

Pine Butte Elementary School Parent and Student Handbook

Date: July 1, 2018



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Attendance Hotline 406-748-4699 ext. 2500

DAILY CLASS SCHEDULE

8:15	First Bell
10:00-10:15	K-5 Recess
11:15-11:55	Kindergarten Lunch/Recess
11:25-12:05	1st Grade Lunch/Recess
12:10-12:50	2nd Grade Lunch/Recess
11:45-12:25	3rd Grade Lunch/Recess
11:55-12:35	4th Grade Lunch/Recess
12:15-12:55	5th Grade Lunch/Recess
2:15-2:30	K-3 Recess
3:25	K-2 Dismissal
3:30	3-5 Dismissal

EARLY OUT CLASS SCHEDULE

8:15	First Bell
10:00-10:15	K-5 Recess
11:15-11:55	Kindergarten Lunch/Recess
11:25-12:05	1st Grade Lunch/Recess
12:10-12:50	2nd Grade Lunch/Recess
11:45-12:25	3rd Grade Lunch/Recess
11:55-12:35	4th Grade Lunch/Recess
12:15-12:55	5th Grade Lunch/Recess
NO RECESS	NO RECESS
2:25	K-2 Dismissal
2:30	3-5 Dismissal

Colstrip Public School's District Mission: The Core Purpose of Colstrip Public Schools is to effectively focus on learning and growth for all students in a safe, healthy, caring and collaborative environment that ensures each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

Web Site: <http://colstrippublicschools.org/>

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Welcome to Pine Butte Elementary!

Dear Parents, Students, and Families,

Welcome to the 2018—2019 school year at Pine Butte Elementary! We are excited to have the opportunity to work alongside our parents and community as we strive to provide an excellent educational experience for our students.

Within this handbook, you will find pertinent information about our school. You will find policies, procedures, and rules detailed in the handbook that are focused on ensuring an efficient, safe learning environment for our students, staff, and visitors. It is not possible to convey all items pertaining to expectations, rules, policies, and procedures in our handbook; however, we have made it a priority to identify the most common items and include them in the school handbook.

Educating each student is a team effort involving the student, parents, teachers, administration, and the community. Together as a group we must support the learning of each student. To this end, we must create a learning environment that fosters positive thinking, collaborative learning, and has high academic standards. Furthermore, we want our students to feel comfortable/confident enough to take risks (academically) by providing opportunities for them to work beyond their current level of understanding. Finally, it is imperative that the learning environment at PBES promotes, teaches, and reinforces strong moral character.

The success of our students hinges on effective communication and support between our families and our school. It is important that our students are engaged, on-task, and maintain appropriate respectful behavior while in school in order to preserve a healthy learning environment. It is vital that our parents reinforce appropriate behaviors and learning expectations with their children, not only in the classroom, but also outside of the school setting.

Our staff is looking forward to a successful school year. If you have any questions or concerns please don't hesitate to contact us. We are eager to assist in any way we can.

Sincerely,

Mr. Aaron Skogen - PBES Principal

INSTRUCTIONAL PROGRAM PHILOSOPHY OF COLSTRIP PUBLIC SCHOOLS (B.P. 2000)

Children are society's greatest natural resource, and it is the duty of the schools to provide students with a foundation of knowledge and skills, a set of beliefs by which to act, and a reasoned framework in which to think critically. School District #19 is best able to meet these challenges by providing individual students with positive experiences from which they learn.

ENTRANCE REQUIREMENTS MCA 20-5-403(B.P. 3410-3413)

MONTANA LAW STATES THAT KINDERGARTEN STUDENTS MUST BE FIVE YEARS OLD ON OR BEFORE SEPTEMBER 10 OF THE CURRENT YEAR.

They must present an **official birth certificate** and **proof of Montana required immunizations** at registration. A birth certificate is mandatory for kindergarten and preschool enrollment. All immunizations must be complete before a child will be placed in a classroom. (See Health Services section for immunization requirements.)

The only exceptions to the immunization law are a documented medical exemption or an exemption for religious beliefs. Both exemptions must be filed with the proper authorities annually.

ATTENDANCE POLICY

There is a direct correlation to attendance and academic success, and the general welfare of all students is best served by regular attendance. The State of Montana has made education compulsory for all children from 7 to 16 years of age. Therefore, absences from school without adequate reason may be in violation of the law. (MCA 20-5-103-1040-105). Attendance in classes, unless exempt or excused is mandatory and students are responsible for being in class, on time, and prepared to participate. Student non-attendance adversely affects student learning, impedes adequate yearly progress, and jeopardizes future academic success.

A person in each school will be designated by the principal to monitor absences. Parents are to contact the school in writing or with a phone call if their child will be absent. If previous arrangements have not been made by the parent/guardian, the district will follow procedures as allowed under MCA 20-5-102-108.

Elementary/Middle School, (grades K-8):

At the elementary/middle school level, absences may not exceed ten (10) days per semester (90 school days) or twenty (20) days per year, or ten (10) days per year for three day a week Kindergarten. After the tenth (10th) absence, the parent will meet with the building Administration. After the 20th absence, the parent will meet with the building Administration again to discuss the educational options of the student.

