

WELCOME TO THE 2021-2022 SCHOOL YEAR

**Washington Early  
Learning Center**  
STUDENT HANDBOOK  
**Home of the Little Broncs**

**Safe - Respectful  
Responsible - Ready to Learn**



**School Hours  
8:15 to 2:15**

**WELCOME TO  
WASHINGTON EARLY LEARNING CENTER  
HOME OF THE LITTLE BRONCS**

**SAFE-RESPECTFUL-RESPONSIBLE-READY TO LEARN**

225 North 5<sup>th</sup> Street Hamilton, MT 59840

406-363-2144

FAX 406-363-7420

[www.hsd3.org](http://www.hsd3.org)

**8:00** School doors open

**8:15** Class begins

**DAILY Lunch/Recess Schedule**

<b><u>Lunch</u></b>	<b><u>Recess Time</u></b>
Class A 10:45 – 11:05	11:05 – 11:25
Class B 11:10 – 11:30	10:45 – 11:05
Class C 11:30 – 11:50	11:55 – 12:15

**2:15** School Ends – All students are dismissed

**EMERGENCY INFORMATION** – If we experience an emergency school closure, please contact 363-2280 for information pertaining to the closure.

**Little Broncs**  
**Safe – Respectful – Responsible – Ready to Learn**

<b>WASHINGTON EARLY LEARNING CENTER</b> <b>2021-2022 STAFF</b>
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Wendy Hansmann	Director of Students Services	363-2144
	Administrative Assistant	363-2144
	Head Custodian	363-2144
Denise Burrows	Food Services Manager	363-5038
Tom Korst	Superintendent	363-2280
School Board Policy		<a href="http://www.hsd3.org">www.hsd3.org</a>

**Special Education:** Nicole Anson

**Early Kindergarten Grade:** Kimberly Dowling, Klista May, Ana Crites

**Transformational Learning Coordinator:** Matt Watts

**Specialized Services:**

Molly Forrest	Speech Pathologist
Holly Smith	Occupational Therapist
Madison McLaughlin	School Psychologist
Marissa Williams	School Nurse

**Para Professionals:** Carolyn Buckallew Sarah Martin Bailey Pitzinger  
Debra Wiediger Amy Anderson

## **Mission Statement**

**“Building a Better World One Student at a Time”.**

We welcome our students, parents and guardians to the 2021-2022 school year, and look forward to a great year teaming with you. Please use this handbook as a resource to answer frequently asked questions.

“**Being a Little Bronc**” is about being a part of something that is bigger than yourself and we are very proud of the educational accomplishments of our students, parents, guardians, and educators.

**Please complete a thorough review of this handbook, initial/sign in the appropriate places on the Handbook Sign-Off Form and return it to your classroom teacher. Thank you!**

Washington Early Learning Center strives to provide a positive and nurturing environment for academic and personal growth of all students. We feel this is accomplished through a strong partnership with students, parents, teachers and administration.

### **EQUAL EDUCATION OPPORTUNITIES**

The Hamilton School District provides equal educational opportunities for all students. No student will be denied the benefits of any education program or activity on the basis of race, color, disability, ability, creed, national origin, age or sex. All programs offered by schools within the School District will be open to all students consistent with statutory and judicial requirements. Students who believe they have been the subject of discrimination should meet with their building principal as soon as possible.

### **SCHOOLWIDE TITLE I PROGRAM ELIGIBILITY**

#### **Multi-Tiered Systems of Support (MTSS)**

It is the Hamilton School District's policy to ensure that all students receive high quality, scientific, research-based general education core instruction and, as appropriate, strategic and intensive intervention supports matched to student needs. Washington Early Learning Center will strive to utilize the core principles of the MTSS process, which promotes a well-integrated system connecting general, gifted, and special education with intervention and enrichment services.

