

2017-18 Student Handbook

Libby Elementary School

“A Community School Developing Self-Motivated, Life-Long Learners”

Home of the Loggers

Ron Goodman - Principal

Kaide Dodson - Assistant Principal

Office Phone: (406) 293-2763 or (406) 293-5803

Attendance: (406) 293-2763

FAX: (406) 293-2862

Website: www.libbyschools.org

Harlow's Bus: (406) 293-8845

District Newsletter and LES Handbook are online



Welcome to Libby Elementary School

The staff at Libby Elementary School would like to extend a sincere welcome to each and every one of our students as we enter the new school year. This handbook will provide overview of the rules & procedures that will help our school run smoothly. Please take the time to read through this handbook, and keep it handy during the year to help answer any questions that may arise.

TABLE OF CONTENTS

Bell Schedule	Pg 3
District Phone Numbers & Teacher Information	Pg 4
Roar – Student Behavior Guidelines	Pg 5
Elementary School Course Of Study	Pg 6
Grading	Pg 6
Make Up Work	Pg 6
Promotion / Retention Policy	Pg 6
Attendance	Pg 7
Student Withdrawal	Pg 8
Restricted Campus	Pg 8
Dress Code	Pg 8
Lockers & Locks	Pg 9
Lost & Found	Pg 9
Office	Pg 9
Counselors	Pg 9
Library	Pg 9
School Nutrition Meal Program	Pg 9
Emergency Drills	Pg 10
Medication	Pg 10
Transportation	Pg 10
Family Rights - Ferpa	Pg 10
Student Directory Information	Pg 10
Response To Intervention (RtI)	Pg 11
Special Education	Pg 11
Title IX Compliance	Pg 11
Non-discriminatory Clause	Pg 11
Extracurricular Activities	Pg 11
Extracurricular Drug & Alcohol Policy	Pg 12
Visitor & Volunteer Guidelines	Pg 13
Technology	Pg 14
Behavior / Discipline/ Bullying Harassment	Pg 15
School Map	Pg 16
Bus Routes	Pg 17
Supply List	Pg 18
Calendar	Pg 19

Libby Elementary School Bell Schedule



The school day begins at 8:15 a.m. each day. Students are asked not to arrive before 7:45 a.m.

Breakfast will be served from 7:45 until 8:10 a.m. in the following areas:

K – 2 in the Brown Pod

3 – 6 in the Commons

7:45 Building Open for Early Students
Grades K, 1 & 2 will be on playground (Poor weather in gym)
Grades 3 & 4: Library
Grades 5 & 6: Commons Area

8:05-8:10 Building open to students for teacher assistance.

8:15 - 11:30 Morning Instructional Block

12:45 - 3:15 Afternoon Instructional Block

Lunch Schedule

11:20 – 12:05 Kindergarten lunch
11:20 – 12:05 1st grade lunch
11:45 – 12:15 2nd grade lunch
11:30 – 12:00 3rd grade lunch
12:15 – 12:45 4th, 5th & 6th grade lunch

Release Schedule

3:10 Kindergarten students released
3:15 1st through 6th grade students released

Early release information:

- Lunch schedules stay the same
- Ancillary schedules are shortened
- All student released at 2:15

District Phone Numbers and Teacher Information

Elementary School.....406-293-2763 or 406-293-5803
 Middle/High School.....406-293-8802 or 406-293-6398
 Business Office.....406-293-8813
 Harlow’s Bus Service.....406-293-8845
 Head Start.....406-293-4502
 Special Services.....406-293-8815
 Superintendent.....406-293-8811

