



**OLNEY-BISSELL SCHOOL DISTRICT  
#58  
PARENT – STUDENT HANDBOOK**

**Revised 08/14/2019**

# **Olney-Bissell School**

**5955 Farm to Market Road**

**Whitefish, Montana 59937**

**406 862-2828 (phone)**

**406 862-2838 (fax)**

**Web Site: [olneybissellschool.com](http://olneybissellschool.com)**

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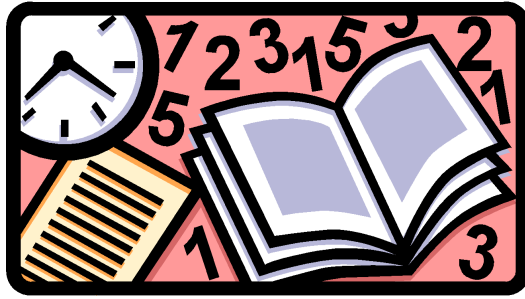
## **Parent/Student Handbook**

**It is our mission  
to build into our students a  
solid and practical foundation in  
Reading, Writing and Mathematics;**

**to develop in our students a strong sense of  
responsibility toward themselves and the  
whole community;**

**and to provide our students with a safe and  
secure environment in which to reach these  
goals.**

**Welcome to a new school year. This handbook is meant to be  
an abridged reference to some of the general policies and  
procedures at the Olney-Bissell School District #58. Please read  
the handbook with your children. Contact a teacher or the  
principal concerning items that are confusing for you.**



The Olney-Bissell Student Handbook is designed to be in harmony with school Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through the eagle update or other communications. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is to be followed.

Olney-Bissell School does not discriminate IN IT'S EDUCATION, EXTRACURRICULAR AND EMPLOYMENT PROGRAMS on the basis of religion, AGE, RACE, color, national origin, GENDER, MARITAL or PARENTAL STATUS AND disability. Olney-Bissell district #58 complies with Title VI of the Civil Rights Act of 1964; title ix of the educational amendments of 1972; section 504 of the rehabilitation act of 1973; and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title ix, 504 and ADA may be made to the school principal at 862-2828.

Regarding student records, federal law requires that directory information on my child be released by the district to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the district to withhold about my child.

**Successful students take responsibility for their own learning and behavior. They make appropriate choices about what to do as well as how, where and when to do it. Every decision creates a consequence. Responsible students learn from these consequences. They refrain from making excuses or blaming others for their own choices. Please discuss with your children the importance and need for responsible behaviors and**

**attitudes. The responsible qualities and behaviors we expect to see in students attending Olney-Bissell School fall into these categories:**

1) Is on time

is in the classroom and ready to pay attention in a timely manner  
hands homework in on time  
gets in line promptly and orderly  
organizes to be on time for bus, recess, lunch, dismissal, etc.

2) Comes prepared to learn

brings necessary/appropriate materials for class  
organizes desk, locker, materials  
has drinking water available if needed

3) Works at learning

optimistic  
self-motivated  
focuses on and completes tasks without reminders  
uses time productively  
pays attention/listens actively  
follows directions  
manages impulsivity  
curious and reflective



4) Respects rights of self and others to learn

raises hand, waits turn to speak, doesn't interrupt others, engages in appropriate physical contact (hands and feet stay in own space)  
cooperative and considerate  
communicates and socializes effectively (verbally and non-verbally)  
cleans up after self  
takes care of materials (yours, the schools, other peoples)  
participates in learning activities

5) Asks for and receives support

takes initiative to ask for support  
receives support when it is offered  
respectfully communicates needs, struggles, frustrations  
accepts consequences of behaviors

**Mascot Name and School Colors:**

Bissell School mascot name is EAGLES. The school colors are blue and gold.

