. We encourage you to visit our schools, attend parent/guardian/teacher meetings, join the elementary PTA and become involved in your child(ren)'s school.

This handbook is written to assist parents/guardians in understanding the policies and regulations, which govern the operation of the elementary schools in Laurel School District No. 7 and 7-70. We also wish to provide information that is important to each student's education. Please keep your handbook at home so that it is readily available throughout the year. Should you have any questions, which are not covered in this handbook, contact the school for assistance.

**Laurel School District Mission Statement**

The Laurel School District is dedicated to the individual development of each student every day, without exception.

# ELEMENTARY SCHOOLS DIRECTORY

## BOARD OF TRUSTEES

Brittani Hunter, Chair  
Daniel Fettig, Vice Chair  
Donnie McVee  
Emilee Sarkela  
Jennifer Jones  
Christopher Lorash  
Rene Roth

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daniel\_fettig@laurel.k12.mt.us  
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jennifer-jones@laurel.k12.mt.us  
christopher\_lorash@laurel.k12.mt.us  
rene\_roth@laurel.k12.mt.us

## ADMINISTRATION

**Matthew Torix** 628-3356

**Superintendent**  
410 Colorado Avenue  
matthew\_torix@laurel.k12.mt.us

**Allyson Robertus** 628-3380

**South School Principal**  
606 S. 5<sup>th</sup> Street  
allyson\_robertus@laurel.k12.mt.us

**Karla Miller** 628-3400

**West School Principal**  
502 8<sup>th</sup> Avenue  
karla\_miller@laurel.k12.mt.us

**Lynne Peterson** 628-3450

**Graff School Principal**  
417 E. 6<sup>th</sup> Street  
lynne\_peterson@laurel.k12.mt.us

**Charla Wetsch** 628-3348

**Curriculum Director**  
410 Colorado Avenue  
charla\_wetsch@laurel.k12.mt.us

## SPECIAL SERVICES

Kayla Taylor  
Rhonda Burghardt  
Elle Swecker  
Katrina Welch  
Anna Meadows  
Kaitrin Salanky  
Carrie Price  
Kristy Savaria  
Kevin Schweigert  
Lisa Pickens  
David Swecker

Counselor  
Music  
Nurse Director  
Nurse  
Librarian  
Librarian  
Physical Education  
Counselor  
Music  
STEAM  
Physical Education

West/South  
Graff/High School  
Graff  
South/West  
West/South  
Graff  
West  
Graff/South  
West/South/Graff  
West/South/Graff  
Graff/South

## Teachers

All teachers can be contacted via email. Please use the following format as an example to contact your teacher: [firstname\\_lastname@laurel.k12.mt.us](mailto:firstname_lastname@laurel.k12.mt.us)

<b>KINDER BOOST (South School)</b>	Rebecca Bases
<b>KINDERGARTEN (South School)</b>	Shaniah Schwend Christine Amestoy Marcella Bauwens New Teacher - TBD New Teacher - TBD McKenzie Thilmony Natalie Noble Michelle Chouinard - Intervention Teacher
<b>1<sup>st</sup> GRADE (West School)</b>	Kristie Anderson Christine Bare Jamie Garvey Sheri Kelly Whitney Hodges Marigayden Buie Nancy Scott
<b>2<sup>nd</sup> GRADE (West School)</b>	Colton Arneson Traci Salo Bryan Grutsch Erin Lavold Taylor Polkow Holly Musfeldt Savanah Smith Sarah Wicks - Intervention Teacher (1st & 2nd)
<b>3<sup>rd</sup> GRADE (Graff School)</b>	Chana Hari Debbie Hogue Caleb Uhler Paige Miller Carol Hurd
<b>4<sup>th</sup> GRADE (Graff School)</b>	Jami Broyles Melissa Boeck Kathy Irwin Michelle Kanta Elizabeth Meier Shayla Deming Kobi Leischner - Intervention Teacher Tim McKinney - Intervention Teacher

**SUPPORT STAFF**

	<b>SOUTH</b>	<b>WEST</b>	<b>GRAFF</b>
<b>Title I</b>	Allyson Robertus	Kathy Adams	Rachel Meiers
<b>Special Education</b>	Alexis Webster	Lori Vincent	Kacie Wilmot Cybrina Hanson
<b>Secretaries</b>	Lynette Huvaere	Jamie McLees	Sunny Denz
<b>Aides/Crossing Guards</b>	Brenda Russell April Sauter Cheyenne Hilde Helen Ross	Sandi Frank Janet McGrath Lisa Tanskanen Ann Walker Dana Huber LaRene Park Cheyenne Anderson	Lori Geisick Sandra Cooper Penelope Ladd Lisa Osbourne LaRae McGee Linda Risdon Kristi Nagy
<b>Specialized Needs Aid</b>		Tearny Chapman	Zoe Salveson
<b>Custodians</b>	Tom Williams	Marla Adams Jordan White	Roberto Holloway Karen Moran
<b>Food Service</b>	Stacey Gabel Robin Seymour	Denise Lind Sierra Proctor	Brooke Devaney Karen Mollenbrink



## ELEMENTARY MASTER SCHEDULE

8:30 A.M. – 11:00 A.M.	Group I	Kinder Boost
12:00 P.M. – 2:30 P.M.	Group II	Kinder Boost
8:25 A.M. – 3:15 P.M.	South School Schedule	Kindergarten
8:25 A.M. – 3:15 P.M.	West School Schedule	1 <sup>st</sup> – 2 <sup>nd</sup> Grade
8:05 A.M. – 3:20 P.M.	Graff School	3 <sup>rd</sup> Grade
8:05 A.M. – 3:20 P.M.	Graff School	4 <sup>th</sup> Grade

Laurel Public Schools have designated Wednesdays (each week) as an early out day for professional development. All K-12 students will be dismissed early every Wednesday during the school year (unless otherwise noted on district calendar).