	Room #	Email Addresses		Room #	Email Addresses
Kindergarten			Administration		
Martineau, M	208	martineaum@libbyschools.org	Dodson, K		dodsonk@libbyschools.org
Riley, P	207	rileyp@libbyschools.org	Goodman, R		goodmanr@libbyschools.org
Parker, H	206	parkerh@libbyschools.org			
Rose, M	205	rosem@libbyschools.org			
Farmer, L	204	farmerl@libbyschools.org			
Grotjohn, E	203	grotjohne@libbyschools.org	Band / Choir		
First Grade			Nagode, B	Band	nagodeb@libbyschools.org
Gier, M	305	gierm@libbyschools.org	Braun, L	Choir	braunl@libbyschools.org
Foss, K	304	fossk@libbyschools.org			
Sagissor, J	308	sagissorj@libbyschools.org	Special ED		
Hannah, K	302	hannahk@libbyschools.org	Carvey, C	301	carveyc@libbyschools.org
			Patton, B	303	pattonb@libbyschools.org
Second Grade			Bragg, T	610	braggt@libbyschools.org
Rowan, T	403	rowant@libbyschools.org			
Thorstenson, J	401	thorstensonj@libbyschools.org	Specialists		
Boehmler, A	404	boehmlera@libbyschools.org	Hodel, T	817	hodelt@libbyschools.org
Spencer, L	402	spencerl@libbyschools.org	Walker, A	820	walkera@libbyschools.org
Third Grade			Johnson, T	820	johnsont@libbyschools.org
Chopyak, W	407	chopyakw@libbyschools.org	Martineau, J	603	martineauj@libbyschools.org
Purdy, K	408	purdyk@libbyschools.org	Connolly, H	607	connollyh@libbyschools.org
McBride, K	406	mcbridek@libbyschools.org			
Thomas, L	405	thomasl@libbyschools.org	Gruber, D	201	gruberd@libbyschools.org
Fourth Grade			O’Rourke, E	236	o’rourkee@libbyschools.org
Berry, W	502	berryw@libbyschools.org			
Gasvoda, A	504	gasvodaa@libbyschools.org			
Stern, J	501	sternj@libbyschools.org	Counseling		
Moe, B.	503	moeb@libbyschools.org	Lee, K	209	leek@libbyschools.org
Fifth Grade			Harmon, M	202	harmonm@libbyschools.org
Ostrowski, S	508	ostrowskis@libbyschools.org			
Thoeny, J	506	thoenyj@libbyschools.org	Library		
Hannah, S	505	hannahs@libbyschools.org	Dunnigan, A	228	dunnigana@libbyschools.org
Benner, K	507	bennerk@libbyschools.org			
Sixth Grade			Office Staff		
Looman, D	602	loomand@libbyschools.org	Wickham, H		wickhamh@libbyschools.org
Gallagher, T	608	gallaghert@libbyschools.org	Baker, C		bakerc@libbyschools.org
Miller, M	604	millerm@libbyschools.org			
Sherbo, T	606	sherbot@libbyschools.org			
Thompson, D	605	thompsond@libbyschools.org			

Student Behavior Guidelines

Do The Right Thing!

ROAR program at Libby Elementary School is a positive behavior support program intended to encourage students to exhibit positive social behaviors. Students who maintain the traditional Libby Elementary School standards of behavior will be eligible for weekly and quarterly rewards. The ROAR program is founded on four cornerstones of positive behavior:

Respect:

- Be kind to everyone and everything
- Follow directions of supervising adults
- Honor people, school property, and the property of others

Organization:

- Be prepared for class
- Be on time

Attitude:

- Be positive, kind, and helpful
- I finish what I begin
- Setbacks don't discourage me
- I am a hard worker

Responsibility:

- Make good choices for yourself
- Act appropriately by following school rules
- Be accountable for your actions

ROAR behaviors have been developed to guide students throughout their entire school day. These behaviors are taught to students at the beginning of the school year. They will be reviewed and practiced when considered appropriate. Students are expected to learn these behaviors, to practice them every day, and by doing so will help make Libby Elementary an even greater place to be!

ROAR events are held monthly and quarterly to reward students who consistently follow these guidelines. Various reward activities will take place at each grade level for students who have displayed positive ROAR behavior. Weekly ROAR awards will be given each Friday to recognize students who uphold ROAR standards. In addition, Golden Tickets are given to acknowledge those students who display ROAR behavior.

