**Hall**

**Elementary Handbook**

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2023-2024 School Year

**WELCOME TO HALL ELEMENTARY SCHOOL!**

**We are committed to providing a safe, structured and stimulating school setting for all students.**

Success in school depends upon the amount of time and effort put forth by each individual involved. We are providing this handbook to each family as a means of informing students and parents of the information needed to enjoy the educational opportunities afforded them at the Hall Elementary School.

Our major goal is to provide the best education possible for all students attending our school. We expect students and parents/ guardians to share in this goal by students assuming the role of “learner”, and parents/ guardians assuming the role of “learner’s aide”. Learning will take place when students, parents/ guardians, and teachers are all actively involved in the education process.

In order to operate an organized and pleasant school and follow state mandated law and policy some necessary rules and regulations must be established and communicated. The Hall Elementary School Board has a policy book that is on file at the school. You may request copies of the policies.

This handbook serves as a quick reference to answer some frequently asked questions. The Hall Elementary School Board Policy supersedes and supports the information in this document. Please review this handbook with your student(s), remove and sign the last page of the handbook and return to the school before Wednesday, September 6th, 2023.

**2023-2024 Hall Elementary School Staff**

 Teresa Kielley Lower Room/ Supervising Teacher

 Kate Manley Upper Room Teacher

 Bridgette Perry Authorized Representative

 Kathy Mobley Paraprofessional

 Lisa Hathaway Paraprofessional

 Alita Parke Teachers’ Aide

 Alex Kempf Custodian

 Jo Radtke District Clerk

**ATTENDANCE**

Regular school attendance is necessary for students to succeed in school; therefore, it is essential that parents see that their children attend regularly and arrive on time. Please make certain, of course, that your child is not ill when leaving for school.

In the event of a planned absence, please contact the school as soon as possible. The teacher will then be able to assign work before the absence. If it is not possible to provide an assignment before the absence, it is the responsibility of your child to get together with the teacher to arrange for make-up work. When someone other than a parent comes to take a child from school, the parent should call or send a note ahead of time.

**If your child is late for school, an arrival time prior to 8:45 am will be considered as a tardy for that day, anything after 8:45 am will be considered ½ day absence. Students who check out prior to 2:15 pm will be considered absent ½ day.**

It shall be the policy of School District #8 to contact parents or guardians when any student has been absent ten (10) or more school days in a given year. Each day your child is absent from school, you are expected to contact the school before 8:45 am. If you do not contact the school, please send a note upon his/her return explaining the absence. After 15 days of absence, the parents will be required to meet with school officials to discuss the status of their child’s absences. After 20 days of absence, if, in the opinion of school Administration the attendance laws are violated, the parents shall attend the next regular or special meeting of the trustees. In cases where absences are consecutive, action may be taken prior to 20 days. This action may include possible student retention or reporting of this truancy to the proper authorities for action. It is the parent or guardian’s responsibility to get their child to school on time.

#  Re-admittance

* The school, for verification of absence, will telephone those parents/guardians not reporting absences as required by state law (Missing Children).
* Absences not verified by telephone must have written documentation submitted to the teacher on the day the student returns.
* Make-up work is necessary for all class absences.
* Students will be allowed one (1) day for make-up work for each day of absence for those cases where make-up work could not be completed prior to the absence (illness).
* Make-up work for known absences will be made up prior to the absence (i.e., vacation, doctor or dentist appointment).
* It is the sole responsibility of the student to have the make-up work turned in to the teacher when completed.
* If the student fails to make up the work in the allotted time, no credit will be given for the work missed.

Excused – absences, which are the result of legitimate and authorized causes and are documented by a parental/guardian note or phone call.

School Related – those absences, which are sponsored by the school. Field trips and school-sponsored activities shall not be counted as absence for class missed. All work to be missed will be made up ahead of time.

Medical – absences, which are the result of illness or medical appointment. A note from the doctor indicating the absence, dates, and illness is **necessary** for the absence to be classified as an excused medical absence. We encourage you to make necessary appointments on the days when there will be no school.

