

LAUREL ELEMENTARY/INTERMEDIATE
SCHOOLS

STUDENT HANDBOOK
2026-2027



Laurel Elementary (KB - 2nd Grades)	Laurel Intermediate (3rd - 5th Grades)
502 8 th Avenue	845 Alder Ave.
628-3400	628-3450

www.laurel.k12.mt.us

TABLE OF CONTENTS

INTRODUCTION	4
WELCOME	4
ELEMENTARY SCHOOLS DIRECTORY	5
2026-27 Calendar	9
ELEMENTARY MASTER SCHEDULE	10
DAILY ROUTINES	11
SCHOOL ARRIVAL AND DISMISSAL	11
RECESS	11
SUPERVISION	11
BUILDING ENTRY/DOOR PROCEDURE	11
LEAVING SCHOOL DURING THE DAY	11
ATTENDANCE POLICY	12
ATTENDANCE PHILOSOPHY	12
10 DAY RULE	12
TARDIES	13
PARENT/GUARDIAN COMMUNICATION	14
CHANGE OF ADDRESS AND EMERGENCY TELEPHONE NUMBER	14
MISSING CHILD PHOTO REPOSITORY	14
STUDENT PROGRESS REPORTS	14
STUDENT RECORDS	14
VISITATIONS	15
CONFERENCES	15
GENERAL INFORMATION	16
SCHOOL BREAKFAST/LUNCH PROGRAM	16
SAFETY/SECURITY DRILLS	16
TELEPHONE	16
PERSONAL ELECTRONIC DEVICES	16
CLOSING OF SCHOOL	16
SUITABLE SCHOOL CLOTHING	16
LOST AND FOUND ARTICLES	17
PERSONAL PROPERTY	17
PETS AT SCHOOL	17
WHEELS ON SCHOOL GROUNDS	17
SCHOOL PARTIES	17
PARTY INVITATIONS	17
BIRTHDAY PARTY TREATS	17
ACTIVITY TICKETS	18
FAMILY NIGHT	18
TRANSPORTATION	19
BUSES	19
BICYCLES	19
FIELD TRIPS	19

STUDENT OPPORTUNITIES	20
STUDENT SCREENINGS	20
SPECIAL EDUCATION/TITLE I/SPEECH/504/SCHOOL COUNSELOR	20
BIG BROTHERS BIG SISTERS (BBBS)	20
YELLOWSTONE BOYS & GIRLS RANCH (YBGR)	20
STUDY/HOMEWORK OPPORTUNITIES	20
PARENT/GUARDIAN OPPORTUNITIES	21
LEPTA MEMBERSHIP	21
VOLUNTEER OPPORTUNITIES AT SCHOOL	21
LAUREL COMMUNITY EDUCATION	21
HEALTH	22
HEALTH OF YOUR CHILD	22
IMMUNIZATION REQUIREMENT	22
MEDICAL INFORMATION	22
MEDICATION	23
ILLNESS POLICY – How sick is too sick?	24
HEAD LICE PROCEDURE	25
DISCIPLINE	26
DISCIPLINE OF YOUR CHILD - Policy 3310	26
APPEAL PROCESS	26
STUDENT CODE OF CONDUCT	27
DISTRICT POLICIES	28
SCHOOL ADMITTANCE MCA 20-5-101	28
PLEDGE OF ALLEGIANCE MCA 20-7-133	28
TITLE IX / SECTION 504 (Policy 3210 & 3225)	28
EQUAL OPPORTUNITY	29
TOBACCO/NICOTINE DELIVERY SYSTEM FREE POLICY	30
STUDENT RESPONSIBLE USE POLICY	30
SEARCH AND SEIZURE	31
GANGS AND GANG ACTIVITY	31
HEALTH ENHANCEMENT POLICY 2335P	32

INTRODUCTION
WELCOME
Students, Parents, and Guardians
To the 2026-2027 School Year

All teachers, support staff, and principals of Laurel Elementary and Intermediate Schools wish to welcome you to our schools for the 2026-2027 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 and 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, attend open house, 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

Christopher Lorash, Chair
Jennifer Jones, Vice Chair
Donnie McVee
Raelynn Meissner
Nowell Hoff
Vanessa Lawrence-Long
Kayla Gray

christopher_lorash@laurel.k12.mt.us
jennifer_jones@laurel.k12.mt.us
donnie_mcvee@laurel.k12.mt.us
raelynn_meissner@laurel.k12.mt.us
nowell_hoff@laurel.k12.mt.us
vanessa_lawrencelong@laurel.k12.mt.us
kayla_gray@laurel.k12.mt.us