Elementary School Course of Study

Grades KG - 4:

Students will remain with one teacher for most of their school day and study Language Arts, Reading, Math, Science and Social Studies. Computer Technology, Health Enhancement, Music and Library are considered ancillary and are taught outside of the classroom.

Grades 5 & 6:

Students in this grade will have two classroom instructors; one teacher for language arts and another teacher for math, science and social study. They study language arts, reading, math, science, social studies, computer technology, and health enhancement, and 6th grade students have one elective class (music or band, or GPS class).

Grading

Grading Scale, Report Cards & Honor Roll (3.0 G.P.A. or above):

Grades for 3rd – 6th at Libby Elementary School are assigned according to the following grading scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

Students grades K-6 will receive a standards based assessment in Reading and Math.

Parents may check grades at any time during the grading period by using the PASS (parent portal) program available online. See office for password information.

Make-Up Work

Whenever a student is absent from school, it is required that any work missed be made up in a timely fashion, regardless of the reason for the absence. Students will be allowed the number of days absent plus one to make up work, unless other arrangements have been made. It is the student's responsibility to find out what work has been missed. If students know in advance that they will be gone from school, they must bring a note to the office from home excusing that absence.

If a parent wishes schoolwork to be collected on the day of an absence the request be made by 10:00 am in order to allow teachers sufficient time to have the work sent to the office by the end of the school day.

Promotion/Retention Policy

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the building principal in coordination with policy 2421.

Attendance

Attendance Policy & Procedures:

Montana State law requires all students to attend school regularly. Students who have poor attendance miss out on the opportunity to receive the maximum benefits of the educational program provided at Libby Elementary School. Many studies have shown the link between consistent attendance and the likelihood of success at school. We urge parents and students to make every effort to ensure that students arrive on time for class each day. An absence is defined as any time a student is not physically present in the classroom, with the exception of school-sponsored activities that take students from the classroom. Absences will be considered unexcused until parents provide a reasonable excuse to the school.

- Students arriving between 8:15 and 8:30 a.m. will be considered tardy.
- Students arriving after 8:30 a.m. will be counted absent for first period of instruction.
- Students arriving or leaving during the day who miss more than 45 minutes during any class will be considered absent for that class period of instruction.

In Case of Absence: Call 293-2763

Excused / Unexcused Absences:

Parents are requested to call the school and report absences before 9:00 am on the day of the absence. (An answering machine will take any calls made before 8:00 a.m. and after 4:00 p.m.) *** If parents do not call, the school is obligated by law to attempt to contact parents of students who are reported absent.

Unexcused students must bring a note from home to the office, or have parents call 293-2763 to excuse their absence.

Pre-arranged Absences:

- Parents should call or have their students bring a note to the office, to pre-arrange the absence.
- This note should include the student's name, parent's name and signature and the time and date(s) of the absence.
- The office will then communicate with the student's teacher for any advance make-up work.

If a student becomes ill or injured during the day:

- They must request a pass from their teacher and then report to the office.
- They may then be referred to the nurse, if available, or they may call home.
- If parents come to take the student home, they must sign the student out at the front office. Students may only leave with an adult who is on the list of approved persons in that student's file, or designated by a phone call by the parent.
- If students return to class, they must have a pass from the nurse or the front office before they will be allowed to re-enter class.

Picking Up or Dropping Off Students:

- At times, it may be necessary to pick a student up before the end of the day, or drop a student off after school has started.
- On those occasions we require that parents come to the office to sign the student in or out.
- Only those adults who are on the list in the student's file will be allowed to remove a student from school.
- Parents may call to confirm name of another person who will pick up their student.
- In order to avoid inconveniences, please update this list as circumstances change during the year.

Tardies:

Students arriving late for school must check in at the office. As with absences, they must bring a note from home, or have parents call, to excuse the tardy. They will then be given a pass allowing them to go to their classroom.