Reasons for excused absences may include but are not limited to:

1. Those that occur due to school sponsored activities, since these are considered an equivalent education experience. These exemptions will apply to students participating

- in sport events, music-related events, school sponsored club trips, academic field trips, and others deemed co-curricular.
2. Medical or dental appointments, or serious illness or hospitalization of the student (must be accompanied by written documentation from a doctor who has treated the student for that illness within three days).
 3. Serious illness or death of an immediate family member.
 4. Requirements to satisfy the law. (must be accompanied by written documentation from the respective legal authority).
 5. Emergency situations approved by school administration.
 6. Those otherwise stated in law.
 7. Pre-arranged absences requested by the parent and for which student work is made up in advance.
 8. Illness.

Parent/guardians will be notified of their student's absenteeism by a letter. Within five (5) days of the receipt of the letter notifying the parent/guardian that the maximum number of absences allowed has been exceeded, a parent/guardian should contact the principal or his/her designee and a meeting may be scheduled to consider retention. Retention for excessive absences is subject to the appeal process.

Loss of Enrollment K-12

If an attendance problem continues to persist, the student shall be declared a habitual truant. The building administrator shall interview the student and his/her family and prescribe corrective action, which may include recommended expulsion. All disciplinary measures will follow due process procedures. Any decision can be appealed to the Superintendent and/or the Board of Trustees.

In-and Out-of-District students that miss more than twenty (20) days of school in a year may be brought before the Board of Trustees for review of administration recommendation and/or additional action. Out-of-District students missing an accumulation of twenty (20) or more days per year will be required to reapply for admission to the Colstrip Public Schools for the following school year. In-District students who have missed an accumulation of twenty (20) or more school days per year must re-enroll.

If a student misses ten (10) consecutive days with no notice given to the school district during the ten day period the student will be dropped from enrollment at Colstrip Public Schools.

A letter will be sent to the parent/guardian that the student has been dropped from enrollment at Colstrip Public Schools.

In-district students must re-enroll. The Administration has the authority to assess the student to determine class/grade placement.

Decisions made in regard to loss of credit, grade placement and enrollment are subject to the appeal process.

TARDY POLICY

Attendance/tardiness reflects a student's dependability and is a significant factor in future life. School success is greatly affected by a good attendance record. **Tardy is defined as a student not in their seat ready for class to begin when the bell rings.** Tardiness has a disruptive effect on the school and classroom. Please encourage your child to be in class on time every day.

Students who are tardy after 8:20 a.m. must come to the office for a tardy slip upon arriving to school. Students learn best in the mornings. It's important for your child to be on time and ready to learn. Excessive tardiness will result in a principal-parent communication where a conference will be set up.

ENROLLMENT OF OUT-OF-DISTRICT STUDENTS (B.P.3141)

The Board, 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, hereby establishes criteria for the discretionary admission of non-resident students.

1. Except as required by MCA 20-5-321, the District will admit non-resident students at its discretion. As such, the District will screen all non-resident students and consider only those who meet the criteria set forth in this policy.
2. The Superintendent or his/her designee is hereby given the authority to admit or deny a student's admission in accordance with this policy. Students denied admission by the Superintendent may make a written appeal to the Board within two weeks of the Superintendent's denial. The Board shall make the final decision on admission.
3. Out-of-district students will be subject to the following criteria when making application for enrollment and must provide proof of the following to the superintendent/designee before admission:

The student applying for enrollment must:

1. Be at least 5 years, old but not yet 19 years by September 10th of the school year in question (MCA 20-5-101)
2. Be in good standing with the school(s) attended during the present and previous school year
3. Provide the District with current and historical grades/transcripts and results of standardized NRT/CRT test scores
4. Provide an attendance record free of truancy.
5. Provide a clean behavior record in the school last attended for a period of at least on (1) year
6. Be within the district's established transportation routes or agree to provide personal transportation for the duration of enrollment in the district
7. Have no criminal record, and have no history of inclusion on the Sex Offender Registry
8. Have correctly completed the out-of-district application process
9. Application for enrollment must be completed and received by June 10. Students moving into the area, who had no chance of enrolling in the District as a first (1st) choice enrollment before June 10, will be considered for enrollment.

The student will not be considered for admission if the student's enrollment would:

1. Require hiring additional staff.
2. Require additional educational services not currently provided in this school district.
3. Create overcrowding of existing classes.

4. Nonresident students granted enrollment into Colstrip Public Schools will be required to maintain good standing in the areas of academics, behavior and attendance. Grades 6-12 academic “good standing” is defined as a semester GPA greater than or equal to a 2.0. Behavior “good standing” is defined a semester free from Level # or higher infraction (K-12) as outlined in the Discipline Handbook. Attendance “good standing” is defined by BP 3122 Attendance Policy and 3122P Attendance Policy Procedure. Students will be placed on one semester’s probation following loss of good standing. Failure to maintain good standing in any of these defined areas will result in loss of enrollment privileges in the Colstrip Public Schools. Nonresident students not in good standing will need to reapply for the next school year by the June 10th deadline.

All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the current semester, barring registration in another District. For those students whose parents/guardians move out of the District during the first semester, those student(s) will not be allowed to attend Colstrip Public Schools the second semester; however they will be allowed to reapply for the following school year according to (4H) above.

The cut-off date for admission to Colstrip schools by out-of-district students is June 10th of each year. After this date no admissions will be accepted by students whose parents/guardians live outside the district or who are 18 years old and live outside the district. This does not apply to students who become residents after the cut-off date.

BUS RULES AND REGULATIONS

School District #19 provides ALL parents with a copy of the Bus Handbook, which is attached to the back of this handbook. Please refer to the Student Handbook for information regarding:

School Transportation	School Bus Dress Code
School Bus Drivers	School Bus Routes
School Bus Discipline	What Parents Can Do
Rules and Regulations	Emergency Weather Condition Reports

All bus students are expected to carry out the DRIVER’S INSTRUCTIONS the first time they are issued and to do so in a respectful manner.