**Enrollment:**

New students may be enrolled when they arrive in the district at the district office located at the Bissell School, 5955 Farm to Market Road, Whitefish. The phone number is 862-2828 and fax number is 862-2838. Be sure to bring the following information with you when you enroll your child:

- \* A state birth certificate.
- \* Your child's immunization record. Religious exemption may be used in accordance with the Immunization Law and Administrative rules and must be renewed annually. (policy #3413)
- \* An emergency telephone number.
- \* Documentation showing your child's legal name.
- \* A mailing address and physical address.
- \* Home/work telephone number.

Pre-registration of all returning students will be during the month of April or May each school year. (form, policy #3431F)

Out of district students need to re-apply each year. The due date for applying is June 1st. During the school year, there are criteria set in policy when applying as an out of district student. See Board Policy #3141

A change that took place in 2010 requires the reporting of race and ethnicity in educational data to better reflect the country's growing diversity. All students will be identified using a new two-part race/ethnicity question. The two-part question is on the back side of the enrollment form.

**It is imperative that the school office be notified of any changes in student information after their initial registration.**

### **Daily Schedule:**

For the school year 2019-2020 – First day of school is **Monday, August 26th, 2019.**

Daily times:

Monday-Thursday (Two Friday's Sept 6th & May 29th)

7:50 am School starts – Tardy 7:55 am

11:45-12:26 pm Lunch/Recess

3:45 pm School ends

### **Attendance:**

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. State law requires:

-A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her 16<sup>th</sup> birthday is required to attend each school day.

-School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. After 6 days of absences per trimester, or 5 tardies, a letter will be sent home informing the parents. If the absence problem continues, a letter of notification will be sent to the School Board, who may request a special board meeting to discuss the issue and decide further actions.

If a student is absent for any reason, please call the school office (862-2828) between 7:30 and 9:00 a.m. and let the secretary know. **If no contact was made with the school secretary, and for an absence to be considered excused, the day the student returns back to school after their absence,**

**they need to turn in a written excuse to the school secretary before returning to their classroom.** If a student arrives after the school bell rings, they must check in at the office with their excuse and it will be considered a tardy. If a parent is aware their student will be missing school, please let the teachers and secretary know (in writing if possible) as soon as possible. If a student must leave during the school day, they need to bring a written excuse to the office and have a parent/guardian sign them out. (Policy #3122)

# PLAYGROUND RULES

## General Safety Guidelines

1. We are kind and helpful to everyone
2. We play safely and look after each other
3. We listen to each other
4. We are honest and truthful
5. We take care of our school, playground and equipment
6. We are respectful and polite

Playground rules are important to ensure safety during free play times. These rules are in effect during school hours and **all** school sponsored events including Open House, Fall Festival, Winter Carnival, etc.

### **Grades:**

All classroom assignments are to be completed, whether the student is absent or in attendance. It is the student's responsibility to get all their assignments and turn them in on time. In the event of a prearranged or an excused absence, the student is granted two days for each absent day to make up work assigned while they were absent. (Extenuating circumstances may be taken into consideration.) If a student has an unexcused absence, homework assignments due during their absence, become late assignments.

In order to be promoted to the next grade level, students in the Olney-Bissell School District need to display basic understanding of their current grade level core subjects. This will be reflected in their grades on their report cards. Core subjects include math, science, social studies/history, communication arts, and for 5<sup>th</sup> and 6<sup>th</sup> graders, reading. Students not passing at least one half of their core classes at the end of the school year are subject to the retention policy (Board policy #2421). If a student earns an incomplete on their report card, they have two weeks from the issuance of the report card in which to complete and turn in their work for credit. In the event of the work continuing to be incomplete, the incomplete grade turns into a failing grade. There are no incompletes awarded as an end of the year grade.

Grades are recorded on report cards which will be sent home a week following the end of each 12 weeks or trimester. (policy #2420)

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments, which are assigned to be done on the student's own time, after school hours, or as an extension of classroom work, not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development.