### WEDNESDAY DISMISSAL TIMES (ELEMENTARY)

South Kinder Boost Group I	10:00 A.M
South Kinder Boost Group II	1:30 P.M.
South	2:20 P.M.
West	2:20 P.M.
Graff	2:30 P.M.

### LUNCH SCHEDULE

11:30 A.M. – 12:15 P.M.	Kindergarten (South)
11:45 A.M. – 12:30 P.M.	1 <sup>st</sup> Grade (West)
12:10 P.M. – 12:55 P.M.	2 <sup>nd</sup> Grade (West)
11:35 A.M. – 12:20 P.M.	3 <sup>rd</sup> Grade (Graff)
12:15 P.M. – 1:00 P.M.	4 <sup>th</sup> Grade (Graff)

## **DAILY ROUTINES**

### **SCHOOL ARRIVAL AND DISMISSAL**

Student arrival at school in the mornings should be no earlier than **7:30 a.m. at South and West, and Graff. Supervision is provided after dismissal only for bus students until the buses depart.** Non-bus students are expected to leave the school immediately following dismissal. **Kinder Boost Program arrival times are the following: 8:30 a.m. for Group I and 12:00 p.m. for Group II.**

### **RECESS**

Students are expected to go out to the playground during recess except during bad weather (less than 0 degrees or severe wind chills) when recesses will be modified. Please have children dressed appropriately for the temperature (winter coats, boots, hats, and gloves/mittens). **If there is a need for a student to remain indoors during recess, a note is required, and for extended periods of more than 2 days, a doctor's excuse is necessary. If students are well enough to attend school, they are expected to participate in recess.**

### **SUPERVISION**

Adult supervision-begins at **7:30 a.m. at South and West, and Graff.** For the student's safety, they should not arrive at school or be on the grounds before this time. The playground is also supervised during recess periods and during lunch period.

### **BUILDING ENTRY/DOOR PROCEDURE**

All Elementary Campuses are closed campuses. Visitors are not allowed on school property without having checked in at the school office, verifying their identity and purpose for visit, and obtaining a Visitor's badge. At each elementary school, the school office is immediately inside and to the right of the main entry door. All doors will be kept locked. At the main entry visitors must press the buzzer by the door to be admitted by a member of the school staff. **Please have your ID ready.**

### **LEAVING SCHOOL DURING THE DAY**

Children leaving school during school hours for any reason should bring a signed note from their parents/guardians in advance as all of the elementary campuses are closed. No pupil will be allowed to leave the school during the school day with any adult other than a parent or guardian until proper permission is given by the parent/guardian. When a parent/guardian wishes to check their child out from school, a picture ID must be shown at the office and the adult must be a listed contact person on the child's information record, or parent permission is granted in writing or a phone call.

After the afternoon dismissal, going home with a friend is the responsibility of the student and his/her parents/guardians. Please attempt to make medical and other appointments before or after the school day.

## **ATTENDANCE POLICY**

The State of Montana has made education compulsory for all children from the ages of 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. (MCA 20-5-103)

Attendance in all classes by students enrolled in Laurel Elementary Schools is expected; and students are responsible for being in class on time, prepared to learn.

Any time you leave the building, you must:

1. **Have permission from your parent or guardian before you leave** – either bring a note to school with you, or call your parent or guardian from school and have the secretary in the office talk to them.
2. **Check out** with the secretary in the office. **Failure to check out properly through the office will be considered an absence.**

### **ATTENDANCE PHILOSOPHY**

Since attendance in school is paramount to realizing the utmost in one's education, the school district will utilize every effort to keep students in school. The intent of the 10-day rule is to stress to students and parents the importance of class attendance and to provide for greater student accountability, not to punish students who have legitimate absences approved beforehand. This attendance criterion is based on the fact that prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom, may or may not show up on tests, or be reflected in an academic grade.

Parents/guardians are to keep the school informed of their child's absence. They are expected to comply with state and local school laws and rules regarding school attendance.

**Parents/guardians are urged to arrange physicals, doctor and dental appointments, etc. on weekends, Wednesday after 2:30, during the summer, or during school holidays in order to minimize the loss of school time.**

Teachers have a right to expect regular attendance from their students. Teachers shall assist students with makeup work whenever absences have been for a good cause.

### **10 DAY RULE**

1. **A student will be allowed ten (10) absences per semester.**

An absence is any time the student is not physically present in class.