ALL bus students are expected to follow the following basic bus rules as well:

REMAIN SEATED IN ASSIGNED SEAT AND FACING FORWARD
NO PHYSICAL OR VERBAL ABUSE
HARASSMENT IS NOT PERMITTED
USE APPROPRIATE LANGUAGE AND TALK
EATING, DRINKING OR USE OF TOBACCO PRODUCTS ARE NOT ALLOWED
LITTERING, THROWING OBJECTS, DEFACING OR DAMAGING THE BUS ARE NOT ALLOWED

ALL bus rules are categorized into SAFETY, ORDER and RIGHTS OF OTHERS. Students making the choice to not meet these expectations may be subject to the following progressive disciplines:

Written or verbal warning
Up to three (3) day suspension from the bus
Up to five (5) day suspension from the bus
Up to ten (10) day suspension from the bus

Possible suspension from bus for the remainder of the school year
Immediate suspension, for any amount of time, may occur as the result of a serious misbehavior.
Suspensions may carry into next year.

THANK YOU FOR YOUR SUPPORT AND COOPERATION IN KEEPING OUR CHILDREN SAFE.

TRANSPORTATION

Please send note or call if you have a change in transportation plans for your child. **Bus messages will be taken until 2:00 p.m.** every day except Early Outs. On Early Outs and all other **early dismissals, messages will be taken until 12:00 p.m.** If we do not receive a note or phone call your child will be expected to do their normal routine.

UNDER NO CIRCUMSTANCES MAY A STUDENT RIDE A BUS THAT WAS NOT ASSIGNED TO THEM OR BE DROPPED OFF AT A STOP DIFFERENT THAN THEIR REGULAR STOP WITHOUT A NOTE OR TELEPHONE CALL FROM THE PARENT/GUARDIAN.

Parents who transport their children should be aware of and observe the special signs in the area around the school. **If you drop your child off, please use the drop off spot to ensure your child's safety while observing our bus loading and unloading zones. The area in front of the school, marked by signs, is a bus zone and parking is not permitted.** We have as many as five buses transporting children to school. In summary, we need your help for the safety of all. Therefore we ask everyone to exercise their best driving skills while dropping off and picking up children.
Please avoid parking at the curb within the bus zone in front of the school.

DRESS FOR STUDENTS RIDING BUSES DURING WINTER MONTHS (B.P.3224)

Students riding buses during the winter months should be prepared in the event a bus becomes stranded out on the highway. Montana blizzards can become vicious within a very short period of time. If there is snow already on the ground, blizzard conditions can develop in a matter of minutes, forcing the driver to stop where he/she is because of not being able to see if blowing snow causes the bus engine to become wet and inoperative.

Even without blizzard conditions, there is always the possibility of a bus stalling out, sliding into the ditch, etc. In all eventualities, students should be prepared for the worst. In extreme cold weather, a bus will become an icebox in a matter of minutes if the engine becomes inoperative, resulting in no heat on the bus.

*Note: At the elementary level between the months of November and February, the students are not allowed to wear shorts, tank tops, or summer wear.

EMERGENCY WEATHER CONDITIONS (B.P. 2221)

SCHOOL CLOSURE

Should inclement weather or emergency situations occur which would result in the closing of school or an adjustment to the start or dismissal time, that information will be announced by local radio stations at the request of District officials, by 6:00 A.M. The radio stations to be used are **KOAL, Colstrip; KIKC, Forsyth; KATL and KMCM (FM), Miles City.** With our new automated phone system, the District has the capability to place a message on the phone system so calling is an option during an emergency. A

message will also be delivered via School Messenger. Please call 748-4699 to get an updated message regarding closures. Closures will also be reported on the Colstrip Public Schools web page <http://colstrippublicschools.org/>

When the report by District personnel indicates serious, hazardous conditions, District administration will announce cancellation of all schools over the radio and School Messenger. In the event serious storm conditions develop in the course of a school day, it may be necessary to modify the dismissal times for the afternoon. When such a storm develops in the area, parents are encouraged to maintain radio contact with the stations listed. In addition, parents are urged to formulate emergency plans for their children in the event such an emergency should develop.

SCHOOL LUNCH

A hot lunch is available at a low cost to all students. Students may bring their own lunch if they prefer. Pop and candy may not be brought to school. Students using the hot lunch program will purchase credit account. Credit must be paid for before receiving their tray. However, should your child’s account enter “0” or a negative balance, the school will contact the parent/guardian either by phone, e-mail or letter. Should your child’s debt exceed \$10.00, the school will provide an alternative lunch. Any parent or student issuing a check which is returned to the school because of non-sufficient funds will receive a copy of the NSF check policy.

Students purchase their lunch credit before school each day.

Breakfast Prices:

K-5.....\$1.75
 Adults.....\$2.25
 Milk.....\$.50

Lunch Prices:

K-5.....\$3.00
 Adults.....\$4.00
 Guests.....\$4.50
 Milk.....\$.50

Students on free or reduced lunches last year will have one week to turn in their forms. If after the first week of school a student’s form is not turned in, they will be required to pay.