Student Withdrawal

Withdrawing From School:

When students withdraw from school, parents are requested to notify the main office in advance. The office will send a form to be signed by all teachers in order to verify that all school materials have been returned. All fines and other obligations must be met.

Restricted Campus

LES has a Restricted Campus:

Once elementary school students arrive on campus, they must remain on school grounds until the end of the school day. If a student must leave during the school day, for the protection of the student he/she must be signed out at the office by a parent or someone on the approved list in the office. Due to the short lunch period, students will not be allowed to go home for lunch. Parents may take their own students to lunch, but are required to sign them in and out at the office. We request parents to make every effort to return students to school before the end of the lunch period.

Dress Code

Libby Public Schools dress code requires clothing that is modest and appropriate for a school setting. Specifically, this means that none of the following clothing will be allowed in the school at any time:

1. Clothing that displays any drugs, tobacco or alcohol products.
2. Clothing that displays any obscenities, pornographic or suggestive materials.
3. Clothing that exposes bellies, underarms, chest areas, or undergarments. This means that many of the current styles that are cut low and short are not considered appropriate for school. This would include belly shirts, low cut pants and slacks, and low-rider pants and jeans.
4. Clothing that has spaghetti straps or any see-through materials. This includes muscle shirts as well.
5. **Excessively tight fitting clothing to include spandex and exercise pants are not allowed without a covering such as shorts or a long shirt.**
6. Dresses, skirts and shorts must be the following length: Allow your arms to hang relaxed at your sides. Dresses, skirts and shorts must reach no higher than the ends of the fingertips. Shorts and cutoffs must also be free of holes and hemmed at the bottom.
7. Caps and other head coverings must follow all the guidelines listed above. Libby Elementary students must remove their head coverings upon entering the building and store them in their lockers.

Students who wear clothing that violates this dress code or that is not conducive to a positive learning environment will be asked to change into other clothing. If they have no other clothing with them, the school has some that will be offered to them. If they prefer not to take advantage of the school's clothing, they will need to have clothing brought from home. In any case, they will not be allowed to return to class until the clothing issue has been remedied.

Parents are asked to please help us avoid any problems by checking their children before they head out the door in the morning. Educating our students about appropriate dress for school will help them to be more successful as they move into the workplace.

Lockers & Locks

- Students will be assigned lockers the first week of school.
- Students will use only the lockers which are assigned to them. Under no circumstances are students to trade lockers.
- Locks are available for purchase through the main office (grades 4-6 only). Only school locks may be used.
- It is strongly recommended that students secure their lockers with a lock, and that they do not share their combination with other students.
- Lockers may be inspected at any time for cleanliness, and should be kept clean and orderly.
- Lockers may be decorated, but all decorations must be kept on the inside of the locker and should be of appropriate nature and must be removable.
- Locker problems may be reported to the office, a teacher, or to a custodian.
- It is suggested that students leave valuable items at home, as the school cannot be responsible for items that are lost or stolen while the student is at school or on a school-related activity.
- If desired, students may on occasion leave valuable items at the school office.
- Students may also leave money and other valuables with their teacher during PE class or with coaches during after school activities.

Lost & Found

A lost and found area is located in the brown pod for those who have lost items. Students are asked to check this area first when they have lost items. For items left in the gym, you should also check with PE teachers. Textbooks may also be returned to those teachers who teach the appropriate subject areas. Unclaimed items in the lost and found area are periodically donated to charity.

Office

The elementary school office is located just inside the main entrance. The office is staffed by secretaries who are available to assist parents, visitors and students. We require that all parents and visitors report to the main office for assistance before proceeding elsewhere in the building. This is to help assure the safety of our students and staff.

Counselors

The counselors provide help in the areas of scheduling and guidance. They are also available to help with limited personal counseling services. Parents can call to schedule a meeting with a counselor. The counselors will set up a time and invite you in at that time. All students have guidance class weekly.

Library

The library is located near the office. It is open to students from 8:00 a.m. to 4:00 p.m. The library is a quiet place for study and research. Internet services are available in the library. The librarian and assistants are available to assist with the educational needs of the students. The librarians also make the library available during lunch recess for students to read and play games quietly.