Students who are absent will be permitted to make up work missed and to receive grades for time absent. The responsibility of contacting the instructors, getting assignments, doing the work, and submitting it to the instructor rests with the student.

**A student will be permitted one (1) day for each day absent to complete make-up work.**

If a student is to be absent, the parent/guardian must call the school any time or send a note to notify the school of the absence. If the parent/guardian does not call, the District will make an effort to call the home when an absence has occurred.

2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
  - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music related events, academic field trips, and others deemed co-curricular.
  - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. Any extended bereavement may be reviewed by the administration.
  - C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
  - D. Long term illness and/or hospitalization verified by a doctor's statement. Medical/Dental appointments verified by a doctor's statement. Doctor's notes must be provided in a timely fashion within three (3) school days of the return of an absence that exceeds the attendance policy.
3. Absences that will be counted in the ten (10) day limit include such things as: Suspension in and out of school, illness (without Dr. note), family trips, visiting friends or relatives, skiing, hunting, attending concerts / tournaments, shopping, or any others not covered in section 2.
4. **After seven (7) absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.**
5. **On the tenth (10) absence from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed. A parent / student attendance contract may be required.**
6. **On the eleventh (11) absence, the proper legal authorities may be notified.**

## **KINDER BOOST PROGRAM ATTENDANCE**

Regular school attendance is a component to a child's academic success. Children who do not attend on a regular basis, are routinely late, or routinely leave the program early may risk being disenrolled. In addition, children who are late, leave early or are absent for ten consecutive days without a medical or other reasonable explanation may be disenrolled from the program.

## **TARDIES**

A student is tardy when he/she is not physically in the classroom at the time the bell rings. Students who are late arrivals create a disruption to the learning environment. When a child arrives late at the beginning of the day both attendance and lunch count need to be adjusted and sent to the appropriate people and the child misses sharing time and critical information regarding the daily schedule that sets the tone for the day.

Tardies will be monitored by the office. In the event of excessive tardies (more than 10) families will be contacted to assist in the development of a plan to alleviate the problem. Continued tardiness may result in notification of legal authorities.

## **PARENT/GUARDIAN COMMUNICATION**

### **CHANGE OF ADDRESS AND EMERGENCY TELEPHONE NUMBER**

It is extremely important that the school be notified whenever there is a change in a child's address or telephone number. The name of a neighbor or relative who can be contacted should also be given to the school in the event that your child becomes ill and you cannot be reached. Parents/guardians have the responsibility to keep emergency numbers current. Please contact your school office whenever your address or telephone number changes.

### **MISSING CHILD PHOTO REPOSITORY**

The repository is authorized by Montana Code Annotated (20-7-1317, MCA) and requires the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. Annually, districts must provide parents and guardians notice of the repository and a form to opt-in their student(s).

#### **Who will have access to my child's photograph in the photo repository?**

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

#### **How do I remove my child's photograph from the photograph repository?**

A parent can opt-out at any time. Contact your school/district to request your child's photograph be removed.

#### **How long will my child's photography be in the repository?**

Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photo will be purged from the repository after two years.

Please visit <https://doimt.gov/missing-persons/> to find out more about missing school-age children.

### **STUDENT PROGRESS REPORTS**

Progress Reports are summarized every nine (9) weeks of school. Multiple assessment methods will be utilized to determine your child's progress toward mastery of the standards. Students will also be expected to demonstrate work habits in: Responsibility, Participation, Assignment Completion, Interpersonal Skills and Organization.

### **STUDENT RECORDS**

The maintenance, transfer, and disclosure of student records shall be provided for as required in the Family Education Rights and Privacy Act. A student's records shall be available only to school personnel on a "need-to-know" basis. These records are open to inspection by the student's parent or guardian by appointment.

### **VISITATIONS**

**You are welcome to visit our schools but we encourage you to give us 24-hour notice.** Please check in at the office, obtain a visitor's badge, and be sure the secretary or principal is aware that

you are in the building. Do not expect to conference with your child's teacher when class is in session.

## **CONFERENCES**

Conferences with parents/guardians, grades K-4, are scheduled in November. You are invited to call for an appointment for additional conferences with your child's teacher or the principal at any time during the year. You and the teacher need to work as a cooperative team in order to help your child make his/her greatest progress.

## **GENERAL INFORMATION**

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are served each day in the cafeteria or gym. Good manners as well as good health habits are expected. Breakfast is \$1.50 and lunch is \$2.80 daily per student and \$4.50 daily for adults. Individual (8 oz.) milk cartons may be purchased for .50 cents each. With our computerized lunch accounting program each student will be issued an account number instead of lunch tickets. Any amount may be deposited into a student's lunch account. Money is carried over to the next school year unless a refund is requested.

***As stated in Board Policy #8205, "after an account has a negative balance of \$25.00, a phone call will be made to the parent to inform them that they are responsible for providing their child with a meal. No further meals will be served to the child until there is a positive balance in the meal account. The food service personnel and principal will monitor the student at meal periods to ensure the student is receiving a breakfast/lunch provided by the parent". Qualifying for free or reduced lunch also will qualify a family for free or reduced breakfast.***

If a student has a food allergy, a note from a doctor must be sent to school. A copy of this note will be given to the cook and a copy will be put in the child's cumulative file. Please notify us upon any change of status.