### **NOTIFICATION REGARDING DIRECTORY INFORMATION**

**NCLB-15A**

The Hamilton School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to: companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the District in writing no later than two weeks prior to the first day of school for the current academic year. The District has designated the following information as directory information:

Student’s Name - Address - Telephone Listing  
Electronic Mail Address  
Photograph  
Date of Birth  
Dates of Attendance  
Grade Level  
Participation in Officially Recognized Activities and Sports  
Weight and Height of Members of Athletic Teams  
Honors and Awards received

*We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.*

**Schools Responsibility:**

- Provide high quality curriculum and learning materials.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through annual conferences, progress reports, and opportunities to talk with staff, volunteer in class, and observe classroom activities.

**Parents Responsibility:**

- Encourage your child to attend school regularly.
- Encourage your child to show positive behavior.
- Review your child's homework.
- Monitor television watching and encourage positive use of extracurricular time.
- Volunteer in your child's school and classroom if time or schedule permits.
- Attend parent-teacher conferences and participate, when appropriate, in discussions relating to the education of your child.

**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hamilton School District ("School") receives a request for access.  
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal, or District Office, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under **FERPA**.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal or District Office, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

**HAMILTON SCHOOL DISTRICT  
(HSD3)**

Washington Primary Student Handbook (“Handbook”) is, hereby, amended to include the following Notice of Non-Discrimination and Title IX Statement (“Notice”) as if fully stated therein. In the case of any conflict between this Notice and the Handbook, the Notice shall supersede any pre-existing Handbook policy.

**NOTICE OF NON-DISCRIMINATION**

Hamilton School District does not discriminate on the basis of race, color, national origin, sex, physical or mental handicap or disability, religion, age, or veteran status in its educational programs, activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972 and its implementing regulations, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and District Policy.

**TITLE IX STATEMENT**

Pursuant to Title IX and the requirements, therein, for dissemination of this policy, notice is hereby given that Hamilton School District does not discriminate on the basis of sex in its educational programs, activities, admissions, or employment. The District is committed to maintaining an environment that is free from discrimination based on sex, including sexual harassment and sexual violence, and will not tolerate conduct in violation of Title IX.

**Please direct inquiries, or complaints regarding Title IX to:**

Hamilton School District  
Title IX Coordinator:

Wendy Hansmann  
Director of Student Services  
217 Daly Avenue  
Hamilton, MT 59840  
(406)363-2280  
[hansmannw@hsd3.org](mailto:hansmannw@hsd3.org)

The U.S. Department of Education’s Office for Civil Rights

or both.

## GENERAL INFORMATION

**ARRIVAL/DEPARTURE TIME:** Students are to arrive no earlier than 8:00 a.m., and leave the school grounds immediately after dismissal at 2:15. Students may not return to school grounds until after 4:00 pm.

**BREAKFAST AND LUNCH** are served daily. Breakfast is served from 8:15 - 8:45. Lunches are served at 10:45 (Class A) - 11:10 (Class B) and 11:30 (Class C). Individual cartons of milk or juice may be purchased separately. NOT SURE??

**FREE AND REDUCED** meals are available for qualifying applicants. Application forms are available in the office. These meals include one carton of milk or juice. If a student receives free or reduced services and would like to bring a **cold lunch, they will be charged for milk or juice.** This charge is regulated by the government. A minimum of two notices are given to students when the money in their meal account becomes low. It is important to keep track of this information because students are **not allowed to charge** meals. The first day a student's account is zero, he/she will be given a sandwich. After that day, he/she will not be served a school meal.?? In order to prevent this, we encourage you to put money in your child's meal account on a weekly or monthly basis.

**GUM CHEWING** is allowed in the classroom **at the teacher's discretion.** Do you still want this in here?

**INSIDE RECESS** – When the temperature is less than 10 degrees, students remain inside for recess. Exceptions to this rule are: the wind chill factor or inclement weather determined by the principal or designee.