Consideration is given to the total homework load of students as well as paying attention to weekends, holidays and special school activities. Homework may be applied towards a student's grade. A recommended daily limit of 20 minutes is given for grades 1-2, 30 minutes for grades 3-4, 45 minutes for grades 5-6 and 60 minutes for grades 7-8.

### **Study Hall/Tutoring Guidelines:**

- 1) Students will come to study hall prepared to work (with paper, sharpened pencil, books, etc.) or bring something productive to do. If study hall is at lunchtime, bring your food with you.
- 2) During study hall time, students must be focused on their work.
- 3) If students have questions or need help they must raise their hand to get the teacher's attention and wait for help. This interaction with the teacher is the only conversation that takes place in study hall.
- 4) Regular classroom rules and the consequences of disrespecting them apply to study hall time.
- 5) If students work with a partner, they must first obtain permission from study hall teachers. A separate area will be set up to participate in this kind of work, but not during lunchtime study hall.
- 6) The teachers will check your assignments.
- 7) No pop or snacks will be allowed unless it is a lunchtime study hall.
- 8) Study hall is for studying. If you have no work, then bring a library book or paper to sketch.

### **Discipline:**

In its Strategic Plan, Olney-Bissell School states as Goal B:

Every student will be given opportunities to develop a strong sense of responsibility toward themselves and the whole community, and Goal C:

Every student will be provided with a safe, healthy and secure environment. Students have a right to choose a free public education, and they have a responsibility to not interfere with the educational choices of other students. This school believes that every choice a student makes is an opportunity to learn and grow. There are consequences for choices. The consequences are the structure for the discipline plan. The intention is to educate, not simply punish. This goal should help develop personal responsibility, character, self-control, and a safe learning environment and respect for the property, rights and privileges of themselves and others.

Reasonable consequences follow choices. If a student makes a choice that limits their or other's learning, the teacher will work with the student to understand and change their behavior. If students don't make appropriate changes, they will have the opportunity to visit with the administrator and or counselor. Depending on the severity of the student's choices, consequences will follow. Generally and if possible, the parent will be included in this process (either by phone or in person). In the case of a severe offense, parents will always be notified and their input will be included. Consequences may include; contracts, individualized behavioral plans, parent and/or parent/staff conferences, isolating the student from other students, removing the student from school while they make changes, designing new options, or outside resources might be drawn on for support. The intention of any consequence is to change the behavior. If the student continues to choose irresponsible or disrespectful behavior, they are essentially choosing not to attend Olney-Bissell School. In that case, the student and their parents will be referred to the school board to discuss alternative choices.

Severe choices are those that seriously infringe on the safety and rights of others. They include, but are not limited to: threats and intimidation, damaging or stealing property, physical, verbal or emotional abuse, insubordination, direct defiance or disrespect of authority, dishonesty, intentionally unsafe or disrespectful behaviors, possession of tobacco, alcohol, drugs, weapons, or pornographic material, and continuous disruptive behavior. Students are to refrain from using inappropriate language or gestures, and throwing snowballs.



**Student-owned electronic equipment including cell phones are permitted on school grounds, but must remain off during school hours.**

Students engaging in inappropriate behavior off school and during non-school hours may be subject to discipline by the school depending upon circumstances. This is particularly true in instances involving cyberbullying and postings on social networking sites.

**Dress Code:**

Student dress and grooming must reflect a positive, healthy and safe environment for all students at school. The Olney-Bissell School administration reserves the right to define which type of dress or appearance creates a disturbance or interference to the educational environment as well as the authority to grant exceptions under certain conditions. In order to better understand what is expected, the following specifics are listed: There will be **no: tank tops, halter-tops spaghetti straps, strapless garments, or garments that are see through, low cut, or expose one's midriff**. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must not be shorter than mid-thigh. **All pants must be worn and fit around the waist and be properly fastened so they don't sag or fall below the waist**. Students shall **not wear hats in the school buildings** (unless there are extenuating circumstances such as medical or religious reasons). There will be no clothing items that contain messages that are vulgar, obscene or libelous, that denigrates others, which promotes alcohol or drug use, or are contrary to the school's educational message and mission.