### **SAFETY DRILLS**

Fire and other student security drills are conducted on a regular basis as prescribed by State and District regulations. Students are expected to conduct themselves in a serious manner while participating in all drills. All persons within the building are required to follow building procedures.

### **TELEPHONE**

The school telephone is to be used for school-related business. Matters of a social nature should be attended to without using the school telephone. Permission must be obtained before a student may use the school telephone. Please do not expect calls to be transferred to the classroom during the school day. Each teacher has voice mail or a message may be left with the office.

### **PERSONAL ELECTRONIC DEVICES**

Students may use these devices on their way to and from school. If brought to school the device must be turned off and remain in the student's backpack during school hours. Unauthorized use of these devices will result in confiscation by school personnel. Confiscated devices will be returned to the parent/guardian. Repeated unauthorized use will result in disciplinary action.

### **CLOSING OF SCHOOL**

In case it should be necessary to close school due to bad weather, failure of the heating system, or some similar case, arrangements will be made to broadcast such a notice over local radio and news stations between 7:00 a.m. and 8:00 a.m. The District's All Call System will be utilized in such events.

## **SUITABLE SCHOOL CLOTHING**

Extreme modes of dress are unacceptable. Occasionally, students select clothing that is distracting to the educational process. Any clothing advertising a drug, alcohol, or tobacco product will be considered inappropriate. In these cases, the student will be asked to change. Clothing that is see-through, revealing, suggestive, or otherwise inappropriate will not be allowed. Also considered inappropriate are spaghetti strap tops, belly shirts and shorts or skirts that are less than fingertip length. Your child will need seasonal, comfortable clothing that he/she can handle alone. Items, which are usually removed at school, should be easy to put on and remove by the child and be plainly marked with his/her name. Hairstyles or coloring that cause student distraction or lack of academic concentration will not be allowed.

## **LOST AND FOUND ARTICLES**

Lost and found items are kept for a reasonable time so that they can be reclaimed. Periodically, items will be donated to local charities. PLEASE help out by clearly marking your child's boots, coats, hats, mittens, and backpacks. It is worth the time.

## **PERSONAL PROPERTY**

Toys or games (including trading cards, fidgets/spinners, rubics cubes, etc.) are to be left at home. Our schools cannot be responsible for those items brought to school, then lost, broken, or stolen.

## **PETS AT SCHOOL**

When pets are allowed to follow children to school they are a persistent nuisance. Your assistance with this problem would be appreciated. The animal warden will be contacted if a problem exists. The classroom teacher must give advance approval before bringing animals for "show & tell." Proof of immunization/rabies must be presented to the teacher/principal prior to the visit for all dogs and cats.

## **WHEELS ON SCHOOL GROUNDS**

For the protection of the student using these and the safety of other students, the following should not be used in school or on the school grounds; shoes with wheels, skateboards, roller-skates or scooters.

## **SCHOOL PARTIES**

School parties are planned for holidays K-4. Treats are brought by the students on a rotation basis. The Laurel elementary schools are encouraging "healthy" snacks (low sugar and fat) to be brought for all parties and celebrations. (Please check with your child's teacher for any food allergies in the class.)

## **PARTY INVITATIONS**

Party invitations should not be distributed at school. It is difficult to explain to a youngster why he/she was left out. Feelings get hurt easily and needlessly. Invitations can be distributed after school or in the evenings, and will be less visible to those not receiving one.

## **BIRTHDAY PARTY TREATS**

Birthday treats brought to school to help celebrate a student's birthday at school, in accordance with Eat Right Montana guidelines, should consist of healthy treats. Please consider our many



students who must avoid sugars or nuts when sending treats. We encourage all students to serve healthy treats for birthdays.

### **Healthy Treats**

Crackers and cheese	Granola bars	Graham crackers
Fruit-fresh or dried	Pretzels	Vegetables
Raisins	Snack crackers	Cheese sticks
Yogurt sticks	Beef jerky	Meat, cheese or fruit

Please check with classroom teachers for any diabetic children or food allergies before bringing classroom treats.

### **ACTIVITY TICKETS**

Activity tickets for high school athletic events are available to elementary students for a nominal fee and can be purchased at the High School office. We encourage students to attend activities and support the Laurel teams.

### **FAMILY NIGHT**

Family Night will be observed in the district on Wednesday every week. The following are applicable:

- -No scheduled activities after 6:00 p.m.
- -Homework or tests cannot be assigned on Wednesday due on Thursday.
- -Homework or tests can be assigned earlier in the week due on Thursday.

# TRANSPORTATION

## **BUSES**

**If you have questions about bus service, please call 628-7630.**

School transportation is furnished to the rural children in an effort to provide the same education given to children who live closer to urban schools. Regulations and responsibilities have been established to provide for the safety of all students. A copy of these rules is given to each bus student.

When your son/daughter does not ride the bus in the afternoon, we require a call or a note from you to this effect since the teacher on bus duty must account for each bus student on a daily basis.