**LOST AND FOUND** - We always have a large supply of clothing and other items turned in each year. Please periodically check the Lost & Found located just outside of the Front Office. Unclaimed items are donated to charitable organizations before our winter and spring breaks and at the end of the school year.

**PARENTS/GUARDIANS AND VOLUNTEERS** – You are all very important to our school and a vital part of our educational programs. We look forward to your visits and appreciate all the assistance you provide. If you are interested in volunteering in the classroom, on a regular or periodic basis, please complete the Volunteer Information Packet and return it to your child's teacher or the main office. **All visitors are asked to report to the main office upon arrival, check in, and wear a visitor's badge while in the building.**

**TELEPHONES** – Students may use classroom telephones with permission from their teacher or another staff member.

**NEWSLETTER AT WASHINGTON EARLY LEARNING CENTER:** is sent home monthly. Please take time to read this newsletter as it contains information important to the monthly events occurring at school. It will be helpful for marking your calendars with dates and times of special events (i.e., concerts, performance times, etc.).

**VISITING STUDENTS** - Non-enrolled students are not allowed to attend classes with friends or relatives. Exchange students may be allowed to visit with the approval of the building principal.

## EARLY OUT

**EARLY OUT DAYS (Teacher Professional Development)** are provided throughout the year for our professional team. The days selected for the school year are indicated on the school calendar. **On these days, students will be released after lunch at 12:15 p.m. and the buses will run at that time.**

## ABSENCES / ATTENDANCE / TARDIES

In the state of Montana, the school is required by law to attempt to contact the parent or guardian any time their child is absent from school. To help us in meeting this requirement and assist us in helping to develop positive student life skills and punctuality, please: Call the school with any phone numbers/address changes.

It's a parent's responsibility to collect any and all curricular work that a student will miss during an extended absence. Please contact your child's teacher for this information.

### Contact our office at 363-2144:

- For absences, extended absences, or late arrivals please call before 9:00 a.m.
- For after school homework pickup, please call by 10:00 a.m.

### Checking students in and out

- Students are required to check in/out at the office before entering class or leaving school.

### Absence Reporting

- **Excused** – Illness, bereavement, medical, and dental appointments ~ After three **consecutive** days absent, a note from the doctor may be requested does this apply for our students?
- **Avoidable** – Vacations, shopping, and staying home.
- **Truancy** – Absent without parental permission. This serious offense will result in the following action:
  - First Offense** – parent and School Resource Officer notified
  - Second Offense** – parent and Youth Probation notified

### Tardy Reporting

- **Excused** – Medical or dental appointments **with a physician's note**.
- **Unexcused** – late arrivals

### Parental Notification ~ attendance letters will be issued after

- Six (6) tardies per trimester
- Six (6) cumulative absences per trimester

## REPORT CARDS

**REPORT CARDS** are issued at the end of each trimester. We encourage parents and teachers to communicate closely with each other. Parent/Teacher conferences are scheduled following the first and second trimesters. If you wish to confer more frequently, please feel free to call or schedule an appointment with your child's teacher. Class assignments will be on the final report card.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not have in their possession: I-pods, mp3 players, cellular phones, pagers, etc., electronic games, or other electronic devices on campus at any time. The building-level administrator may grant permission for individual students to use and/or possess electronic devices, if such use is necessary for the safety and/or welfare of the student. Confiscated devices will be returned in the following manner:

1. First Offense – Returned to student at end of the day
2. Second Offense – Parent must pick up
3. Third Offense – Parent pickup and disciplinary action.

## EMERGENCY DRILLS

Emergency drill information is posted in every classroom. Emergency preparedness drills are practiced throughout the year.

## FIELD TRIPS / INSURANCE

**FIELD TRIP PERMISSION / ACCIDENT INSURANCE** – Washington Early Learning students are able to take advantage of educational opportunities by exploring our world through field trips.