Emergency or Severe Weather – absences such as a death or serious illness in the immediate family or severe weather conditions, which hinder attendance.

Unexcused – absences, which have not been verified by phone or a signed note or the reason for the absence is non-essential.

Truancy – absences in which a student, for no apparent reason or cause, fails to attend class. Truant students forfeit make-up privileges. Any student who leaves the school without permission is considered truant and will receive zeros for all work missed. Students leaving school early must have previously obtained permission from their parents before leaving.

# Tardiness - Arriving late to school or to class is seldom necessary. If you are late because a parent delays you, request that they write you a note explaining your tardiness. If you are late of your own doing, you will only be excused for the following reasons:

* Bereavement or serious family illness
* Personal illness, injury, appointment with a medical professional with written verification from the attending professional
* Unforeseen emergency

All other tardies are considered unexcused. Unexcused tardiness (per quarter) will result in the following:

 5 tardies (cumulative) = Parents Will Be Notified

# BIRTHDAYS

If you plan treats for your child’s birthday, please consult with the teacher ahead of time. If you are giving a party for your child, please do not distribute invitations at school unless the entire room is invited as feelings are easily hurt. Please plan on treats at school that are precut or otherwise easy to distribute.

# BUILDING POLICY

Students are not expected to be in the school building before 8:00 AM without prior arrangements. School starts at 8:15 AM. The school doors are locked during instructional hours. To avoid disruptions, parents are asked to use the drop box outside the front door or bring items during recess. A parent or guardian must supervise any students or group of students remaining on the school grounds after 3:25 P.M.

**COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher, after school and by appointment. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy, section 3215 “Uniform Grievance Procedure” in the District’s policy manual. In general, a parent or student should first discuss the complaint with the staff member involved. If unresolved, a written complaint and a request for a conference should be sent to the Supervising Teacher. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

**COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the 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. Students and parents will be asked to sign a user agreement (at the end of this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. Use of computers should be for school-related purposes only.

**CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

* Demonstrate courtesy — even when others do not.
* Behave in a responsible manner, always exercising self-discipline.
* Attend all classes, regularly and on time.
* Meet District standards of grooming and dress.
* Obey all school and classroom rules.
* Respect the rights and privileges of other students, teachers, and other District Staff.
* Respect the property of others, including District property and facilities.
* Cooperate with or assist the school staff in maintaining safety, order, and discipline.

 School Rules and Discipline

To achieve the best possible learning environment for all our students, Hall School rules and discipline will apply:

* On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
* Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
* Traveling to and from school or a school activity, function or event; and
* Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or a student, or an interference with school purposes of an educational function.

**CORPORAL PUNISHMENT**

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

**COUNSELING**

A school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. Students who wish to meet with a counselor should contact their teacher to set up an appointment.

**DISCIPLINE AND DUE PROCESS**

One of the most important lessons to be learned while pursuing an education is self-discipline. While it does not appear as a subject, discipline underlies our whole educational structure. Through its practice, one develops self-control, character, orderliness and efficiency. Self-discipline is the key to the success for each student. With an understanding of the purpose of discipline in a school setting, one may form a proper attitude toward discipline and order as a whole. By practicing self-discipline, students will assist in making our school an even more effective place of learning.

Should a student however choose to make improper choices and violate Board Policy or the codes and procedures contained within this handbook, he/she will be referred to the Classroom Teacher. After being given an opportunity to present their case and be heard, the following procedures may be instituted by the Teacher:

* Warning
* Loss of Recess(es)
* In School Suspension (I.S.S.)
* Out of School Suspension - Parent will be notified and is responsible for transporting their child. A record of the action taken will be placed in the student file. Student may be suspended from school one to five days following a meeting to include parents/guardians, student and teacher. A behavior contract may be developed, discussed, and agreed to in writing prior to the students return to school. A record of the action will be placed in the student file.
* Expulsion - Supervising Teacher may initiate expulsion proceedings as according to Board Policy and legal requirements. A record of the action will be placed in the student file.