Students who qualify for free meals will receive a free breakfast with one milk included and free lunch with one milk included. If a student wishes to have extra milk, they may purchase milk for the cost of \$0.35. If a student qualifies for free meals and chooses to bring a lunch from home, they may purchase milk for cost of \$0.35. Any extra milk will be charged to the student’s lunch accounts. Due to our limited student capacity in the lunchroom, and our need to have an accurate daily lunch count, we ask that all anticipating lunch visitors (parents, relatives, etc.) to please let the office know twenty-four (24) hours prior to your lunch visit that you will be joining your child for lunch.

Lunch Schedule:

<u>Grade Level</u>	<u>Lunch Time</u>	<u>Recess Time</u>
Kindergarten	11:15-11:35	11:35-11:55
1 st Grade	11:25-11:45	11:45-12:05
2 nd Grade	12:10-12:30	12:30-12:50
3 rd Grade	11:45-12:05	12:05-12:25
4 th Grade	11:55-12:10	12:10-12:35
5 th Grade	12:15-12:35	12:35-12:55

The purpose of the following procedure is to provide an orderly, healthy, and pleasant lunchtime atmosphere at school. Children are expected to use good table manners while showing respect and courtesy for others.

Lunchroom Procedures:

- Be courteous to all.
- Talk quietly.
- Respect others' food and space.
- Walk in the lunchroom.
- Clean up after yourself.
- Stay seated.

If your children are *NOT* bussed to school and you are planning on them eating school breakfast *PLEASE* have them to school by 8:00am. This will allow them to have enough time to eat breakfast and prepare for class.

GRADING, PROMOTION/RETENTION (B.P. 2421)

Promotion and progress are determined on the basis of the student's individual development. The following guidelines are to be followed when considering promotion:

1. Teachers are responsible for the professional evaluation of students under their charge and in accordance with District standards. Grades assigned by a teacher can be changed only by that teacher.
2. Reports to parents will be made regularly.
3. Parent/teacher conferences will be scheduled to discuss student progress.
4. Retention may be an option under the following conditions:
 - a) Retention of any student will be upon the recommendation of the student's teacher(s). Parents will be notified of possible retention as soon as it becomes evident that retention may be necessary.
 - b) Accommodations have been considered to address the needs of students.
 - c) Retention is not recommended for students above the second grade except when absences are in excess of twenty (20) days per year.
 - d) The teacher's recommendation for retention may be appealed to the principal. If the parent is not satisfied with the principal's decision, the parent may appeal further to the superintendent, and the board of trustees. Any level of the appeal process may be waived by mutual consent of both parties. NOTE: If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention or promotion was a parent's decision and not recommended by the school.

Grading Procedures: A student's grade represent a full range of appropriate assessment measures that have been collected over the grading period and will not be the result of one or two (i.e. mid-term, final) assessments. The student and his/her parent/guardian will be kept informed of progress on a regular basis through procedures appropriate for the grade level/course and approved by the school's administrator. Pine Butte Elementary has transitioned to a standards-based grading system. Standards-based grading communicates how students are performing on specific learning tasks and objectives that are aligned to district curriculum standards. Grading/reporting then focuses on what a student knows (what they have learned and retained) and what a student is capable of doing (performance tasks) in relation to the district standards. The standard(s) may be broad and encompass

more than one specific task, thus the school needs to specifically detail which learning objectives and tasks are essential “need to knows” and plan instruction accordingly.

Grades K-5

Students will be assessed using a four point scale:

- A score of (4), Advanced Proficient (AP): would indicate that a student exceeds a standard by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level than what is expected for their grade level. **The student’s understanding of the content is at an advanced level that allows them to teach others the content/standard independently.**
- A score of (3), Proficient (P): would indicate that the student has independently mastered the standard. **The student knows and understands the content/standard for their grade level and rarely needs assistance/prompting from their teacher.**
- A score of (2), Nearing Proficient (NP): would indicate that a student is developing an understanding of the standard, but still may be in need of additional instruction and/or support. **The student has not demonstrated mastery of the standard. The student typically requires extra assistance and is capable of working independently usually after follow up direct instruction.**
- A score of (1), Novice (N): would indicate minimal understanding of the standard. **The student shows limited evidence of understanding the content/standard. Even after direct individual instruction the student still struggles with the content/standard.**

Report Card Grades: Report card formats vary from grade to grade.

INCOMPLETE WORK

Work must be completed according to the guidelines set up by the classroom teacher. Any work not completed within two weeks following the end of each grading period will automatically revert to a grade of 1-Novice.

MAKE-UP WORK

For pre-planned absences, students should attempt to make up work in advance of their planned absence.

Make-up work for an **excused absence** is rated full value if turned in within two days (from the day of return) for the first day of an absence with one additional day for each consecutive day of absence with a five day maximum based on the length of absence.

Failure to meet the stated time constraints will result in a zero being assessed. The principal, instructor, parent, and student involved will address absences in excess of five consecutive days on an individual basis.

MIDTERM REPORTS

Teachers are responsible for notifying parents at midterm when students are receiving a 1-Novice grade or when a student's grade(s) have significantly dropped. Parents are encouraged to use Infinite Campus to check their child's progress.

COMMENDATION WORK SLIPS

Commendation work slips may be sent home for a student who is excelling in his/her work.

AWARDS

It is the philosophy of the Colstrip Elementary Schools to recognize outstanding and superior progress or achievement in all areas and at every opportunity.

- **END OF THE YEAR AWARDS:** Awarded at the end of the year to students recognized for outstanding effort and superior achievement, including but not limited to Superior Classroom Academics, Outstanding Classroom Effort, Perfect and Excellent Attendance, Specific Classroom Recognitions, Positive Growth Attainment, and Participation.