Your signature on the Sign-Off Form provides permission for your child to participate in school activities/field trips. This allows your child to travel on school-sponsored trips and, when applicable, in school-provided transportation. Teachers will be responsible for providing parents/guardians with specific information regarding individual trips (i.e., place, date, time, appropriate clothing, any fees, etc.) **before** each trip. They will give parents/guardians ample time to decide to allow the child to participate in a particular field trip. With your signature on the Sign-Off Form, you will be giving your child permission to participate in school-sponsored trips under the following conditions:

1. My child will travel under the adult sponsor's direction and authority from the time of departure until their return to school.
2. All students are expected to ride to the activity on district provided transportation. Students may request to ride home after events with their parent/guardian. The final decision whether students may ride home with parent/guardian lies with the sponsor.
3. Classroom teachers may have specific school work or behavior related criteria which determine whether a student may or may not participate in a field trip.

Your signature on the Sign-Off Form also provides for **emergency medical treatment** during a field trip. In consideration of permission granted to participate in field trips, authorization is given to the sponsor, in case of injury, to consent to x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor under the supervision and advice of any physician or surgeon licensed to practice in the State of Montana. The parent/guardian will be notified of the injury at the earliest possible opportunity, however, this authorization will allow for immediate treatment.

**INSURANCE and MEDICAL TREATMENT** – Hamilton School District does not carry student accident insurance. Student insurance and any expenses incurred for injuries occurring while on campus or traveling to/from district activities or field trips are the responsibility of the parent/guardian.

## ILLNESS / MEDICATION AT SCHOOL

If your child is ill, please help support the health of students and staff by keeping your child at home until he/she is over the illness. Any student, who stays home or is sent home due to a fever, needs to be **fever free without medication for 24 hrs. before returning to school.**

We believe that if a child is well enough to come to school, they are well enough to attend recess. We also understand there are special circumstances in regards to medical conditions. Please feel free to call the school with any questions.

If your child needs to stay in during recess and/or is unable to participate in P.E. for medical reasons, a **Doctor's note indicating the reason and length of time the student needs to stay in for recess or is unable to participate in P.E. will be required.**

### Medications

In order to comply with Montana State Board of Health regulations, all students who require medication (prescription or over-the-counter) during school hours, **MUST** follow the requirements listed below:

1. Provide a written consent form **signed by a physician and the parent/guardian.** (School Board Policy #3416)
2. Bring the medication in the **original** prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Over-the-counter medication must also be in the original container (Tylenol, etc.).
3. Medication consent forms must be **renewed** at the beginning of each school year and anytime there is a Change in the prescription.
4. Parents may choose to dispense medication to their child at school.

**Communicable Disease** -- Refer to school board policy #3417

# VIDEO SURVEILLANCE

Hamilton School District

Procedure 3097-P1

## School Buses/Vehicles

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior but also protect students and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

The following will have access to the recording:

1. An administrator of HSD3 or other appropriate HSD3 employee(s);
2. A supervisor or manager of Majestic Bus Service, Inc.
3. Parent(s)\Guardian(s) under the supervision of an authorized adult may view the recorded activity of his or her own student(s). The viewed segment may be as short as one second in length.
4. Student(s) under the supervision of an authorized adult, as part of a specific investigation or disciplinary action;
5. Investigative agencies when evidence of criminal activity exists;
6. Other person(s) as designated by Majestic Bus Services, Inc. or HSD3 to assist in an investigation or identification of a student(s).

A recording may be kept:

1. Until the disciplinary action or investigation has been resolved satisfactorily;
2. Permanently if requested or deemed necessary by an administrator of HSD3 or the Manager of Majestic Bus Services, Inc.

## School Buildings and Grounds Procedure 3097-P-2

Security cameras in a school building and on school grounds provide not only a safeguard against illegal entry and vandalism, but also protect students and staff from being wrongly accused of participation in illegal or unacceptable behavior. School administration recognizes the importance of protecting the identity of those filmed. Consequently, although the system is active and recording 24 hours a day, seven days a week, the system is not humanly monitored 24 hours a day, seven days a week.