School Nutrition Meal Program

Libby Public Schools help children learn by offering healthy meals every school day. Your student(s) may qualify for free or reduced-priced meals. Forms are available in the front office.

Emergency Drills

Emergency Drills: Various emergency drills will be held throughout the year. Emergency procedures for such things as fire drills, earthquake evacuation, and campus lockdown will be taught by classroom teachers. Students are expected to participate in all emergency drills with a serious attitude. In cases of actual emergencies, information will be communicated to parents through local media or via the emergency broadcast system (530 AM).

Medication

According to Libby Public School's District Policy, "Medication" means prescribed drugs or medical devices that are controlled by U.S. Food and Drug Administration and are ordered by a healthcare provider. It also includes over-the-counter medications prescribed through a standing order by the student's healthcare provider.

The Board requires that all medications must be delivered in the original container by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or school employee assisting with self-administration of medication.

Transportation

Harlow's Bus Service phone number is 293-8845

Transportation to School: The school district provides bus transportation to students living more than three miles from school. The buses load and unload in the designated area in the main parking lot. Parents may also drop and pick students up in the area designated north of the building. Students may come to school on bicycles and scooters but are required to park them in the racks provided for that purpose. They may not be brought into the building. For safety reasons we also ask that they not be ridden on school grounds.

Family Rights - FERPA

The Family Educational Rights & Privacy Act (FERPA): FERPA gives parents several rights with regard to their children's educational records. Included are the following:

- The right to inspect and review any records maintained by the school.
- The right to request any corrections in the case of inaccuracies in those records.
- The right of consent in the release of student information.

Student Directory Information

The Libby Elementary utilizes the following information to recognize students in the newspaper, in newsletters, in posters and fliers, and in school displays:

Photographs
Grade Level Information
Honors & awards received
Participation in sports & other school activities

If parents/guardians prefer that this information **not** be made available for these purposes, please contact the school and make us aware of your wishes.

For more complete information regarding FERPA and directory information, please contact the school administration.

Response to Intervention (RtI)

The elementary school has adopted the RtI model for assisting students with learning difficulties. The RtI process screens all students three times each year to monitor academic progress. Students exhibiting less than average progress will be referred for intervention services for the area(s) of concern. This may require the student to work in a different setting and/or with alternate curricula. Progress will be monitored regularly to ascertain whether further interventions are needed. Lack of satisfactory progress following several interventions may lead to consideration for referral for Special Education services.

Special Education

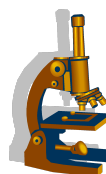
The special education program exists to serve students who have been identified as having specific learning disabilities or physical impairments that affect their education. Each student that qualifies for special education services will be placed on an Individual Education Plan (IEP) that addresses the specific needs of that student. Special education students will receive specific assistance as determined during that student's Evaluation Report (ER) meeting. The special education program's goals are to improve success for students in school, and the acquisition of lifetime learning skills that will enable students to become successful adults.

Title IX Compliance

To comply with Title 9 of the Education Amendment of 1972, Libby Public Schools provides equal opportunity in that no person shall, on the basis of gender, be excluded from participating in, denied the benefit of, or be subject to discrimination under any educational program or activity of Libby Public Schools. Officers are Mrs. Vanworth-Rogers and Mr. Goodman.

Non-Discriminatory Clause

No otherwise qualified individual shall solely by reason of his/her handicap, race, color, national origin, sex, or religion, be denied the benefits of or be subjected to discrimination under any program or activity administered by the Libby Public Schools.