Only certified and assigned riders will be allowed to ride the bus. In emergency situations, parents/guardians may request (in writing) that non-certified riders be granted permission to ride the bus. Prior approval must be received from the building principal.

The District's All Call System will be used in case of bus cancellations.

## **BICYCLES**

Bike racks are provided and students are expected to use them. Students should not play with their bike or someone else's bike at school. Students are encouraged to wear helmets and use bike locks. A school may designate a specific bike route for the safety of students. Students are expected to walk their bikes on school property. Bike safety is everyone's responsibility.

## **FIELD TRIPS**

Class field trips are valuable because they provide concrete learning experiences, an opportunity for training in courtesy, safety, and good citizenship, and encourage children's interest in the community. **Field trips are a privilege.** It is our expectation that participating students will have demonstrated good behavior, a positive attitude, and good work/study habits. You will be notified when your child's class is planning a trip and you will be asked to give your permission for your child's participation in these events. Emergency Medical Release forms and appropriate medications will be sent on **all** trips. Parents/Guardians will be asked to sign an annual permission slip for in-district field trips. All other trips will require a separate permission slip to be signed each time.

District insurance does not allow preschoolers or other non-school aged children to accompany adult chaperones on school buses.



## **STUDENT OPPORTUNITIES**

### **STUDENT SCREENINGS**

#### **(Health, Hearing, Vision, Speech & Academic)**

The Laurel Public Schools routinely screen all students for dental, vision, hearing, speech/language, and academic impairments, which may interfere with the classroom performance. Screening is a basic effort to identify students who may have special needs. Your children will participate in screenings as conducted by the school nurse, speech therapist, and special education personnel. You will be notified of any problems and are welcome to discuss the results at any time. If you believe your child has a problem in any of these areas, contact your child's teacher.

### **SPECIAL EDUCATION/TITLE I/SPEECH/504/SOCIAL WORKER**

The Laurel Schools are committed to providing an appropriate education for all students. Parents/Guardians and teachers may request a referral for special services if they feel that their student would qualify and benefit from one of these programs.

### **BIG BROTHERS BIG SISTERS (BBBS)**

Big Brother Big Sisters is a school-based mentor program that allows your child to grow in many areas of their life. The BBBS program is designed to build self-confidence, along with making decisions and a sense of future. High school students are trained in using school resources, academic performance, and attitude towards school, school preparedness, classroom participation, and classroom behavior. High School Bigs are juniors and seniors who are carefully chosen to work in a one-on-one relationship with a grade school child. The program runs year-long. Students are matched with the same Big all year to allow for a mentor relationship that can hold them accountable for grades and performance in school.

### **YELLOWSTONE BOYS & GIRLS RANCH (YBGR)**

YBGR School Based Services provide a program therapist and behavior specialist at the elementary schools. This team works to provide mental health services within the school, community, and home settings. Students must qualify for the service and have a funding source to pay for them. The main goal of School Based Services is to keep at-risk youth in their primary setting. Through participation, children receive individual therapy and group therapy, as well as classroom help and support. Students are also invited to participate in a summer program.

### **STUDY/HOMEWORK OPPORTUNITIES**

Teachers are available before and after school for student assistance and parent communications. Please contact your child's teacher to make arrangements.

## **PARENT/GUARDIAN OPPORTUNITIES**

### **LEPTA MEMBERSHIP**

You are encouraged to become an active member of the Laurel Elementary Parent-Teacher Association. It allows you the opportunity to meet your neighbors, school personnel and friends. Special goals are addressed through the PTA; 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.



### **VOLUNTEER OPPORTUNITIES AT SCHOOL**

The concept of community involvement in education is providing great benefits to our schools. The use of volunteers makes it possible to provide additional educational opportunities for our students. Volunteers provide a variety of needed services and can help in the following ways: being a tutor, reading/listening volunteer or serving as a resource person.

For more information about this program, contact your building principal or refer to the Volunteer Handbook. We welcome you as a volunteer in our schools and thank you for your commitment to helping our students.

### **LAUREL COMMUNITY EDUCATION**

Laurel has an active Community Education program. For more information about upcoming opportunities, please go to the school district website [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us).

## HEALTH

### HEALTH OF YOUR CHILD

Health records of each student are kept in a **secure location** at the school. Please notify schools when immunizations are received from sources other than the school. In order to handle emergency situations, the school must know how to reach parents/guardians quickly. Parents/Guardians are asked to provide the school with current pertinent medical information, emergency numbers and to sign an emergency permission slip. If any information changes throughout the school year, please let the school know immediately.