STUDENT RECORDS (B.P.3600-36-P)

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record shall include the following:

- basic identifying information
- academic transcripts
- immunization records
- attendance record
- discipline

The cumulative record may include the following:

- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

DIRECTORY INFORMATION DISCLOSURE

The district may disclose any of those items designated as "Directory Information" **without prior written consent, unless notified in writing to the contrary by August 25 of each year.** Notification must be made to the school office in the building in which the student is in attendance.

"Directory Information" may include names, addresses, phone numbers, heights, weights, and birth dates, dates of enrollment/attendance, most recent previous school attended and/or photographs/videotaped images of students involved in the following:

1. grading period honor rolls

2. athletic teams/events
3. competitive groups within an organization's projects
4. class memory books, yearbooks, group photographs
5. class membership (provided to parent groups, local civic organizations, tribal offices or persons providing a service to the school by contract such as photographers, graduation material vendors, local news, media, etc.)
6. club/organizational membership
7. presentations intended for public viewing/video broadcast
8. scholarship awards
9. graduation/promotion from each school building

"Directory Information" will not be provided without written consent to military recruiters, colleges, universities, trade schools, private athletic organizations, private/corporate recruiting services, trade and industry magazines/tabloids, private awards programs, and leadership/educational enrichment programs that require students to pay enrollment fees.

STUDENT PARENT RESPONSIBILITY FOR CARE OF DISTRICT OWNED TEXTBOOKS: (B.P. 3520)

All Textbooks issued are the property of Colstrip Public Schools and shall be retained for normal use only during the period students are engaged in the course of study for which the textbooks are selected. Students must recognize their responsibility for the proper care of books checked out to them.

For loss or damage, the student will be assessed not more than the following:

1. First year, full price if new when purchased
2. Second year, 80% of full price
3. Third year, 60% of full price
4. Fourth year, 40% of full price
5. Fifth year, 20% of full price
6. All subsequent years – 10% of full price

SPECIAL PROGRAMS IN DISTRICT

A referral process has been established through which students can be referred to receive services for any special need that students may experience.

PBES (Title 1) K-5 (B.P. 2160-2160-P) Individual or small group assistance to help student achieve grade level objectives. Individual or small group remediation, appropriate subject replacement, academic assistance and services for classroom inclusion.

Resource Room/Special Education: (B.P. 2161-2161-P) Resource room teachers assist students with special education needs by providing specific skills instruction tailored for the individual needs of each student who qualifies under state and federal guidelines.

Psychological Assessments: Provide assessments, consultations, and referral services for special needs students.

Special Services: Coordinates programs for special education programs, including preschool disabilities, resource rooms, speech therapy, referral/evaluation process, and pre-school screening.

Speech, Language and Hearing: Speech services are available to help students with articulation problems, language disorders, and auditory skills.

Gifted & Talented Program: (B.P. 2166) Enrichment programs are available to challenge academically able and gifted students.

Nurse: The county health nurse may assist with health-related subject matter.

Technology: Through a curriculum based program, technology is provided for all students. Staff development opportunities are available throughout the school year.

Community Education: Directs and coordinates all adult and community education classes offered throughout the district.

Physical Education: Physical education provides a program where students will learn motor skills and will participate in various games and activities with the main emphasis placed on the development of skills and good sportsmanship. *Tennis shoes are recommended for gym. Participation of students not wearing tennis shoes is left to the discretion of the P.E. teacher.

Music: The music program utilizes developmentally appropriate methods to teach singing, movement, listening, theory and performance with more exposure to instruments in the 5th grade.

Library: The library media program shall provide instruction to foster competence and stimulate interest in reading, viewing and using information and ideas. The library media specialist insures that students and staff are effective users of ideas and information by providing access to materials in various formats.

Guidance: The elementary counselor works with teachers, parents, and administrators in providing a comprehensive guidance program designated to affect the personal, social, educational and career life planning development of students.

HEALTH SERVICES AND REQUIREMENTS (B.P. 3413)

Immunizations

In accordance with the Montana Immunization Law (**MCA 20-5-402-403-406-407-409-410**) all children entering school must be adequately immunized and dates of all immunizations must be in the school health record.

All children entering Kindergarten and Preschool must have a State Certification Form (blue) completed by a health care provider (physician or immunization clinic) or provide an acceptable document from a health provider or school, before admission to school.

If a student is transferring from one school to another, they need to take a photocopy of their immunization record from the old school to the school to which they are transferring. If the student has no record in hand, he/she cannot enter school.

Unless an annual notarized affidavit is furnished and on file that immunization is contrary to the religious beliefs or medical condition of the signer and/or student, or a written statement from a

physician that such immunizations are not considered safe and indicated a specific nature and probable durations of the medical condition or circumstances which make immunizations inadvisable, the following immunizations are required:

- a. Four doses of DPT (at least one (1) dose to be given after the fourth birthday)
- b. Three doses of polio (at least one (1) dose to be given after the fourth birthday)
- c. Measles, Mumps, Rubella (MMR), (Dose one (1) shot to be given on or after the first birthday. Dose (2) to be given prior to kindergarten entry.)
- d. Two doses of varicella (chicken pox) or evidence of immunity (laboratory evidence of immunity or verification of diagnosis by a healthcare provider)
- e. Prior to entry of 7th grade, students are required to have a Tdap (Tetanus/Diphtheria and Pertussis) booster.