Students and parents will be notified in the student handbook of the system's existence, purpose, and the procedures for use.

## **PROCEDURE FOR USE OF SECURITY CAMERA RECORDINGS IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The real time image and/or the recording may be viewed:

1. During an orientation activity that may involve parents, staff or students;
2. During the course of an investigation or as part of the process for identifying a student or other district employees.

The following will have access to the recording:

1. The school administrators and School Resource Officer (SRO);
2. Investigative agencies (e.g. the Fire Department) when evidence of criminal activity exists;
3. Parents, under the supervision of an authorized adult, may view the recorded activity of their own student(s). The viewed segment may be as short as one second in length.
4. Students, under the supervision of an authorized adult, as part of the orientation to the system or as part of a specific investigation.

A recording may be kept permanently:

1. If an investigative agency wants the record for later court procedures;
2. If there is an internally anticipated future need such as when there are chronic issues (e.g. harassments, vandalism).

A recording may be kept:

1. Digitally on the hard drive where it remains until recorded over (a maximum of 18 days); On a CD which will be kept in the school vault. Until the involved student(s) graduates or until the criminal investigation is completed, whichever is later.

Refer to School Board Policy 3097 Video Surveillance

# TITLE I PROGRAM PARENT POLICY

## A Schoolwide Title I Educational Setting

Washington Early Learning is a Schoolwide Title I school. Title I is a Federally-funded program (ESEA Elementary and Secondary Education Act), designed to give individualized instruction to any student needing extra support in reading and/or math in the regular classroom. Hamilton School District No. 3 believes the involvement of parents is very important in the planning of the School-wide Title I Program. It is the feeling of teachers and administrators that program improvements lead to:

1. Increased self-confidence;
2. Acceleration of student motivation;
3. Advancement in student achievement; and (4) enhanced parent support of school and district Title I Programs.

We believe that the home is a rich and primary source of support of both teachers and students. It is recognized through home/school communications, the school/parent partnership can enhance the educational process significantly. Therefore, the Board of Trustees encourages parents to communicate with teachers and administrators about their children and the SW Title Program.

Student Selection: Students will be selected for district SW Title I programs under the rules and Regulations of SW Title I.

Parental Involvement: Parents of eligible students shall be involved in the planning and evaluation process. Parent involvement will include, but not be limited to: orientation; workshops; meetings; classroom visits; parent/teacher conferences; parent surveys; needs assessment; and program evaluation.

## WEB PAGE AGREEMENT

Hamilton School District #3  
Release form for Electronically-Published Student Information

Hamilton School District publishes a variety of information about our schools and activities on our Internet web site <http://www.hsd3.org>. Your child may participate in an activity where it is desirable to post student information of a non-personal nature. We would like permission to include your child's work and/or first name and initial of last name, and/or photograph, on our website. For further details on Hamilton School District's web publishing policies, please access the web at: <http://www.hsd3.org/admin/policies/webplan.htm>

Your initials on the Sign-Off form acknowledge permission for this information to be published on the World Wide Web.

## WASHINGTON LITTLE BRONCS STUDENT EXPECTATIONS

***Providing a Positive and Productive Environment by Partnering with Home and School Through Positive Expectations***

***We are: SAFE, RESPECTFUL, RESPONSIBLE, AND READY TO LEARN***

Your child's success depends on establishing a positive partnership between parents/guardians and school staff. We welcome the opportunity to communicate with you so please feel free to give us a call or stop by the school if you have any concerns or would like to discuss any challenges your child may be having.

Our Little Bronc expectations have been developed to encourage a positive learning environment as well as an atmosphere free of fear, physical/emotional harm, and frustration. We encourage student self-discipline

and hold students accountable for their actions. When challenges do arise, we invite and support open communication with parents/guardians.