**Tennis shoes or sneakers will be required of all students participating in physical education classes.** These shoes are to be a separate pair from the shoes worn to school and are to be kept at school for daily use.

Students who choose to wear inappropriate clothing at school choose to not attend classes until properly attired. Time missed will be considered unexcused. (Policy #3224)

**Computer Resources:**



To prepare students for an increasingly computerized society, the Olney-Bissell School District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. For the safety of all students, electronic communications using School District computers are not private and may be monitored by School District staff. **Students and parents are asked to read and sign the user agreement and permission letter along with the parent/student handbook sign-off sheet on the last page.** Violations of this agreement may result in withdrawal of privileges and other appropriate consequences. (Policy #2315 & form 2315A)

**Student Fees, Fines and Charges:**

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic or educational goal or any course or activity held outside normal school functions. ( Policy #3520)

### **Lunchroom/Milk Service:**

Bissell will again offer the breakfast program as well as a hot lunch program this year. A milk program is available for **.45** cents per carton. Student cost for breakfast is **\$1.70** and reduced is **.30** cents, adult cost is **\$2.90**. Student hot lunch cost will be **\$2.70** and reduced will be **.40** cents, adult cost is **\$3.35**. Qualifying families need to fill out the confidential application for free or reduced meals as soon as possible. These applications must be approved before your student is eligible to receive free or reduced meals. Parents are invited to eat with your student, but must order one day in advance. A choice from the menu for breakfast and lunch must be made one day in advance. The school will not supply a meal for students who forget their lunch or have not paid in advance for a hot lunch. They will have to call home for someone to bring their lunch. It is recommended that your student have on account money in case a lunch is forgotten.

Students can still bring a lunch from home. There are microwaves available for students to use to heat up their microwavable foods. Please be sure to include a spoon and bowl with your student's lunch for their soups, etc., as these items will not be provided by the school. (Policy #8200)

### **Extracurricular Activities:**



To participate in extra-curricular activities, students must have parental permission. Students must maintain a 2.0 on all progress reports and trimester reports to be eligible to participate in extracurricular activities. If a student earns a failing grade in any subject, they are choosing to not participate in extra-curricular activities the following quarter. To participate in an extra-curricular activity, the student must be in attendance at least one-half day of that day's schedule. Students must show proof of insurance or a signed waiver of liability as well as have a sports physical before starting practice. School insurance is available to all students. (Policy #2150)

### **Student Council:**

Student council officers are elected each year by the student body and teachers. The student council has been designed to facilitate communication between the students, teachers, administrators and the school board members. The student council will have a staff member as a sponsor. (Policy #3510)

### **Dance Guidelines for School Sponsored Dances:**

- Dances will be from 7:00 pm until 9:30 pm. Students must be picked up promptly at 9:30 pm. Clean up is the responsibility of all students attending the dance. All students must be picked up by their parents unless previous arrangements are made and approved by the chaperones.
- Dances are open to eligible students enrolled in Bissell School in grades 5 through 8.
- School sponsored dances are by invitation only. The invited guest list will be made up by the student council and the staff and then presented to the student body the week of the dance. Student's behavior at the previous dance and since determines their liability for the guest list.
- There will be at least three adult chaperones at each dance, two of which will be Bissell School staff members.
- The student council and dance chaperones must approve all music.
- School rules and consequences apply to the dances.

- Once in the dance, if a student leaves, they choose to leave for the remainder of the dance.
- One dance per year will be opened up to non Bissell School students. One guest per Bissell student will be allowed. Guests must be in 5<sup>th</sup> through 8<sup>th</sup> grade (9<sup>th</sup> grade accepted only if they are a former Bissell School student) and sponsored by a current Bissell School student. The guest's name along with their parental permission slip must be submitted in a timely manner allowing for staff and student to determine the guest's eligibility and placement on the invited guest list.
- The sponsoring student will be jointly responsible for their guest's behavior and share consequences of any choices made.