Parents are responsible for updating health records to include the following:

1. Immunizations
2. Recently identified health conditions
3. Contacts

Screenings Available Throughout the Year at Certain Grade Levels:

Height and Weight	Pre-School Screening (Birth-5 yrs.)
Physical Fitness	Speech & Language
Academic	Gross Motor
Dental	Vision
Hearing	

In addition, students new to the Colstrip Schools, students with known problems that need regular follow-up, and students referred by teachers, nurse, and/or parents may be screened.

HEALTH SERVICES/ EMERGENCY TREATMENT: (board policy 3431, 3410)

Students becoming ill during the day are to report to the school office. If there is a necessity to return home, parent(s) will be informed, and the student will be released from school after checking out through the office. Therefore, it is important that the school be kept informed of current phone numbers where parents can be contacted.

When a student is injured, staff shall provide immediate care and attention until relieved by an emergency team member, a nurse, or a doctor. The principal or designated staff member will contact the parent, so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following: 1. Isolate the child from other children in a room or area segregated for that purpose. 2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child; and 3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter, if no contact can be made the same day.

In the event that the parent cannot be reached, and it is in the judgment of the principal or person in charge that immediate medical attention is required, emergency medical services will be called. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Screenings available throughout the year at various grade levels include: height and weight, pre-school screening (birth-5 years), physical fitness, speech and language, gross motor, dental, vision, hearing, pediculosis (head lice), and academic.

In addition, students new to the Colstrip Schools, students with known problems that need regular follow-up, and students referred by teachers, nurse and/or parents may be screened.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

COMMUNICABLE DISEASE: (board policy 3417)

In the case of communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by the school nurse and building principal, to ensure that the rights of the person affected and those in contact with that person are respected.

All applicable federal, state, and local laws apply, and recommendations of the Center for Disease Control are followed, including mandated reporting of some diseases.

Students who are afflicted with a communicable, contagious, and/or infectious disease/condition or who are liable to transmit such a disease may be excluded from school. The school nurse and building principal will refer to and make decision based on ****“Communicable Disease Summary: A Guide for Schools”** to determine how to best control the spread of the disease, as well as recommended time of exclusion from school. The school reserves the right to require a student to have a written medical release to return to school if symptoms of a communicable disease are present.

These diseases/conditions may include, but are not limited to the following:

Chickenpox, Chlamydia, Common Cold, Diarrhea, German Measles, Gonorrhea, Hand Foot and Mouth Disease, Head Lice, Hepatitis A, Hepatitis B, Hepatitis C, Herpes Cold Sores, Herpes Genital Herpes Sores, HIV/AIDS, Impetigo, Influenza, Measles, Meningitis, Mononucleosis, MRSA, Mumps, Norovirus, Pink Eye, Ringworm, Scabies, Strep Throat, and/or Whooping Cough.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

In regards to student confidentiality; a school nurse and building principal, after consultation with and/or on advice of the public health department, will determine which additional staff members, if any, have need to know of the affected student's condition. Only those persons with direct responsibility for

the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

Students who have any medical or religious exemption to immunizations may be excluded from school by health authorities during disease outbreaks. This exclusion will be in force until the excluding authority is satisfied that the excluded person no longer risks contracting or transmitting the disease.

**A link to “Communicable Disease Summary” which includes common signs/symptoms, incubation period, transmission of spread, contagious period, and recommendations for many communicable diseases is provided on the school website. (<http://colstrippublicschools.org/> Follow links for “Our District”, “School Nurse”, “Communicable Disease Summary”)

MEDICATION: (board policy 3416)

Prescribed Medication: School staff may only administer prescription medication after receiving *Permission for prescription medication*” form signed by both the physician and parent.

Over the counter medication: School staff may only administer over the counter medication after receiving written instructions for administration and consent from the parent, such as completing *“Permission for over the counter medication”* form.

ALL medication must be brought in by a parent or guardian, and is NEVER to be transported by the student. All medication must be delivered in its original container. It must be labeled with the student’s name. If prescription, it must be appropriately labeled by the pharmacy or physician.

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function.

Students with allergies or asthma may be authorized to possess and self-administer emergency medication. They must have a completed and signed authorization form on file, which needs to be renewed annually. This will serve as documentation that the student has demonstrated to the healthcare practitioner the skill level necessary to use and administer the medication.

Parents are required to come in to the school to pick up the excess medication at the end of each school year, or it will be destroyed as per policy.

SCHOOL FIRST AID

After visiting the school nurse, a student may need to lie down if they’re not feeling well. If the child does not feel well enough to return to class in a short time, a parent or guardian will be contacted to pick the child up from school. Therefore, it is important that the school be kept informed of current phone numbers where the parents can be contacted. All minor injuries will be taken care of by the school nurse or school personnel. Accidents must be reported to the nurse or the principal and parents will be contacted if the accident goes beyond “first aid”. **Again it is imperative that the school have current emergency phone numbers in case the parent/guardian cannot be reached.**

POLICIES AND PRACTICES (B.P. 1310-1310-P)

District policy is established by the Board of Trustees to govern the financial, administrative, instructional and behavioral functions of the schools. Proposed policy changes are presented to the Board at one (1) regular meeting for approval on a first and second reading. During this period of time adjustments may be suggested and a proposal may be suggested and a proposal may be drafted. Upon approval on second reading, the policy becomes effective immediately unless otherwise stipulated.

Copies of the district's policies are located in each administrator's office, each school library, on the district website and in the possession of each bargaining unit's president.

In addition to the Policy Manual, contents of each handbook submitted to the Trustees for approval becomes district policy.