ADMINISTRATION

Matthew Torix 628-3360

Superintendent
606 S. 5th Street
matthew_torix@laurel.k12.mt.us

Bethany Fuchs 628-3400

Laurel Elementary School Principal
502 8th Avenue
bethany_fuchs@laurel.k12.mt.us

Sheri Kelly 628-3450

Laurel Intermediate School Principal
845 Alder Ave.
sheri_kelly@laurel.k12.mt.us

Charla Wetsch 628-3360

Curriculum Director
845 Alder Ave.
charla_wetsch@laurel.k12.mt.us

SPECIAL SERVICES

Katrina Welch	Nurse
Anna Meadows	Librarian
Kaitrin Salanky	Librarian
Carrie Price	Physical Education
	Counselor
Emily Brady	Counselor
Kevin Schweigert	Music
Elizabeth Weis	Music
Lisa Pickens	STEAM
David Swecker	Physical Education

Laurel Elementary/Intermediate
Laurel Elementary
Laurel Intermediate
Laurel Elementary
Laurel Intermediate
Laurel Elementary
Laurel Elementary
Laurel Intermediate
Elementary/Intermediate
Laurel Intermediate

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

KINDER BOOST (LES)	Angela Anderson
KINDERGARTEN (LES)	Kathryn Roe Christine Amestoy Marcella Messenger Cybrina Hanson Lisa Wipf McKenzie Thilmony Natalie Noble
1st GRADE (LES)	Kristie Anderson Nancy Scott Marigayden Buie Shaniah Bienvenue Joni Jares Jaida Green Kayli Haynie
2nd GRADE (LES)	Colton Arneson Bryan Grutsch Erin Lavold Taylor Polkow Holly Musfeldt Julie Urso Dawn Lupan
3rd GRADE (LIS)	Chana Hari Debbie Hogue Savannah Smith Carol Hurd Jolinda Hill
4th GRADE (LIS)	Darla Torix Kathy Irwin Michelle Kanta McKenna Robertus Hannah Roche
5th GRADE (LIS)	Kim Sickie Kate Arneson Ashley Vogl Elizabeth Meier Amy Grosulak

SUPPORT STAFF

	ELEMENTARY	INTERMEDIATE
Title I	Traci Salo	Rachel Meiers
Special Education	Michelle Chouinard Joy Fike	Naomi Pederson
Secretaries	Wendy Means	Kristin Nose
Aides/Crossing Guards	Brenda Russell Brenda Reiland Lisa Tanskanen April Morgan	Sandra Cooper Penelope Ladd Melissa Kinney
Specialized Needs Aid	Robin Seymour Bethany Dvorak Jennifer Canape Troy Anderson	Elizabeth Espinosa Celeste Friesse Farrah Burt
Custodians	Marla Adams Torrey Anderson Mischelle Miller Allen Polston	Roberto Holloway Alex Alvarado Sierra Proctor Elizabeth (Betty) Thiel
Food Service	Laura Moore Stacey Gabel Ashley Kober	Brooke Devaney Karen Mollenbrink



Laurel Public Schools 2026 - 2027 District Calendar

District 7 & 7-70
www.laurel.k12.mt.us

July						
Sun	Mon	Tue	We	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	We	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	(25)	(26)	27	28	29
30	31					

September						
Sun	Mon	Tue	We	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Sun	Mon	Tue	We	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Sun	Mon	Tue	We	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Sun	Mon	Tue	We	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Sun	Mon	Tue	We	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Sun	Mon	Tue	We	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Sun	Mon	Tue	We	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Sun	Mon	Tue	We	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Sun	Mon	Tue	We	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	(27)	28	29
30	31					

June						
Sun	Mon	Tue	We	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Dates

Aug. 17 - Aug. 20	PIR Days (Prior to the Start of School)-
September 7	Labor Day - No School
September 28	PIR Day - No School
Oct. 15-16	PIR Days - No School
November 25	PIR Day - No School
Nov. 26 - 27	Thanksgiving Break
Dec. 23 - Jan. 1	Winter Break
January 15	End of Semester; Half Day
February 19	No School
March 26 - 29	Spring Break
April 23	No School
May 3	PIR Day - No School