We believe that effective discipline is a learning experience that has a positive outcome and should not be viewed as punishment. The basic purpose of our discipline policy is to provide each student with the best educational environment possible and ensure that each student will be given the opportunity to be **SAFE, RESPECTFUL, RESPONSIBLE, AND READY TO LEARN.**

Having an understanding of Little Bronc expectations and natural consequences is important for the success of every child.

- Students will have the opportunity to learn from the choices they make.
- Students will have the opportunity to learn how to positively problem solve, gain knowledge from experiences, and manage/resolve conflicts.

Student expectations are generalized into three basic guidelines:

<b>Be Safe</b>	}	
<b>Be Respectful</b>	}	
<b>Be Responsible</b>	}	<b>= Ready to Learn</b>

## GENERAL BEHAVIOR EXPECTATIONS

To keep our school safe, the following school-wide expectations have been adopted by Washington Primary. These expectations enable our students to know what is expected of them, provide incentives for positive choices, and incorporate consequences for inappropriate behavior.

### **BATHROOM BEHAVIOR:**

- Quietly walk in/out of the restroom
- One person per stall
- Keep hands and feet off fixtures and stalls
- Be respectful of other's privacy

### **HALLWAY BEHAVIOR:**

- Walk single file on the right side of the hall
- Use quiet voices
- Keep hands to yourself

### **CAFETERIA BEHAVIOR:**

- Walk in single file
- Please use inside voices and limit conversation to those around you
- One student per seat
- Once seated, remain seated until excused
- Keep hands, feet, and food to self

1. Students are **RESPECTFUL** of other students, adults, and the school by following instructions given by the staff. Examples of inappropriate behavior may include:

- Inappropriate/disrespectful physical gestures
- Swearing
- Name calling
- Defiance
- Marking on walls/graffiti/vandalism
- Misuse of school property
- Spitting

2. Students are **RESPONSIBLE** by dressing appropriately and wearing comfortable clothing suitable for the classroom, gym, and outdoors, engaging in safe play, and using equipment appropriately.

**Examples of inappropriate clothing may include:**

- Distracting clothing or clothing with inappropriate logos of drugs, alcohol, tobacco, violence, and/or gang affiliation
- Tube tops or any clothing showing undergarments or midriff
- Hats (removed upon entering building)
- Shorts or skirts shorter than arm/finger-tipped length
- Tank tops or undershirts that are less than 2" wide

**Examples of inappropriate play or other actions may include:**

- Tackling
- Pushing
- Grabbing clothing
- Throwing objects
- Fighting
- Tripping
- Weapons, playing/pretending/drawing
- Climbing and/or leaving the fenced area

**Examples of inappropriate equipment use may include:**

- Misuse of slide
- Pushing swings in a manner that may harm a student or adult
- Swinging side to side
- Twisting, flipping, or jumping off of swings
- Blocking other students from using equipment
- Walking or running up the slides
- Tag on the equipment

**Examples of inappropriate playground items may include:**

- Food or drink
- Paper, pencils and books
- Hard baseballs/bats
- Toys

**Examples of inappropriate items at school may include:**

- Toys
- Lighters/matches
- Tobacco products
- Alcohol/Drugs
- Trading Cards
- Electronic devices i.e., I-pods, mp3 players, cell phones (see cell phones & other electronic devices)
- Wheeled shoes, skateboards, scooters or roller blades

## BULLYING AND HARASSMENT

We believe that "Harassment, intimidation, or bullying" is any act that substantially, repeatedly and continually interferes with a student's educational benefits, opportunities, or performance.