### **Complaint Procedures:**

If two or more people are having a difference/conflict, the simplest and first step towards resolution should be to have a discussion between the parties involved (students, parents/staff members).

The objective for the conversation would be to resolve the issue in an informal and satisfactory manner. Resources may be used to help facilitate resolution (i.e., counselor). For those concerns or complaints that cannot be handled so easily, the District has adopted a grievance procedure (School Board policy #1700). If resolution can't be reached, the complaint may be formalized by filing the grievance in writing and giving it to the administrator within fifteen days of the event-giving rise to the complaint. This grievance must include 1) the nature of the grievance, 2) the remedy requested, and 3) the signature of the grievant. The administrator will investigate and try to resolve the grievance, following up with a letter to all concerned parties within fifteen days of receipt of the written grievance. If the complaint is still unresolved, either party involved may continue the grievance procedure by filing a written grievance within fifteen days with the chairperson of the Board of Trustees. The Board will consider the complaint at the next regularly scheduled School Board meeting and report in writing to all parties concerned within thirty days of the meeting. If resolution still isn't reached, either party may appeal the decision of the Board of Trustees within thirty days to the county superintendent. A Notice of Appeal must be filed and procedures will be developed to resolve the issue at Olney-Bissell School.

### **Bullying, Harassment, Intimidation, Hazing:**

Bullying, harassment, intimidation, or hazing will not be tolerated by Olney-Bissell School. Students **will be** disciplined if it is determined that any student is engaging in such behavior. Students are required to report to a staff member any bullying, harassment, intimidation, or hazing of which they are aware, whether victim or witness. (Policy # 3226)

Montana Human Rights Commission Regulations (406-444-2884) state: "No student shall be subject to intimidation or harassment by any other student or employee on school-owned property or at any school-sponsored activity". Sexual harassment is a form of harassment and a violation of the law as well. Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature (or any other nature) directed toward another student or District employee or visitor. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat others with courtesy and respect; to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The Olney-Bissell School District encourages parents and students to support the effort of preventing sexual harassment and sexual discrimination in our schools and communities. Students who

believe that may have been harassed should direct their complaints to the administrator or counselor. (Policy #3225 & 3226)

### **Medicine/Medical Treatment:**



A student who must take medicine during the school day must bring a **written request** from their parent/guardian, and the medicine in its original, properly labeled container to the school secretary or nurse. The school secretary or nurse will either give the medicine at the proper time or give the student permission to take the medication as prescribed.

\*Parents are asked each year to sign an emergency care consent form. This is in case a student has a medical emergency at school or at a school related activity and the parent cannot be reached. The school will need to have a written parental consent to obtain emergency medical treatment. Additional information is important about allergies, medical reactions, etc. This information is obtained from you when you fill out the pupil enrollment card. (Policy #3416)

### **District Policies:**

You are welcome to review the manual containing all District Policies. This manual is on file in the district office and located on the school web page. The Board has adopted and continues to use policies regarding student privacy (Policy #3230), parental access to information (Policy #3600), instructional materials (#2110), and administration of certain physical examination (Policy #3400) to minors. Copies of those policies are available on request.

### **Visitors/Volunteers:**

Safety of our students is most important to the District. Board Policy #5430 requires that all visitors/volunteers are to report and sign in at the office. **Chaperones are to fill out a form annually at the school office and give a copy of their driver's license or photo ID along with this form before going on any school sponsored trips/activities.**

### **Parent Involvement, Responsibilities and Rights:**

Olney-Bissell School District believes the best educational result occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and constant communication between the home and school. To build this relationship, every parent is encouraged to:

~ Encourage your child to put a high priority on education and commit to making the most of the educational opportunities Bissell School provides.