Parent / Teacher Conferences

November 10	P/T Conf Grades K - 5, 4 PM - 7 PM
November 12	P/T Conf Grades K - 12, 1 PM - 7 PM; Half Day
March 4	P/T Conf Grades 6 - 12, 4 PM - 7 PM

LEGEND	PIR Day -	
	Holiday -	
	Half Day -	
	First / Last Day of School -	

August 25	First Day of School Grades 3 - 12
August 26	First Day of School Grades KB - 2
May 27	Last Day of School / Half Day

Quarters

October 30	End of 1st Quarter
January 15	End of 2nd Quarter
March 19	End of 3rd Quarter
May 27	End of 4th Quarter

2026-2027 Calendar

LAUREL SCHOOL DISTRICT NO. 7 & 7-70

2026-2027

SCHOOL CALENDAR

August 11-13	New Teacher Orientation
August 13	LHS Student Check in (forms and fees only) 8:30-11:30
August 13	LMS New 7th & 8th Grade Student Orientation 10:00-11:30
August 14	LHS Student Check in (forms and fees only) 12-3pm
August 14th	LMS Schedule Pick Up 7th Grade 8:30-10:30, 8th Grade 10:30-12:30
August 19:	LMS 6th Grade orientation 8:30-12
August 19	K-12 Open House 4pm-6pm
August 20	Freshman Orientation/Link Day @ LHS (8:00am—12:00pm)
August 17-20	PIR Days for Teachers
August 25	FIRST DAY OF SCHOOL for students grades 3-12
August 26	FIRST DAY OF SCHOOL for students grades KB - 2
September 2	Fall Pictures High School
September 3	Fall Pictures —Middle School
September 3	Fall Pictures Elementary School
September 4	Fall Pictures Intermediate School
September 7	NO SCHOOL - Labor Day
September 28	NO SCHOOL - Staff Professional Development Day
October 15-16	NO SCHOOL - PIR Days/Teacher Convention
October 30	End of First Quarter
November 10	Parent/Guardian Teacher Conferences (K-5: 4:00pm-7:00pm)
November 12	Parent/Guardian Teacher Conferences (K-12: 1:00pm-7:00pm)
November 25	NO SCHOOL - PIR Day
November 26-27	NO SCHOOL - Thanksgiving Break
Dec. 23-Jan. 1	NO SCHOOL - Winter Break
January 15	End of 2nd Quarter / 1st Semester
January 15	K-12 Half Day
February 19	NO SCHOOL
March 4	P/T Conf (Grades 6-12 4pm-7pm)
March 26-29	NO SCHOOL - Easter Break
March 19	End of 3rd Quarter
April 23	NO SCHOOL
May 3	NO SCHOOL - Staff Professional Development Day
May 7	NO SCHOOL - KINDERGARTEN ONLY
May 7	Kindergarten Round Up
May 23	LHS Graduation
May 25	Last Day of School for PK
May 26	Kinderboost Screening
May 27	Last Day of School - 1/2 Half Day
May 27	End of 2nd Semester/4th Qtr

October 11th is
Columbus day

Jan. 18th is Martin
Luther King Day

Feb. 15th is
Presidents Day

Wednesday Early Dismissal Time

Each month, afternoons of early dismissal will be dedicated to:

- Providing professional development opportunities relevant to each building.
- Allowing additional time for technology creation/integration.
- Horizontal and vertical teacher meetings to discuss curriculum and instruction.
- Staff meetings to discuss school climate/ issues

ELEMENTARY MASTER SCHEDULE

8:20 A.M. – 10:50 A.M.	Group I	Kinder Boost
12:30 P.M. – 3:00 P.M.	Group II	Kinder Boost
8:20 A.M. – 3:15 P.M.	Laurel Elementary School Schedule	K-2 Grades
8:05 A.M. --3:21 P.M.	Laurel Intermediate School	3rd Grade
8:05 A.M. – 3:26 P.M.	Laurel Intermediate School	4th-5th Grades

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)

Kinder Boost Group I	9:50 A.M
Kinder Boost Group II	2:00 P.M.
Laurel Elementary School	2:20 P.M.
Laurel Intermediate School	2:25 P.M.
Laurel Intermediate School	2::30 P.M.