TITLE IX AND NON-DISCRIMINATION POLICY (B.P.3210)

As provided in the Constitution of the State of Montana, the Colstrip Public School District is committed to equality of educational opportunity. This District is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to course offerings, graduation requirements, athletics, and counseling, and employment assistance, extra-curricular and other school-related activities. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided in the law.

Inquiries or complaints regarding discrimination should be directed to Mark Ator, Title IX Coordinator or Debi Smith, Section 504 Coordinator. The employment procedures of School District #19 will be in compliance with all appropriate State and Federal laws.

LEGAL REF: Constitution of the State of Montana; 1972 Education amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 and 504; Age Discrimination Act of 1975; Vocational Education Guidelines.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING (B.P.3226)

Pine Butte Elementary will strive to provide a positive, productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. All complaints about students shall be investigated. Students will be put on notice and parents may be notified of inappropriate behavior.

SEXUAL HARASSMENT (B.P. 3225-3225-F)

The Colstrip Public School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor,

volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events regardless of location. Inquiries or complaints regarding such should be directed to Mark Ator, the Title IX Coordinator. Copies of the entire policy are available.

CHILD ABUSE AND/OR NEGLECT: (B.P.5232)

Recognizing the potential harmful effects of child abuse and neglect, Colstrip Schools hereby support those sections within the Montana Criminal Act which are concerned with the reporting of suspected cases of child abuse and neglect.

Realizing the seriousness of child abuse and neglect, this school requires compliance of this law by all school teachers, school officials and other employees who work during regular school hours.

(MCA 41-3-201)

Any of the above named employees who fail to report known or suspected cases of child abuse or neglect, or who prevent another person from reasonably doing so, are civilly liable for the damages proximately caused by such failure or prevention in accordance with the Montana Criminal Act

(MCA 41-3-207)

This law provides for all records concerning reporting of child abuse or neglect to be confidential and immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose. **(MCA 41-3-203)**

When a teacher, school official, or other employee who works during regular school hours suspects child abuse or neglect, that person should immediately notify social services. **(Refer to Board Policy)**

PUBLIC CONCERNS RESOLUTION (B.P. 4310-P)

Any area of concern brought to the attention of the Board of Trustees, Administration, and/or staff will be addressed through the prescribed process designed for that purpose. Appropriate forms for registering such concerns may be obtained in the administrative offices of the schools.

Upon receipt of the appropriate form, the recipient will direct the process to the proper official. The process will then proceed through the appropriate chain of command for timely resolution at the lowest possible level.

GRIEVANCE PROCEDURE (B.P. 4310-4310-P)

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex is in violation of this policy, and may file a written complaint with the Title IX Coordinator. The Title IX

Coordinator will conduct a review of the written complaint and provide a written response; he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. (B.P. 4310) Inquiries or complaints regarding discrimination should be directed Mark Ator, Title IX Coordinator, School District #19, Rosebud County, Box 159, Colstrip, MT 59323, 748-4699 ext. 4131.

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

If the complaint is not resolved at the first level, the grievant may file a written Request for Public Concern following the procedures outlined in Board Policy 4130P.

GUIDANCE AND COUNSELING (B.P. 3140)

A guidance program shall be provided for all students in accordance with the requirements of the State Department of Public Instruction, Helena, Montana. Specific explanations of the guidance program are available in the student handbook and guidance handbook.

TOBACCO FREE SCHOOLS/WORKPLACE

Montana Tobacco Free Schools and Clean Indoor Air Act (B.P. 8450)

In the interest of students, staff and community people, Colstrip Public Schools are to be tobacco free. No use of tobacco will be permitted in/on Colstrip School District #19 facilities, vehicles or grounds. Prohibition of tobacco use is applicable to all hours.

EMERGENCY DISASTER DRILLS

Lock downs, fire drills, disasters, natural or man-made, will be conducted throughout the year. Each student will conduct himself/herself in a manner that will not interfere with the safety of others. (MCA 20-1-401-402-404)

SCHOOL INSURANCE

The following procedure must be followed when requesting School District #19 insurance coverage when an injury has occurred. Please understand that Colstrip Schools does not carry the primary insurance coverage; your personal health plan is the primary carrier. All bills must be submitted to your health plan before the school's insurance becomes involved. Students have the option of obtaining additional insurance coverage. Each student receives an application form at the beginning of the school year. Procedure for filing a claim:

1. The accident must be reported to a school staff member who will file an accident report.
2. Submit all bills to your personal insurance company. Be sure to keep a copy of the original bill.
3. Request an insurance form from Joanne Schrupp at the administrative office (748-4699 ext. 3403).
4. Submit the completed form, your original bill and a copy of what your insurance carrier has paid to the address on the insurance form provided by the school.
5. All claims must be made within one year following the injury.

AUTHORIZED SEARCHES OF SCHOOL PROPERTY (B.P.3231-3231-P)

The Board of Trustees has authorized the school administration to conduct random, unannounced searches of school property for the purpose of maintaining a school environment free of drugs, alcohol, and weapons. A trained dog may be employed during such a search. All property owned/controlled by the school building but not limited to school lockers, P.E. lockers, school buses, school facilities and vehicles parked on school property are subject to search. An individual's personal belongings may be searched if sufficient cause is indicated by a pattern of alerts by the trained dog on multiple areas controlled by the individual.

The parents of students, whose property is involved in a search, will be notified of the results of the search and of any tests that may be conducted upon materials confiscated or considered under question during the search.