~ Attend scheduled conferences and request additional conferences as needed.

~ Review teaching materials, textbooks, and other aids, and examine tests that have been administered to your student.

~ Become a school volunteer. Either join PTO or visit with a teacher or the Principal for ideas.

~ Offer to join committees that formulate educational goals, update policy and procedures, or plan ways to improve student achievement and community relations. (Policy # 4221)

All teachers and paraprofessionals of the District are highly qualified.

Parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
4. Whether paraprofessionals provide services to the student and, if so, their qualifications.

### **Title I**

Olney-Bissell School is a Title I targeted school meaning that federal funding is received by the District to provide tutoring and extra support to identified students. Parental involvement is essential and encouraged by the District in support of this program as outlined in policy # 2160. Parent meetings will be convened each year to review the program, with the first meeting held in September of each year.

### **Families in Transition**

As part of the McKinney-Vento Act, Olney Bissell School District will provide educational opportunities to all students, including students of families in transition. A family in transition is defined as:

1. Living in an emergency shelter, domestic violence shelter, or transitional housing.
2. Living in a motel or hotel due to economic hardship.
3. Living in a car, park, public places, bus or train station, abandoned building or other structure not meant for housing.
4. Doubled up with relatives or friends due to a loss of housing, economic hardship, or similar reason.

The District fully supports this program in policy # 3125. Please contact school administration for more details if needed @ 862-2828..

### **Student Rights and Responsibilities:** (See policy #2315 & 3200)

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **District Opt-out Policy:**

The District allows students to opt-out with parental/guardian approval of any classes, field trips, and programs that require a permission slip. Parents may give permission for students to opt-out of stating the pledge of allegiance in accordance to state legislation. (See policy #2110)

### **Equal Education and Nondiscrimination:**

The Olney-Bissell Public School District #58 is committed to equality of educational opportunity. Because freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs, services, and activities of the school district. (See policy #3210) (Title IX/section 504)

### **Special Education:**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District according to the definitions of state and federal laws. (See policy #2161)

### **Records:**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Olney-Bissell School until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. Parents of a student under the age of 18 and school officials with legitimate educational interests are the only persons who have general access to a student's records.

According to the Family Right and Privacy Act of 1974, both parents/guardian (whether married, separated or divorced) of a student who is under 18 are permitted to inspect and review education records relating to the student. Your student's records are available for review at any time by appointment. A parent whose rights have been legally terminated will be denied access to the records, if the school has a copy of the court ordered termination.

When transferring to another school, be sure to let the district office at Bissell School know as soon as possible. We will send records to the receiving school as soon as we receive a records request. When a student has registered as a homeschool student, their records are requested by the County Superintendent and sent to that office. If a student is absent for 10 days, without giving the district office notice, their records will automatically be sent to the County Superintendent's office.

A school district in which a student enrolls may request student records from a school the student last attended without a parent signature of approval. See "Privacy Act" Section 438 Subsection (b) (1), parts A & E, page 97, as amended in 1976, 20 U.S.C., Sec. 1232g (B)(1)(A). (Policy #3600, P & F, #3608 & #4340)

### **Release of Student Information:**

Olney-Bissell District will not release personal student information for selling or marketing purposes, conduct any student survey containing personal information (political beliefs, income, sexual behavior/attitudes, etc.) or administer any non-emergency, invasive physical examinations without notification to parents and signed written parental permission.

The District may release student information in connection with an emergency, without parental consent, if such information is necessary to protect the health or safety of the student or other persons.

The District will release student records to the officials of another school district where the student intends to enroll, upon written request from that district. (Policies 2132 and 3600P)

### **Student Security and Bus Regulations:**

Students will only go home or leave with a parent or guardian as recorded on the registration form unless prearranged in writing from the parent/guardian. If is necessary for a student to leave during school hours, he/she must be signed out by the parent/guardian thru the school office.