Extracurricular Activities

Libby Elementary School offers a broad variety of extracurricular activities for grades 4, 5 & 6. The sports program includes football, volleyball, basketball, and track. Academic extracurricular include Science Olympiad. **All students are encouraged to participate in extracurricular activities. Active participation in practice and games is a priority and supports our goal of building a broad base of participation, skill development and school spirit.**

The elementary school requires students who plan to participate in sports to have:

- A physical examination form completed by a physician and signed by parent.
- Insurance coverage; parents are responsible as the school does not provide any coverage.
- An activity pass which costs \$20

Students who participate in any extracurricular program must be in good standing. This means that they may not be failing any classes during the time they are participating in any program, nor be on suspension. Students wishing to participate must also be enrolled as at least half-time students. Eligibility is checked weekly during the activity, and no student may be failing any course for more than one week at a time. Students who are failing two or more weeks in a row will be declared ineligible, and will not be allowed to participate in games until they raise their grade to passing. Students may practice while they are ineligible for games.

Students who are on in-school suspension may practice but not participate in games. Students on out-of-school suspension may neither practice nor compete.

- Students who are absent the day of an extracurricular event may not participate in that event without administrative approval.
- Students absent on a Friday may take part in a Saturday event.
- Students must be in good standing in order to participate.

Students involved in an extracurricular activity are expected to make a commitment to that activity. Chronic absenteeism may result in being dropped from the activity. Pre-arranged absence may be approved at administrator's discretion.

FALL

5th/6th grade Football- Sept 5th to Oct 14th.

5th/6th grade Volleyball- Sept 5th to Oct 13th

Science Olympiad Aug 3rd - Nov 21 (6th grade through 12th grade)

Runnerfell - Sept 8 after school

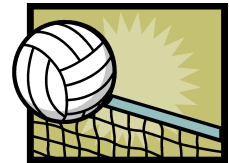
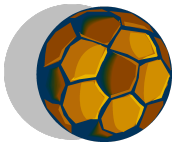
WINTER

5th/6th Boys and Girls Basketball- Jan 8th to Feb 17th

SPRING

4th/5th Girls and Boys Track- Marge Kroeger will run. Runs 2 weeks

6th grade track -



Extracurricular Drug & Alcohol Policy

In keeping with district policies regarding the use of controlled substances, the following policy has been adopted to govern the use of student athletes during sports seasons, including Little Guy wrestling. (The season is defined to begin the first day of practice and to end the last day of competition of each sport.) Students will not use, have in their possession, buy, sell, or give away, or be in association with those who are illegally using or in possession of alcohol, tobacco, marijuana, or any other substance defined by law to be a controlled substance or dangerous drug. Legitimate use of prescription drugs is permitted.

- 1st Offense: Suspension from the current sport for the remainder of the season.
- 2nd Offense: Suspension from all sports for the remainder of the school year.

If the second offense occurs during track season, then the suspension will be extended through the end of the fall sports season of the next school year. Exceptions to the extended suspension will only be made with the approval of the superintendent.

Visitor and Volunteer Guidelines

We appreciate the presence of parents at LES and we hope that the guidelines below will help make your visit to our school beneficial for everyone.

All visitors must check in and check out at the front office. This is to ensure the safety of all students and to protect the educational environment.

Parents may drop items or notes for their students in the office. Students will be called down to pick up the items or notes at a convenient time.

Parents may request to have their students come to the office when they need to speak directly to their students. If desired, the school will provide a private location for the conversation.

Parents are encouraged to visit the classrooms or to offer their assistance for class projects, field trips and other classroom activities. We request that parents contact teachers and/or the office ahead of time in order to ensure safety and to minimize classroom disruptions. Teachers are not typically available for unscheduled meetings during class time. If you wish to set up a meeting, please contact the teacher in order to set those up before coming to the school.

Student visitors to LES are welcome to visit during lunch times. Student visitors are not allowed during instructional time.

Parent Council meets on the first Tuesday of each month in the LES library at 5:30. All parents, teachers and guardians are welcome! Check the school website for changes in meeting times.