LUNCH SCHEDULE

11:10 A.M. – 11:55 P.M.	Kindergarten
11:45 A.M. – 12:30 P.M.	1 st Grade
12:20 P.M. – 1:05 P.M.	2 nd Grade
11:30 A.M. – 12:15 P.M.	3 rd Grade
11:30 A.M. – 12:15 P.M.	4 th Grade
11:30 A.M. – 12:15 P.M.	5th Grade

DAILY ROUTINES

SCHOOL ARRIVAL AND DISMISSAL

Student arrival at school in the mornings should be no earlier than **7:45 a.m.** **If a student is eating breakfast, they may enter the building at 7:45 a.m.. 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 12:30 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, heavy rain, poor air quality) 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 **7:45 a.m. at LES and 7:40 at LIS for students eating breakfast.** 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. 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. If there is a change to how your child is being picked up after school, please let the office know at least 30 minutes prior to the dismissal bell.

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.

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/guardian.

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 five (5) 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. **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.**
 6. **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.**
 7. **On the eleventh (11) absence, the proper legal authorities may be notified.**

TARDIES

A student is tardy when he/she is not physically in the classroom at the time the bell rings. If tardy, all students must be accompanied by an adult to sign in for the remainder of the day. 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 choose opt-out or 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 quarterly. 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/behavior habits in: Responsibility, Respect, Safety, and Ready to Learn

STUDENT RECORDS

The maintenance, transfer, and disclosure of student records shall be provided for as required in the Family Education Rights and Privacy Act (FERPA). 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 KB-5, are scheduled in the fall. 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. Good manners as well as good health habits are expected. Meal costs will be \$2.15 for Breakfast and \$3.80 for Lunch for all elementary students K-5. (Free and Reduced Meal Forms are available). If a student chooses a milk without the school entree, the student's account will be charged \$0.75. 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.

ID CARD REPLACEMENT

If a student damages or loses their ID card, they are responsible to pay a \$5.00 replacement fee before a new ID card is printed and distributed to them.

SAFETY/SECURITY 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

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. All electronic recording devices are prohibited in school.

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 as soon as a decision has been made any closing will be posted on the district Facebook. Additionally, 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 expose the entire thigh, such as micro minis or short shorts.. The goal is for your student's backside to be covered and avoid exposure of the midsection. 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 removed by the child and be plainly marked with his/her name. School administration reserves the right to determine appropriate dress. Students in violation of the dress code will be asked to change into clothing provided by the office or parents will be called to provide appropriate apparel.

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, rubik's cubes, etc.) are to be left at home. Laurel Schools is not 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 obtain advanced approval from the principal before bringing animals for "show & tell." Proof of immunization/rabies must be presented to the principal prior to the visit for all dogs and cats.

WHEELS ON SCHOOL GROUNDS

For the protection of the student using things with wheels 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, bikes, or scooters.

SCHOOL PARTIES

School staff will reach out regarding parties of celebration that will occur at school. You may check with your child's teacher if you have any questions or concerns. 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.

HOLIDAY GIFT DELIVERIES: The elementary schools would like to maintain an equitable learning environment for all students with as few interruptions as possible. To ensure this, we are no longer accepting deliveries for individual student gifts for holidays. The only exception is for birthdays. Classroom treats are still acceptable since they are planned and provided to all students within the class.

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.

- -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 (406)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 and transportation director.

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. 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 have the opportunity to sign an annual permission slip for in-district field trips online. 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.



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 several ways as approved by the classroom teacher and building principal.

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.

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. **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.

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.
9. Epinephrine Autoinjectors: Per state law, each school maintains a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. This medication is not meant to be a replacement for students who are already prescribed an epinephrine auto-injector; please ensure your student carries their epinephrine auto-injector as prescribed. In the event the school stock supply of epinephrine is used, emergency services will be called and parent/guardian will be contacted.

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.

STUDENT SCREENINGS

(Health, Hearing, Vision, Speech & Academic)

Parents will be notified per Policy 3410 of all medical screenings and screenings will not be done without parental consent. 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.

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.

Symptom	Student must be at home?
Diarrhea Frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication.	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>
Fever Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.	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>
Flu 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.	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>
Coughing 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>	YES - Medical Attention may be necessary
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough.	NO - Child may attend school if able to participate in class.
Rash	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.
Vomiting 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.	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>
Pinkeye (conjunctivitis) 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.	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.