### IMMUNIZATION REQUIREMENT

Montana State law and the Department of Health require all children be immunized against certain communicable diseases at the time they enter school. **A documented immunization record is required.** If a child is unable to be immunized due to a medical condition, a medical exemption form from the state must be completed by your child's physician. Religious exemptions are allowed only after the religious exemption form from the state is completed, signed, and notarized. This form must be completed on a yearly basis. **Students must have all immunizations by the start of the school year. If the missing documentation is not presented to the school by the first day of school, the student must be excluded from school (MCA 20-5-408), and may not return to school until the records are provided to show current immunization compliance.**

The following is required by the State of Montana:

4 DOSES OF DTaP (ONE DOSE GIVEN AFTER 4TH BIRTHDAY)

3 DOSES OF POLIO (ONE DOSE GIVEN AFTER 4TH BIRTHDAY)

2 DOSES OF MMR (ONE AFTER 1ST BIRTHDAY and SECOND DOSE GIVEN A MINIMUM OF 30 DAYS AFTER THE FIRST DOSE)

2 DOSES OF VARICELLA VACCINE (REQUIRED KINDER BOOST THROUGH 12TH GRADE)

Tdap WILL BE REQUIRED FOR STUDENTS PRIOR TO ATTENDING 7TH GRADE.

### MEDICAL INFORMATION

A doctor's excuse is necessary when a student cannot fully participate in the regular school program for an extended period.

Any child with the following symptoms should not remain at school:

- Temperature –100
- Diarrhea, severe cold, cough, sore throat, upset stomach, and/or vomiting.
  - Please refer to the next page for guidelines on your child's return to school.
- Skin eruptions or rashes will be considered a reason for exclusion unless there is a note from the child's doctor in the school file stating that it is not contagious.
- The rules and regulations for the control of communicable diseases are determined by the State Health Department and administered locally by River Stone Health.

If in doubt, the school nurse can be reached at one of the schools during the day.

## **MEDICATION**

It is recognized that, at the present time, many children are able to attend regular school because of the effective use of medication in treatment of chronic disabilities or illness. It is most desirable for medication to be administered at home. However, when a student at the elementary level is required to take medication during the regular school day, he/she must comply with the policy below:

1. Students taking medication prescribed by a physician must present the medication in its original container to the school nurse, principal, or secretary with the required medication form signed by the parent/guardian. A health care provider's signature will be required for all prescription medication, vitamins, and herbal supplements used longer than two weeks.
2. Students taking over the counter medication must present the medication in the manufacturer's original container to the secretary or principal with the required medication form signed by the parent/guardian.
3. The student must take the medication out of the container independently. This includes the pouring of liquid medication and the self-administering of eye or ear drops.
4. The initial dose must be administered at home by the parent/guardian to avoid adverse reactions from occurring at school.
5. Students must take all medication in the presence of designated school personnel.
6. At the parent/guardian request, the student may carry an inhaler with them, but must comply with procedures 1 through 4.
7. All medication must be stored in a designated area that is to remain locked when not in use.
8. The school is responsible for informing the nurse in writing of any parent/guardian requesting a child to take medication at school.

Aspirin, Tylenol, and Motrin will not be given unless it is sent from home in compliance with the rules stipulated above. It is the student's responsibility to come to the office to get the medication. The school is under no obligation to seek out the child.

## **ILLNESS POLICY – How sick is too sick?**

When to keep Students home- by River Stone Health

In most situations the school prefers students to come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help you decide when to keep your child home from school.

<b>Symptom</b>	<b>Student must be at home?</b>
<p><b>Diarrhea</b> Frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication.</p>	<p>YES - Keep your child home if they act or look ill; if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. <i>Student can return when he/she has not had diarrhea during the last 24 hours.</i></p>
<p><b>Fever</b> Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.</p>	<p>YES - Keep your child home when fever is greater than 100.0 and/or accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc. <i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level has returned to normal.</i></p>
<p><b>Flu</b> The flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, dry cough, and vomiting.</p>	<p>YES - Keep your child home if they have a fever greater than 100.0 and are not able to participate in class. <i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level has returned to normal.</i></p>
<p><b>Coughing</b> Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing. <i>Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.</i></p>	<p>YES - Medical Attention may be necessary</p>
<p><b>Mild Respiratory or Cold Symptoms</b> Stuffy nose with clear drainage, sneezing, mild cough.</p>	<p>NO - Child may attend school if able to participate in class.</p>
<p><b>Rash</b></p>	<p>NO - Body rash without fever or other symptoms usually does not require student to remain at home. YES - seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash.</p>
<p><b>Vomiting</b> Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.</p>	<p>YES - Keep students home if they have vomited 2 or more times in the last 24 hours. <i>Students can return when he/she has not had vomiting during the last 24 hours.</i></p>
<p><b>Pinkeye (conjunctivitis)</b> Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning.</p>	<p>YES - if given antibiotics, keep at home until he/she has taken antibiotics for at least 24 hours. If your health provider decides to not treat your child, a note is needed to return.</p>

## HEAD LICE PROCEDURE

### 1. When a student is confirmed to have live lice by the school nurse:

- A. The parent is notified and information related to detection and elimination of head lice provided in written form. (see RSH HI-121)
- B. The student is **not** sent home from school, however if the parent offers to pick up the student, that is acceptable.
- C. The parent is instructed that the student should be treated and reexamined before returning to the classroom. See school nurse schedule for location of school nurse on duty.

Upon re-examination, if lice and/or nits are found, the parent is notified to keep nit-picking and combing (at least daily per day for the next two weeks.)