Examples of harassment, intimidation or bullying include:

- ◆ Verbal abuse/harm/harassment, electronic harassment/bullying;
- ◆ Physically harming a student or damaging a student's property;
- ◆ Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- ◆ Creating a hostile educational environment.
- ◆ Refer to school board policy #3226

Washington Early Learning Center understands that students are in the process of learning and may not understand or know the extent in which they may be bothering another student. Washington Primary will help all students understand what bullying and harassment are, what to do if they are being bullied or harassed, and how to resolve problems in a positive manner. However if a student chooses to engage in a bullying or harassing behavior once they have been asked to stop, they will be referred for disciplinary

action. The consequences may include, but not be limited to, the following interventions: parent/guardian notification, warning, suspension, or recommendation for expulsion.

**BULLYING:** Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. Bullying can take many forms such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation through gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages electronically (cyber bullying). Refer to school board policy #3226.

**HARASSMENT:** Under Title IX, harassment and sexual harassment are illegal and a violation of the policies of the Hamilton School District. "Sexual harassment is an unwanted behavior that is sexual or directed at a person because of the person's sex." Examples include unwanted sexual comments, slurs, rumors, notes or visuals, groping, grabbing, strap-snapping, gestures, threats or attempted or actual assault directed toward members of the opposite or same sex. For sexual harassment toward students by adult school staff, refer to school board policy #3225.

## NO TOLERANCE POLICY

To ensure student safety Hamilton School District has implemented a **No Tolerance Policy**. This policy supports **automatic and immediate** student suspension from school for a period of one-half to ten days, depending upon the severity of the infraction, and/or may require a meeting with parent/guardian before returning for the offenses listed below. Administrative discretion will be used in any and all student suspensions.

- Possession of weapons or knives (including pocket knives) or other potentially dangerous objects
- Written or verbal threats of violence or harm
- Use or possession of tobacco, alcohol or drugs
- Overt physical aggression
- Possession of pornographic materials

On school property, a student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. If a student violating this policy is identified as disabled either under IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. Refer to school board policy #3310.

## SCHOOL RESOURCE OFFICER (SRO)

Hamilton School District #3 utilizes a school resource officer to enhance the educational opportunities of all students within the district. The main objective of the SRO partnership is to provide a positive and proactive educational experience for students, parents/guardians, and school personnel. The following are some examples of SRO involvement within the school system:

1. Large group instruction on safety, state statute, alcohol and drug education.
2. Classroom instruction on safety, citizenship, alcohol and drug education.
3. School wide mentorship programs.
4. School wide positive and proactive student interaction/relationships.
5. **Any and all serious law infractions.**

\*SRO involvement will be based on administrative discretion.

## DISCIPLINE / RESPONSIBILITY ROOM / QUESTIONS FREQUENTLY ASKED

What are Gold Ticket Celebrations? **GOLD TICKETS** are issued by staff members and awarded to students who are "caught" making positive choices! Gold tickets Celebrations can include recognition of individuals in

class or schoolwide, prize drawings, individual class or whole school achievement goals (popcorn party, etc.), assemblies and other examples. When we set high expectations and reward positive behavior, we are much more likely to see students doing positive things for themselves and for others.

**How do I, as a parent, voice my concerns about discipline?** A student support team, comprised of Washington Early Center faculty and staff members, meets regularly to assess the discipline policy and procedures. If you have any concerns at any time, please first discuss them with the classroom teacher. Further questions or concerns about the situation should be addressed with the building principal.

**How can I help my child work at being responsible at school?** Partner with your child's classroom teacher and the school to help your child learn how to accept consequences for their behavior, repair any harm they have done, and feel good about learning how to make positive future choices.

**What happens when my child does not follow the school wide expectations, but it isn't a major offense?** Minor infractions are handled by logical/natural consequences that fit the situation. The goal is to help students see themselves as responsible and in control of themselves. Examples of a logical consequence are when a student chooses to work during recess when they have not worked during class time or has "time out" for inappropriate play.

Other times the teacher may conference individually with a student. During this conference, behavior is discussed and solutions are explored. The student may be asked to write a plan of action concerning how he or she is going to correct the behavior. A student may also need to spend time with the teacher during recess and/or after school.