**DRESS AND GROOMING**

The District’s dress code is established to teach grooming and hygiene, prevent disruption or distraction from the learning environment, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following guidelines:

* Clothes shall be neat, clean, and meet acceptable standards of decency.
* Clothing shall not advertise or promote, directly or indirectly, violence, alcohol, tobacco, or drugs and shall not display obscene, vulgar, suggestive language or slogans.
* Appropriatefootwear will be worn at all times.
* Acceptability of student appearance is up to the discretion of the staff. If a student’s appearance is unacceptable under these provisions, the staff shall request the student or the parent to make appropriate corrections.

**DROPBOX**

If dropping off an item at school during school hours. Please drop off at recess or in the drop box near the front door. If an emergency, ring the doorbell.

**EQUAL EDUCATION AND NONDISCRIMINATION**

The Hall Elementary School District #8 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.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental disability, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries or complaints regarding discrimination should be directed to the Supervising Teacher, 109 W. Main, Hall, MT 59837.

**EXPULSION**

Expulsion is a disciplinary action available only to the Trustees. The Supervising Teacher has the authority to recommend expulsion of any student for good cause to the Board of Trustees. Any student recommended for expulsion will have the opportunity of a hearing before the Board of Trustees prior to any official action being taken. [LEGAL REFERENCE: School Laws of Montana, Section 20-5-202, MCA. 1999.]

**FIELD TRIPS**

Students who go on any school-sponsored trip must attend all sessions. Students are to stay with the group at all times. Students are not allowed to leave the facility where the event is located. **Students will ride to and from the event with the group unless cleared with the Teacher prior to the event. A parent may sign his or her own student out at the event. Another parent may not sign out students unless arrangements are made and approved by the teacher prior to the event.** Students are the direct responsibility of the teacher or chaperone. Students are not allowed in any car, other than those taken on the trip. Students who do not follow the rules will be sent home at their parent’s expense and referred to the Teacher for disciplinary action.

Field Trips - Each field trip will be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness.

Reading Reward Field Trips – Students have the opportunity to earn reading reward field trips each year by reaching 100% of their independent reading goal. Parents are encouraged to consult with their teacher about their child’s goal.

**FIREARMS/WEAPONS**

Firearms and knives are not allowed at school. A student who uses, possesses, controls, or transfers a firearm, knife or any object that can reasonably be considered or looks like a firearm, may be expelled for a definite period of time of at least one (1) calendar year.

**GRADING GUIDELINES**

In the first and second grades, "S" will be used to indicate satisfactory performance. "U" will indicate unsatisfactory performance. In the third through eighth grades, percentage grades will be given in all subject areas. Teachers are encouraged to write additional comments amplifying grades given.

#### ILLNESS

Students that are ill should not be in attendance at school. If the student is well enough to attend school, is not in a condition to jeopardize the health of others, but has been requested by a doctor to remain indoors, please send verification of such. Remember to provide a written excuse for all absences upon the return of your student to school.

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone theTeacher so that other students who mayhave been exposed to the disease can be alerted. These diseases include, but are not limited to:

COVID-19 Rubella (German Measles) Campylobacteriosis

Influenza Chickenpox Lyme disease

 Salmonellosis Measles (Rubeola) Chlamydia Tick Fever Scabies Malaria

Meningitis Whooping Cough (Pertussis) Shigellosis

Diphtheria Gastroenteritis Mumps

Head Lice Giardiasis Pinkeye

Tuberculosis Hansen’s disease Ringworm

Syphilis. Hepatitis

**IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella, and tetanus.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent/ guardian, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor’s opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [See policy 3413]

**LOST AND FOUND**

Problems with lost or found articles should be referred to the staff. Students are encouraged not to bring unnecessary valuables or money to school. Items not claimed from lost and found will be sold at the annual yard sale.

**LUNCH**

Students will need to bring a lunch for each regular school day, as there is no lunch provided at the school. Students going home for lunch are required to bring a note from their parent/ guardian. (One note at the beginning of the year will suffice for those students who will be eating at home the majority of the school year). Utensils are not provided, please send utensils with your student. Milk is available for purchase.

**MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the classroom teacher. A staff member will either give the medicine at the proper times or give the student permission to take the medication as directed. [See policy 3416]

**OUT-OF-DISTRICT ATTENDANCE POLICY**

The Board of Trustees of Hall Elementary School has the authority to admit or deny any out-of-district student’s admission. Recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, the board hereby establishes criteria on the admission of out-of-district students:

Except as provided by 20-5-321 MCA, each student whose legal residence is outside of the Hall Elementary School District #8, as defined by the Granite County Superintendent, will be considered for enrollment, using the following conditions:

* In good standing with the most recently attended school in terms of academics, conduct and attendance.
* Able to demonstrate a record free of truancy.
* Able to demonstrate a clean behavior record in the school attended for a period of at least one year.
* No criminal record.
* Passing grades in the school previously attended.
* Correctly completed the out-of-district application process.
* Would not require hiring additional staff.
* Would not require additional educational services beyond what is currently provided by the Hall Elementary School.
* Would not create overcrowding of existing classes.
* Any other good and sufficient reason why the student should not be admitted.

The district will reasonably accommodate any individual with disabilities in the application criteria. The out-of-district application should be received by the Hall Elementary School Board prior to July 1st of the school year for which he/ she seeks approval. Individual exceptions may be brought before the board. All out-of-district students enrolled in Hall Elementary School are subject to the conditions of this policy; out-of-district attendance will be reviewed annually based on the above criteria and the board reserves the right to charge tuition for out-of-district students per statute. All out-of-district students will be considered ineligible transportees for school transportation services except as required by law, 20-10-101 MCA.

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student 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 much communication between home and school. To strengthen this partnership, every parent is urged to:

* Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
* Review the information in the student handbook with his or her child***.*** A parent with questions is encouraged to contact the Classroom Teacher.
* Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District.
* Monitor the child’s academic progress and contact teachers as needed.
* Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, please call the school at 288-3440 for an appointment. A teacher will usually arrange to return the call or meet with the parent at a mutually convenient time after school.
* Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
* Become a school volunteer. For further information, contact the Classroom Teacher.
* Participate in parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

**PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Physical examinations are not required for attendance and health screenings such as vision and dental checks are scheduled throughout the year but participation is not mandatory.

**PLAYGROUND SAFETY RULES**

1. Students may not leave the school grounds without permission.
2. Pushing, shoving, tripping, throwing or knocking other students down will not be allowed. Tackle football, along with riding, jumping, or hanging on to another person’s back will not be allowed.
3. We will enforce the following rules for the swings:
	1. Sit upright only with one student per swing.
	2. Do not twist swings, swing from side to side, jump out of swings, or wrap chains up and around the top supports.
	3. Do not climb up the swing supports.
4. Slides operate as a one-way street. Students may go from top to bottom, feet first in a seated position.
5. Climbing on fences, basketball poles or backstop is not allowed.
6. Students will remain out of the streets.
7. Play safely on the equipment. Students may not climb on top of, nor jump off high areas.
8. Animals are not allowed on the playground during school hours. Every effort should be made to insure that animals on the playground are reported to staff.
9. Throwing of snowballs, rocks, and other articles that could cause injury will not be tolerated.
10. Students, please take a minute to dump gravel/ wood chips out of your shoes before reentering the building.
11. No personal cell phones and/or electronic equipment are permitted in the classroom, unless prior arrangements are made. If a cell phone and/or electronic device is brought for after school use it is to stay in the student’s backpack in the hallway on silent mode during the school day.

**PRAYER**

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

**PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance. In grades K-8, retention may be recommended but can be refused by the parent/guardian.

**PROTECTION OF STUDENT RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation — funded in whole or in part by the U. S. Department of Education — that concerns:

* Political affiliations.
* Mental and psychological problems potentially embarrassing to the student or family.
* Sexual behavior and attitudes.
* Illegal, antisocial, self-incriminating, and demeaning behavior.
* Criticism of other individuals with whom the student or the student’s family has a close family relationship.
* Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
* Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program. Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

**RELEASE OF STUDENTS FROM SCHOOL**

Unless the Teacher has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A parent needs to notify a teacher if a student will need to leave school during the day. A student who becomes ill during the school day should report to their teacher, the teacher will decide whether or not the student should be sent home and will notify the student’s parent.

**REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 9 weeks. Mid-term reports will be issued for students in grades 1-8.

**SAFETY**

Accident Prevention

Student safety at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

* Avoid conduct that is likely to put the student or other students at risk.
* Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the staff, bus drivers or chaperones.
* Remain alert to and promptly report safety hazards.
* Know emergency evacuation routes and signals.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency consent form. Parents should keep emergency care information current (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school to update any information.

Drills: Fire, Tornado, Lockdown, Secure in Place and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. Students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information:

If the school will be closed due to emergency, notification of such will be announced via phone. Notice will also be posted on Facebook as well as via email to those on the e-mail list. Students will not be sent home unless a parent or another adult is notified.

# SCHOLASTIC ELIGIBILITY

All students who participate in extra-curricular activities must meet eligibility requirements. A student must maintain an overall grade average of 75% (2.00 GPA) in all subjects together and cannot fall below a 65% in any one given subject. Eligibility will be based upon a weekly average to determine eligibility for the following week. (The week shall begin on the day following the end of report of grades and continue for 7 days, example: grades are reported on Friday, eligibility shall start on Saturday and run for 7 consecutive days).

The student will be allowed to continue practicing with the team, but will not be allowed to suit out or play in any games that may be scheduled during that week. If a student is ineligible for any three weeks during the season, they will lose eligibility for the remainder of the season and be asked to withdraw from the sport.

**SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students’ desks and cubbies are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

 Students are fully responsible for the security and contents of the assigned areas.

Searches of desks and/or cubbies may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy.

 The parent will be notified if any prohibited items are found in the student’s desk or cubby.

**SEXUAL HARASSMENT / SEXUAL DISCRIMINATION/BULLYING**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher.

Students must not engage in unwanted and unwelcome verbal or physical conduct of any nature directed toward another student or a District employee (this includes bullying, hazing and/or initiation of any kind**)**. 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 other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by a student, or sexual harassment/sexual discrimination by a staff member, may be presented either by a student and/or a parent in accordance with the District’s complaint procedure, see Policy 3215.

**STUDENT 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 the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The Classroom Teacher is custodian of all records for currently enrolled students and of all records for students who have withdrawn or graduated. Records may be reviewed by appointment, upon completion of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

The parent’s or student’s right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

# TELEPHONE

The school telephone is the primary business phone for the school. Use is limited to emergencies and school business. Unless there is an emergency, students will not be called from class to answer the telephone. Parents are discouraged from calling school to speak directly to students. Student phone use, during school time (lunch break excluded) is prohibited unless prior permission is obtained from the teacher.

If necessary, the best times to call the school are:

**BETWEEN**

**7:45-8:00 am; 9:45-10:00 am**

**OR**

**After 3:30 pm**

**TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

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# VANDALISM AND PROPERTY DAMAGE

Construction, purchasing and maintenance of our school buildings and equipment are a financial responsibility of the taxpayers. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student accidentally damages school property, such damage should be reported to a teacher immediately.

**VISITORS**

For the safety of those within the school, the doors will be locked to outside entry during instructional hours and all visitors must ring the doorbell to be admitted. Visits to individual classrooms during instructional time are permitted only with priorapproval of the teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students wishing to bring visitors to school should seek permission from their teacher at least 48 hours in advance of said visit. Not all visitors will be approved to attend school.

**Handbook**

\*\* As the parent/guardian of this student I have read and discussed the Hall Elementary Handbook with my child.

Student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Internet**

I understand and will abide by the Terms and Conditions for Internet Use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and school disciplinary and/or appropriate legal action may be taken.

User’s Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT OR GUARDIAN

As the parent or guardian of this student I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and Hall Elementary School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Hall Elementary School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to have Internet access and certify that the information contained on this form is correct.

Parent or Guardian (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_