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 River Stone Health Initiative 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 1700.

STUDENT CODE OF CONDUCT

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

This Code of Conduct outlines the expectations for student behavior in our school community and provides a framework for a positive and productive educational experience.

Respect:

- Treat everyone in the school community – peers, staff, and visitors – with respect, kindness, and dignity.
- Creating a supportive and respectful environment is our priority. We encourage kindness and positive interactions. Let's work together to promote a community where everyone feels safe and valued.
- Safety is a priority; therefore, physically aggressive behavior will not be tolerated. This includes, but is not limited to, disrespecting personal space, inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing, etc.).
- Actively listening and respecting others is encouraged at Laurel Public Schools. Being open minded, showing empathy, and understanding differences are part of our culture.
- Use appropriate language at all times. Derogatory, discriminatory, or harmful language is unacceptable.
- Respect personal space and the property of others. Keep hands, feet, body, and objects to yourself. Respect the belongings of others.

Responsibility:

- Academic excellence and honesty are important at Laurel Public Schools. Submit your own work.
- Complete all assignments to the best of your ability and on time.
- Seek help from teachers or peers if you are struggling with your work.
- Attend school regularly and arrive at class on time.
- Upon return to school, it is the responsibility of the student to complete work missed.

Safety:

- Follow all school rules and safety procedures.
- Follow the directions of all school staff.
- Report any concerns regarding safety, including bullying/intimidation, threats, or possession of prohibited items to a teacher or administrator immediately.
- Possession of weapons (including facsimile weapons), drugs, alcohol, or any illegal substances is strictly forbidden on school grounds.

Use of Technology:

- Use technology resources and internet access responsibly for educational purposes only.
- Keep your information and the information of others private.
- Always have a person's permission to record, photograph, or share.
- Cyberbullying or using technology to harm others is unacceptable.

Dress Code:

- Dress in a manner that is appropriate for a learning environment.
- Follow all dress codes as addressed in each student handbook.

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 requires that the pledge of allegiance 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. 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 & 3225)

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972 in the United States, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This law applies to all public education institutions.

Laurel Public Schools takes violations of Title IX very seriously and will investigate all complaints immediately. If you feel your student has been the victim of a Title IX violation, whereas the harassment or discrimination is sexual in nature, you are urged to immediately reach out to your school principal or the Title IX Coordinator.

When a school receives a complaint that could be a potential violation of Title IX, it is required to act promptly and effectively to investigate and resolve the complaint. The school's actions must be in compliance with Title IX regulations and guidance from the U.S. Department of Education's Office for Civil Rights (OCR) and District Policy 3225. Here are the steps our district takes upon receiving such a complaint:

- 1. Immediate Action:** The school takes immediate action to ensure that the parties are safe. This might involve temporary measures such as changing class schedules or providing extra support. The school will notify the Title IX Coordinator.
- 2. Formal Investigation:** The Title IX Coordinator will initiate a formal investigation into the complaint. This investigation will be fair, impartial, and provide both parties an opportunity to present their side of the story and any evidence they have. If the Title IX Coordinator deems that it does not rise to the level of Title IX, the matter will be forwarded to the principal of the school for a Code of Conduct violation.

3. **Resolution Process:** Based on the investigation, the Title IX Decision Maker will determine whether a Title IX violation occurred. The determination will be based on a preponderance of the evidence (whether it is more likely than not that a violation occurred).
4. **Taking Action:** If a Title IX violation has occurred, the district will take appropriate action to stop the discrimination, prevent its recurrence, and remedy its effects. This may include disciplinary actions against the respondent, providing support services to the parties, and implementing school-wide training or policy changes, if necessary.
5. **Right to Appeal:** Both parties will be informed of the outcome of the investigation and will have the right to appeal the decision if the conditions of appeal are met as outlined in District Policy 3225.

Title IX Coordinator

Christina Petersen
christina_petersen@laurel.k12.mt.us
406-628-3360

Visit our district website for more information. Click on 'Title IX' on the quick links menu.

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: Christina Petersen, Student Services Coordinator

Office address: 417 E. 6th Street, Laurel, MT

Email: christina_petersen@laurel.k12.mt.us

Phone number: 406-628-3311

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.