Adults wishing to volunteer at LES need to fill out volunteer forms in the office. These forms include permission for Libby Public Schools to perform a background check. (See Board policy # 5430)



Technology

Responsible Technology Use Agreement

Libby Public School District #4

Today's students are growing up embedded in a culture of technology and Libby School District recognizes that providing access to this technology is vital when preparing our students for the 21st century. The use of District-owned technology, the Internet, and any personally owned digital devices (PODDs) such as digital cameras, MP3 players, tablet computers, netbooks, and laptops shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, communication, and collaboration. Student use of this technology during school hours is a privilege, not a right, and any practice that does not support the District's educational goals is unacceptable.

Students, parents and guardians should recognize that the school district does not have control of the information on the Internet. As is required by law, the district has placed a filter on its network to limit access to inappropriate or objectionable sites. However, this barrier cannot prevent determined users from accessing the full range of information available on the Internet. Students are expected to be responsible when using the Internet, whether via school equipment or by using PODDs. Inappropriate use will result in disciplinary action that is consistent with the school's discipline policy.

All students in grades three through six will be assigned intradistrict Gmail accounts. Students will have access to the Google applications, but communication will be restricted to use inside the District domain only.

Communication over district networks or PODDs during school hours is not private. Network supervision and maintenance may require review and inspection of network activity, including student files and email.

The district will not be responsible for loss or damage to personal technology brought to school by students. Students assume responsibility for all lost, damaged, or stolen personal technology devices. Students are encouraged to use district equipment whenever possible. Personal technology devices shall be turned off during class time unless specifically allowed by the teacher. Unacceptable use of personal technology devices may result in suspension or revocation of personal device privileges.

All students are expected to conform to District Policies 3612 and 3612P, copies of which are available at any district building and on the district's website. These policies define acceptable and unacceptable uses of technology, along with network etiquette expected of all users. Every student is expected to follow any rules given by the staff, and to demonstrate good citizenship and ethical behavior at all times. The following is a partial list of activities that are considered unacceptable for the use of technology at Libby Public Schools:

- a. using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any local, state, or federal law
- b. unauthorized downloading of software, regardless of whether it is copyrighted or free of viruses
- c. wastefully using district resources, such as file space, bandwidth, or printer supplies
- d. hacking or attempting to gain unauthorized access to files, resources, or entities
- e. use of the network for financial gain, commercial activity, political or illegal activity

- f. creation or placement of a virus on the network
- g. invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, use of password or account information or impersonating another person in any way that causes harm to a person or equipment
- h. accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material

Each school will enforce these rules in the manner that is appropriate for their technology resources, and student age, in accordance with these policies and procedures.

If, for any reason, you do not want your student accessing the Internet or using technology as described in this agreement, please see a principal at the building that your student attends school.

Behavior / Discipline/ Bullying Harassment

Range of Possible Consequences
For Violating Building-Level Rules:

Class 1 Infractions: Minor actions, disrespect, disruption, PDA, etc.

First Offense:	Second & Third Offenses:	Subsequent Offenses:
Refocus	Detention or one day of ISS	Class 2 Offense
Written warning	Possible school service	
Possible detention	Notification of parents	
Notification of parents		

Class 2 Infractions: Disrespect, PDA, fighting, bullying, vandalism, etc.

First Offense:	Second & Third Offenses:	Subsequent Offense:
1-5 days of ISS or OSS	1-5 days of ISS or OSS	Class 3 Offense
Possible school service	1-5 days of ISS or OSS	
Notification of parents	Notification of parents	
Parent conference requested	Mandatory parent conference	
Notification of police if considered appropriate		

Class 3 Infractions: Major disrespect, assault, repeated class 1 and class 2, disorderly conduct, drug or alcohol possession, use or distribution.

First Offense:	Second & Third Offenses:	Subsequent Offenses:
1-10 days of OSS	Notification of police	Meeting with Board of Trustees
Possible mandatory counseling	if considered appropriate	if warranted
Possible school service	Mandatory parent conference.	
Notification of police if warranted	Meeting with Board of Trustees	

****Two or more infractions may result in the establishment of a behavior plan.**

Any Class 3 offense, or repeated Class 1 or Class 2 offenses, may lead to possible long-term suspension or recommendation of expulsion.