**What happens if a student chooses to disregard the major expectations?** The discipline procedures in the R.R. are followed as listed below:

#### **REFERRAL**

A **Referral Form** is issued to a student for infractions indicated on the form or any other infraction due to an unsafe or inappropriate choice.

Severe Infractions (Major Offense) result in **immediate time** in the **Principal's Office** with the amount of time dependent on the behavior step the student is on at the time the referral is issued and or severity of offense. Continuation of referrals may lead to an In-School Suspension, Out-of-School Suspension, or another disciplinary action/intervention.

**All disciplinary actions may be accelerated, modified, and/or skipped, depending upon severity of behavior and/or administrative discretion.**

**STEP ONE:** If a student receives 3 minor referrals or 1 major referral:

- Evaluation of behavior
- Problem solving
- Parents notified by phone or letter
- Time spent in R.R. based on accumulation of referrals

**STEP TWO:** If a student receives 3 additional referrals or a 2nd major referral:

- Evaluation of behavior
- Problem solving
- Parents are notified, may become involved.
- Time spent in R.R.

**STEP THREE:** If a student receives 3 additional referrals or a 3rd major referral:

- Evaluation of behavior
- Problem solving
- Parents are notified
- Time spent in R.R. - .5 day ISS (In School Suspension)
- A meeting is set with the Discipline Committee, principal, parents, and student

**STEP FOUR:** If a student receives 3 additional referrals or a 4th major referral:

- **OUT-OF-SCHOOL SUSPENSION** for 1 or more days.

**STEP FIVE:** If a student receives any additional referrals:

**OUT-OF-SCHOOL SUSPENSION** for 3 or more days or until a meeting can be scheduled with parent/guardian, student, principal, classroom teacher, and Discipline Committee members to formulate a behavior plan. This meeting is mandatory before the student is readmitted to school. Student may be recommended for expulsion.

\* Referrals and major offenses are **CUMULATIVE** for the entire school year.

\* Out-of-School Suspension (OSS) days are served under the supervision of the parent/guardian.

\* In-School Suspension (ISS) days are served under adult supervision in the Responsibility Room.

## INTERNET ACCESS

Hamilton School District #3

Sign-Off for Internet Agreement

### Students agree to:

- Use the Internet for constructive educational purposes.
- Visit sites that do not contain illegal, defamatory, pornographic, violent or otherwise offensive items.
- Observe the rules and laws regarding copyright and plagiarism.
- Refraining from time-consuming downloads of large files.
- Never give out anyone's personal information such a home address, telephone number, or the name and location of our school without the teacher's permission.
- Report to their teacher or supervisor any information they come across that is obscene, threatening, or makes them feel uncomfortable.
- Follow any other rules for Internet and e-mail use our school or school district has established.
- Remember everything one reads may not be true and people on the Internet may not be who they say they are.

### STUDENTS

By signing the Washington Early Learning Center "sign-off sheet", I agree, understand, and will abide by this Internet Use Agreement. I further understand that my Internet usage is logged. Any violation of the regulations above is considered unethical and may constitute a criminal offense. Should I commit any violation, I understand disciplinary action will occur. Such discipline may include written warnings, revocation of access privileges, or termination of enrollment in extreme cases, and/or appropriate legal authorities notified. For the full document please access the web at: <http://www.hsd3.org/etc>

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read this Internet Use Agreement with my child. I understand that Internet access is designed for educational purposes. Hamilton School District has taken precautions to eliminate controversial material through Internet filtering software and staff supervision. However, I also recognize that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

## GRIEVANCE PROCEDURE

Students and parents are encouraged to meet directly with the staff member with whom they have a disagreement. The majority of problems usually are solved at this informal level. The student may also meet with the counselor or principal to resolve the problem through informal discussion. If a solution to the problem is not found, the student may initiate the following procedure. Refer to school board policy #3215.