HOMELESS ASSISTANCE LETTER

Laurel Public Schools

Christina Petersen Director of Student Services

School District No. 7 & 7-70

606 South 5th St.

Laurel, Montana 59044

Office (406)628-3360 ext. 3311 Christina_Petersen@laurel.k12.mt.us

Fax (406)628-3375

Website: www.laurel.k12.mt.us

June 6, 2026

Dear Families,

Immediate Enrollment & Documentation Assistance and Resource Support

(McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(1)(J); ESSA Title IX, Part A) Laurel Public Schools ensures immediate enrollment of students experiencing homelessness, regardless of whether they can produce records typically required for enrollment, including proof of residency, birth certificates, immunization/medical records, school records, or guardianship documentation.

Once a student is identified as experiencing homelessness (through the enrollment questionnaire, referral, or self-identification), the district's McKinney-Vento Liaison, Christina Petersen, in the Student Services Office, works directly with the family to identify which documents are missing and assists in obtaining them. This assistance includes:

- Contacting the student's previous school(s) to request transfer of academic records, special education records (IEPs/504 plans), and attendance history
- Coordinating with local or state vital records offices to help families obtain copies of birth certificates
- Working with the local health department or clinic to access or update immunization records, and coordinating access to immunization services if needed
- Assisting families with proof of guardianship or custody documentation when a student is not living with a parent
- Referring families to community partners (e.g., Department of Public Health and Human Services, shelters, or other social service agencies) for additional document assistance as needed
- Assisting with food, shelter, and other resources and necessities

Christina Petersen maintains contact with the family throughout this process until all necessary records are obtained. All outreach and assistance is documented and maintained on file, including a contact log, email correspondence with families and outside agencies, any completed forms, and case notes from meetings with families. No student is denied enrollment or excluded from full participation in school activities while these records are being obtained. Christina will assist with housing appointments and contacting local shelters if parents or unaccompanied youth need assistance.

Thank you,

Christina Petersen

Director of Student Services

Office: 406-628-3360 ext 3311

Email: Christina_Petersen@laurel.k12.mt.us

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/NICOTINE DELIVERY SYSTEM FREE POLICY

All School District property is hereby declared tobacco/nicotine delivery device (i.e. vaping) free for all students and staff. Use or possession of tobacco/nicotine products by minors is both against the law and district policy. No use or possession of tobacco/nicotine products will be permitted on Laurel School District grounds or facilities. Prohibitions on tobacco/nicotine delivery devices 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, drugs, 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 and the investigation process will determine the consequence.

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

Policy #2335 states:

SENSITIVE TOPICS

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 (lines 7-9). In accordance with Board policy, parents may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice. (lines 10-12). Please ensure that your contact information, especially your mailing address, is kept up to date at the school office.

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

Grade Level	Topic	Curriculum Area	Instructors
K	Personal Safety	School Guidance Curriculum	School Counselor
1	Personal Safety	School Guidance Curriculum	School Counselor
2	Personal Safety	School Guidance Curriculum	School Counselor
3	Personal Safety	School Guidance Curriculum	School Counselor
	Hygiene	Health Enhancement Curriculum	School Nurse
4	Personal Safety	School Guidance Curriculum	School Counselor
	Hygiene	Health Enhancement Curriculum	School Nurse
5	Human Growth & Development	Health Enhancement Curriculum	School Nurse & PE/Health Teacher(s)
6	Human Growth & Development	Health Enhancement Curriculum	School Nurse & PE/Health Teacher(s)
7	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	7th grade Science Curriculum: Genetics & Heredity	7th grade Science Teacher
8	No direct instruction on sensitive topics.		
9	HIV/AIDS	Health Enhancement Curriculum	PE/Health Teacher(s)
	Teen Health Risks (STIs)	Health Enhancement Curriculum	PE/Health Teacher(s)
10	Teen Relationships	Health Enhancement Curriculum	PE/Health Teacher(s)
	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	Biology Curriculum: Science of Biology, Cell Reproduction, Genetics	Science Teacher(s)
11/12	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	Biology 2 Curriculum: Evolution of Populations	Science Teacher(s)
	Animal Reproduction & Embryonic Development (no direct instruction on human sexuality)	Biology 2 Curriculum: Animal Systems	Science Teacher(s)
	Fertility Rates (no direct instruction on human sexuality)	Honors Environmental Science Curriculum: Populations	Science Teacher(s)

1. 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.
2. 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.