For student security, any changes from riding the regular bus routes, or for staying at school to attend any extra-curricular activity, **must be approved ahead of time with a note** from parent/guardian. If your student is riding their bikes instead of riding the bus, a note from the parent

must also be on file giving that **student permission to ride their bikes** to and from school. (Policy #3440 & 8110)

### **Bus Rules for Olney-Bissell District #58:**

Students shall be on time at the approved bus stop. Bus schedules will not permit waiting. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time. Bus schedule is in back of handbook.

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct the attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

Students **must ride** their scheduled bus unless they have a **written request** from their parents, **in advance**, to make any changes. (i.e. going to friends house, staying at school for sport events, etc.) The students **will not be allowed to make phone calls** to make arrangements the same day of any changes.

#### Loading Zone:

1. To ensure safety, students will wait in an orderly fashion at the designated bus stop area. No playing in the road or crossing the road.
2. Students will observe the “Guidelines for Conduct” while waiting at the bus stop area. No pushing in line. No throwing rocks or other objects. Rules at the bus stops are the same as if on school grounds. (Policy #3240)

#### While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students shall stay in their seats while the bus is in motion. No jumping from seat to seat. Feet and legs out of the aisle and face forward.
3. Students shall not throw trash, food items, etc., on the floor of the bus. A trash basket is provided on the bus.
4. No part of the body shall be extended through the bus window.
5. Students must be quiet while the bus is stopped for a railway crossing.
6. Students shall not leave the bus from the emergency door unless an emergency exists.

#### Discipline and penalties:

1. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the operation of the school bus.
2. The driver is in full charge of the bus and the students.
3. Students shall comply promptly and cheerfully with the requests of the driver.
4. The driver may assign seats to an individual or the entire busload as deemed necessary.
5. Students shall go directly to their seats and remain there until they arrive at their destination.
6. Unnecessary conversation with the driver is prohibited.
7. Students shall not run or push while leaving the bus; each step that is provided, is to be used.
8. Students that live on the opposite side of the road from the exit door shall go approximately twelve feet in front of the bus before crossing to their driveway.
9. The school bus driver has the authority and the responsibility to discipline students on the school bus. (See School Board Policies 8110 and 8124)

### **School Closing:**

Decision of school closure is to be made by the District Principal or County Superintendent. School closings, because of inclement weather, will be announced on major local radio stations no later than 6:00 am. Unscheduled closings due to equipment failure or weather may also occur. Each child should know where to go if an emergency arises and school is dismissed early. (Policy #8110)

### **Searches:**

Student lockers and desks are school property and remain at all times under the control of the school. Students however are expected to assume full responsibility for the security, contents and cleanliness of their lockers and desks. The authorized administrator may perform random inspections and searches of lockers and desks or containers of any kind on school premises at any time there is reasonable cause, without notice or consent.

(See Board policy #3231 & 3231P and 3310 for more information.)

### **Tobacco, Drug and Alcohol Free:**

The Olney-Bissell District #58 School Board of Trustees prohibits the unlawful manufacture, distribution, dispensing, possessing, or use of a controlled substance (including tobacco). No one is permitted to use any tobacco products, drugs or alcohol at any time inside district buildings, or on district property, or at any school sponsored activities (See Board policy #3312, #5226, and #8225). A signature (Found on last page of this handbook) is required from both parents and students regarding this policy and is kept in the student's cumulative file

The District does share in the responsibility of educating its students of chemical related problems because they interfere with school behavior and student learning processes. Discipline of students who have been caught with a controlled substance will be progressive with education and therapy as a consideration for affording the student assistance in coping and overcoming his/her problem.