### 2. When a student is found to have nits present (no live lice detected):

- A. The parent is notified and encouraged to nit-pick and comb (at least daily for two weeks)
- B. The student is **not** sent home from school.
- C. If future checks reveal an increased number of nits present, the parent will be contacted for follow-up and support.

### 3. When to check beyond the identified student with live lice or nits:

*If live lice or nits are detected in a student, it is best practice to:*

- A. Determine if the student has siblings. If yes, then check the siblings in the immediate school.
- B. If the student has other siblings (not in the immediate school building), notify the parent/guardian of the advisability of checking family members and taking precautionary measures to avoid family infestation.
- C. Full classroom screenings for head lice are NOT routinely done. In some cases, the school nurse may use her professional judgment on an individual basis regarding further screenings.

“Studies have shown that control measures such as, mass screenings for nits, have not been shown to have a significant effect on the incidence of head lice in a school community, nor have they shown to be cost-effective” (Devore et al. 2015; Meinking & Taplin, 2011 CDC 2013a)



## **DISCIPLINE**

### **DISCIPLINE OF YOUR CHILD - Policy 3310**

Discipline is managed behavior designed to develop within an individual responsibility for his/her actions as well as recognition and consideration of the rights and feelings of others. Policies and practices of discipline are intended to help achieve this broad objective while at the same time achieving the ultimate degree of order in the classroom and in the school.

There are two purposes for discipline:

1. To make school a pleasant, neat, orderly and safe place to learn.
2. To help students learn what behavior is expected of them at school and in the community.

Parents or guardians are ultimately responsible for the conduct of the students at school. It shall be the responsibility of the school, in cooperation with the home, to work in such a way that students conduct themselves in a socially acceptable manner.

The goal of any disciplinary action will be to achieve a positive outlook, attitude, and/or behavior. The fair administration of discipline creates a climate that enables every student to seek, without interference from others, the education guaranteed by local, state and federal laws.

The school district endeavors to provide the atmosphere and guidance necessary so that each student receives fair treatment.

Good conduct is expected of all students at all times and will be reinforced in a variety of manners. PBSS (Positive Behavior Support System) is a consistent method reinforcing acceptable behavior and administering predetermined consequences for unacceptable behavior.

Each school has developed a systematic discipline plan for the cafeteria, hallways, playground, and bus lines. This is administered through the principal's office.

Classrooms within the buildings tailor a plan to fit their particular needs, which is administered by the classroom teacher. Both plans are compatible with each other.

### **APPEAL PROCESS**

The school staff and administration are always willing to discuss problems of disciplinary actions taken. Parents/Guardians or students who wish to discuss any situations may do so by contacting the staff member or the office and requesting a conference. If a problem arises in the classroom, there is a proper sequence to follow:

1. Contact the teacher.
2. Arrange a conference with the teacher and the principal.
3. Arrange a conference with the Superintendent.
4. Arrange a meeting with the School Board.

When suspension of a student is involved, parents/guardians may avail themselves of the appeal procedure in the School District Policy.

## **DISTRICT POLICIES**

### **SCHOOL ADMITTANCE MCA 20-5-101**

In order to enter Laurel School District No. 7 and 7-70, first grade students must have reached the age of six (6) on or before September 10th. In order to enter the Laurel Public School Kindergarten program, the student must have reached the age of five (5) on or before September 10th. Any parent/guardian entering a child for kindergarten or first grade must present a legal birth certificate for verification. These stipulations are mandated by state law. State immunization regulations will be adhered to.

### **PLEDGE OF ALLEGIANCE MCA 20-7-133**

Montana law now requires that the pledge of allegiance must be recited in all public schools in the state. The pledge must be conducted at the beginning of the first class of each school day in kindergarten through grade 6 and at the beginning of each school week in grades 7 through 12. Building principals will determine the best method to accomplish this requirement.

Any student or teacher, who for any reason, objects to participating in the pledge exercise must be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

Further, if a student or teacher declines to participate in the recitation of the pledge pursuant to this section, a school district may not for evaluation purposes include any reference to the student's or teacher's not participating.

### **TITLE IX / SECTION 504 (Policy 3210)**

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

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Peggy Pollock, Human Resources Director

Office address: 410 Colorado Ave, Laurel, MT

Email: [peggy\\_pollock@laurel.k12.mt.us](mailto:peggy_pollock@laurel.k12.mt.us)

Phone number: 406-628-3352

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title: Sara Evans, Student Services Coordinator

Office address: 410 Colorado Ave, Laurel, MT

Email: [sara\\_evans@laurel.k12.mt.us](mailto:sara_evans@laurel.k12.mt.us)

Phone number: 406-628-3312

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

## **EQUAL OPPORTUNITY**

"Equal opportunity for all" is adhered to in the Laurel Public Schools. It is the policy of the district not to discriminate in its educational programs, activities, or employment, on the basis of race, color, national origin, age, sex, handicapping status or religion. If you have concerns about your child's welfare, please contact your child's teacher or the principal.

## **TOBACCO-FREE POLICY**

1. All School District property is hereby declared tobacco/delivery device (i.e. vaping) free for all students and staff. Use or possession of tobacco products by minors is both against the law and district policy. No use or possession of tobacco products will be permitted on Laurel School District grounds or facilities. Limitations or prohibitions on tobacco/delivery device use are applicable during all hours.