### **Weapons:**

In accordance with the 1994 Gun Free School Act, the Trustees of District #58 have adopted the mandates of House Bill 167. Weapons of any kind are unacceptable at school and are followed by the consequence of expulsion or suspension. (Policy #3310)

### **Asbestos/Radon**

Olney-Bissell School has been inspected for asbestos and radon. The school is free of these substances. A copy of the report is available in the school office. (Policy #9350)

### **School Wellness:**

Olney-Bissell School is committed to providing a learning environment that promotes and protects children's health, wellbeing, and ability to learn by supporting healthy eating and physical activity. School policy defines nutrition and activity goals, community involvement, and implementation. (Policy 2510)



## **Computer/Electronic Mail Use Agreement**

### **Internet and Electronic Mail**

The Olney/Bissell School District (the "District") is pleased to offer students access to the District computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and both the student and the parents must sign and return this form to school.

### **General Statement.**

Access to e-mail and the Internet will enable students to explore an ever-expanding number of libraries, databases and bulletin boards, as well as exchange messages with Internet users throughout the world. Through these resources, students in our District have access to information otherwise available only to largest of school districts with extensive library facilities. However, families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the District's intent to make Internet access available to further legitimate educational goals and the District has established the Rules described below to regulate such availability, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for sharing of ideas with others outside the District, exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Consistent with that belief, the District supports and respects each family's right to decide whether or not to permit their student(s) to apply for access.

### **District Internet and E-Mail Rules.**

In addition to rules and procedures teachers may apply in individual situations depending on the age and level of computer experience of a particular student, students are responsible for complying with the following rules and procedures in accessing e-mail and the Internet:

- \* Students are responsible for good behavior on school computer networks just as they are in a classroom or other school facilities. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- \* Access to network services is made available to students who act in a considerate and responsible manner. Access is a privilege - not a right.
- \* Individual users of the District computers accessing the Internet and e-mail are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. However, teachers of younger students will guide them toward appropriate materials.
- \* Teachers or other District staff may review electronic files and communications in an effort to confirm that the system is being used responsibly. Users should not expect that files stored in District computers or portable disks will always be private.
- \* The following actions are not permitted, and violations may result in loss of access as well as other disciplinary action:
  - Sending or displaying offensive messages or pictures

- Using obscene, rude, vulgar, disrespectful or threatening language
- Harassing, insulting, threatening or attacking others
- Damaging computers or computer systems
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the system for commercial purposes
- Conducting searches outside of parameters set by the supervising teacher

## Please return this page to the school signed

After reading the Parent-Student Handbook over with your students, please **sign this page**. The school is trying to combine permission forms so that when you sign for the handbook, your signature will also cover other permissions including internet usage.

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### Permission for Advertising and Fundraising

I give permission for my child's/children's creations to be published for fundraising purposes for Olney-Bissell School.

Yes \_\_\_\_\_ No \_\_\_\_\_

I give permission for my child to be photographed for advertisements in various media, including newspapers and the school's website for Olney-Bissell during the school year.

Yes \_\_\_\_\_ No \_\_\_\_\_

I give permission for my child to attend school sponsored field trips.

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand the tobacco, drug, and alcohol policy and agree to abide by this policy upon admittance to Olney- Bissell School and whenever on school grounds or at a school related function.

### Internet-User Electronic Mail and Parent Permission Form and Handbook Acknowledgement for the Olney-Bissell 2019-2020 school year:

I have received a copy of the Olney-Bissell student handbook. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

As a user of the Olney/Bissell School District computer system (including access to e-mail and the Internet), I have read, understand and agree to comply with the policies and rules described in the computer/electronic agreement.

As the parent or legal guardian of the minor student signing, and having read the preceding information and rules, I grant permission for my son or daughter to access computer services such as electronic mail and the Internet. I understand that individuals and families may be held responsible for violations of these rules. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of my child's use of e-mail and the Internet by setting and communicating standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Your signatures below will cover the advertisement/fund raising permissions, internet usage, and tobacco, drug, alcohol policy as well as acknowledgement that the handbook has been read with your students.

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

Name of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Comments: \_\_\_\_\_