## **STUDENT RESPONSIBLE USE POLICY**

The Laurel Public School system provides access to electronic communications and systems to students. This access provides them with connections to the Internet to gain immediate resources for retrieving and sharing information. Internet filtering software is in place to assist with appropriate use of the Internet. While no filter system can block all inappropriate sites, it serves as a technology protective measure to block access to objectionable sites. Students who wish to access Laurel Public Schools' electronic communications and systems shall first sign a Responsible Use Policy agreement form. Students are expected to use electronic communications and systems appropriately and constructively.

Electronic communications and systems use and access is a privilege. Inappropriate use will result in disciplinary action by school officials and/or the revocation of those privileges. Use of electronic communications and systems at school or on school property must be in support of education and

research and must be consistent with the educational objectives of Laurel Public Schools. In addition, any user accessing electronic communications and systems from a school site is responsible for all online and offline activities. When using another organization's networks or computer resources, students must comply with the rules appropriate for that network.

The following actions constitute unacceptable uses of electronic communications, systems, and property of Laurel Public Schools:

- Using abusive, profane, or other objectionable language, including expressions of bigotry, racism, hazing, harassment, or bullying
- Sending or receiving unlawful information
- Using systems or property in ways which violate local, federal, state, and international laws
- Embarking on events which would reduce system performance
- Using systems or property for commercial purposes or political lobbying
- Changing, altering, accessing, or damaging files not belonging to you
- Sending or receiving copyrighted materials without permission
- Sharing passwords
- Using another user's password or assuming the identity of another
- Sending or receiving pornographic material, hate group material, or any material harmful to minors
- Attempting to gain access to resources, programs, data, or files without proper authorization (intentional or unintentional)
- Using systems or property in any way in which school board regulations, policies, or procedures are compromised
- Attempting to use proxy servers
- Vandalizing any electronic communications, systems, or property

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications, systems, or property. Any violation will be considered unacceptable use and be subject to administrative actions governed by School Board policy and regulations (specifically policies 3612, 3612P, and student handbooks). Violations may be subject to local, state, federal, or international law.

## **SEARCH AND SEIZURE**

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. The locker or desk is school property made available for the purpose of permitting students a place to store their belongings. They are furnished only for the convenience of the student. The school reserves the right to search a locker when it is necessary. Locks are not to be used on elementary student lockers.
2. The search of school property assigned to the student shall be undertaken with a school administrator and designee. General searches of school property may be conducted at any time. Parents/Guardians and students will be notified when the search is completed.
3. Student Resource officer may be present during search if drugs, weapons, or other safety issues are suspected.
4. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
6. Confiscated materials may, at the discretion of school personnel, be turned over to the proper authorities.

#### **Student Penalties**

**1<sup>st</sup> offense:** Confiscation and parent notification

**2<sup>ND</sup> offense:** Confiscation and parent notification

**3<sup>rd</sup> offense:** Confiscation, detention, and parent notification

### **GANGS AND GANG ACTIVITY**

The board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals, who meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

1. One or more criminal acts
2. Acts which threaten the safety or well-being of property or person, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership in or affiliation with any gang and/or representative of membership in or affiliation with any gang and/or representative of any gang;

2. Engage in any act, whether verbal or nonverbal, including handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
  - A. Soliciting membership in or affiliation with any gang;
  - B. Soliciting any person to pay for protection or threatening another person, explicitly, with violence or with any other illegal or prohibited act;
  - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - D. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

## HEALTH ENHANCEMENT POLICY 2335P

### Laurel Public Schools Procedure for Policy #2335

This procedure is intended to create a consistent process that will be used at every school to ensure parents are given adequate time to review materials and are notified, well in advance, of topics related to Policy #2335 that may be considered sensitive.

Policy #2335 states:

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents may ask to review materials to be used and may request that their child be excluded from sex education class sessions without prejudice. (Lines 7-12)

1. Each year, there are topics presented in alignment with the curriculum that may be considered sensitive. The current topics are as follows:

Grade Level	Topic	Curriculum Area	Instructors
K	Appropriate Touch	School Guidance Curriculum	School Counselor
1 <sup>st</sup>	Body Awareness	School Guidance Curriculum	School Counselor
2 <sup>nd</sup>	Body Awareness	School Guidance Curriculum	School Counselor
3 <sup>rd</sup>	Saying No	School Guidance Curriculum	School Counselor
4 <sup>th</sup>	Being Safe	School Guidance Curriculum	School Counselor

2. You will receive a mailing at the beginning of the school year with a sign-off form. Parents/guardians are asked to initial several lines on this form to indicate awareness of several pieces of information. The Sensitive Topics will be listed for parent/guardian initials. This will be your second notification of the topics listed above.
3. The materials that will be used to deliver this instruction are available for your review anytime during normal business hours at each school office. Two weeks prior to instruction, you will again be notified by mail and given the opportunity to “opt” your student out of all or part of the instruction unit. Please ensure that your contact information, especially your mailing address, is kept up to date at the school office. This will be your third notification of the topics listed above.