STUDENTS LEAVING THE BUILDING DURING SCHOOL HOURS

Any violation of the following procedure may result in an indefinite suspension from school until an administrator-parent-student conference can be held.

We operate a closed campus. This means students must stay on the school grounds from the time they arrive until they are picked up by the bus, parents, or are dismissed to walk home. Any student leaving the school grounds must obtain a permit to leave the building from the office and must sign out/in at the office as they leave and return. Parental permission and/or approval by school administration of a "request to leave the building" are required.

Students who go home for lunch must:

Take a lunch permit and must return with the permit signed by parents. (Refer to attachment p. 19)

- a) Students must sign out/in at the office.
- b) Have a prior permit to leave the building signed by parent and principal/designee.
- c) Upon returning, report to the playground.

WITHDRAWAL FROM SCHOOL

Should students withdraw from the Colstrip Schools for whatever reason, parents should notify the school. Parents should clear any accounts with the school. Failure to do so may result in their grades and records being held until all of their obligations are finalized. Also, by properly checking out, the school is able to provide the future school with an immediate copy of their immunization record and more accurate information when requested.

SCHOOL-WIDE MANAGEMENT

STUDENT BEHAVIOR

In order for students to learn and for teachers to teach, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts this orderly environment will not be tolerated and must be dealt with promptly, firmly, fairly and consistently. Classroom rules should be posted in classrooms and periodically reviewed with students. At Pine Butte Elementary we believe it's our goal to seize the opportunities children regularly offer in the classrooms, corridors, and school playground and to view conflict as a teaching opportunity.

To help us achieve our goal of improving student behavior in the common areas of the school our staff will do the following:

- Teach specific behaviors
- Have a system of rewards and consequences
- Teach manners and respect throughout school year.

We want school to be a safe and positive place and we want to reward all students who are making good choices. Sometimes students are not self-motivated to comply with expectations. We will work to motivate those students as well as have a system of consequences for misbehavior. We believe in using positive attention to encourage proper behavior, but we will use consequences to keep misbehavior from being rewarded. Our three lifetime goals we have for students:

BE KIND

BE SAFE

BE RESPONSIBLE

The teacher or principal will contact parents if their child repeatedly disregards the expectations or is involved in serious misbehavior. As parents and school personnel work together, we can make sure that we'll help your child be successful.

When contacted about your child's actions with a situation involving schoolmates it is tempting to say, "What happened to the other child?" Please realize that we are working hard to have children accept responsibility for their own behaviors and the actions or consequences of the other child are not the primary concern. It is unethical for school personnel to discuss the behavior of other children with a parent.

Consequences for misbehavior may include conference with student, time out, lunch detention or missed recess, assigned task, counselor referral, parent contact, calling law enforcement, in-school suspension, or out-of-school suspension.

C.A.R.E.

Courtesy And Respect Empower

It is our goal as teachers, as well as parents, to empower the children in our care by expecting and stressing respectful behavior. People usually rise to the expectations of the people around them. At Pine Butte Elementary respect and manners are important all of us. Each week a new manner will be emphasized. It is our hope that by stating and explaining the need for such behaviors that our children will begin to have a renewed and improved regard for themselves and others. It is through the combined effort of home and school that we can help our children understand the importance of treating others as we ourselves like to be treated.

The underlying principles are the following:

1. Manners are the way you behave.
2. Manners are the way you treat others.
3. Manners are the actions and words that show people you care.
4. With good manners, you are polite, thoughtful and considerate

BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Attend open houses, school programs and functions.
- Get to know your child's teacher.
- Volunteer to help in your child's class or on field trips.
- Attend parent/teacher conferences regularly.
- Be supportive of the school and school projects.
- Encourage your child to complete all homework.
- Develop an open line of communication between the school and home.
- If a problem arises, deal with it in an appropriate manner. Never speak negatively about the school or a staff member in front of your child.
- Make sure your child gets enough rest and arrives at school on time.
- Provide necessary school supplies.

OLWEUS BULLYING PREVENTION PROGRAM

BE A BUDDY NOT A BULLY~

Definition~ Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. In an effort to address bullying in our schools and the community, we have implemented the Olweus Bullying Prevention Program throughout our entire school district. We are excited to have community and schools involved in this effort because our hope is to make this a community wide effort and stop bullying from occurring both in and out of school. As part of this implementation, a core team has been developed and trained by certified Olweus trainers. You can check out the site at-

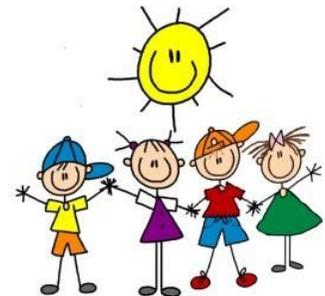
http://www.violencepreventionworks.org/public/olweus_bullying_prevention_program.page



PLAYGROUND

Playgrounds will be supervised by assigned personnel. Playground rules are established by the school. Playground equipment will be inspected monthly and repaired.

1. Students walking to school or being dropped off should arrive on the playground after 8:00 AM and leave immediately after dismissal (3:25-3:30).
2. All students are to be out on the playground during recess except those being supervised by a teacher.
3. All students are to remain on the school grounds during recess.



Playground Rules for Pine Butte

- Students will respect all adults and do what is asked without argument.
- Students will play safely on the playground.
- Students will run on the grass and designated blacktop areas only. (Basketball hoop and kickball areas)
- Students will go up the ladders and down the slides.

- Games involving tackling, wrestling, pushing, pulling, or grabbing of clothes are not permitted.
- Electronic, battery operated toys, cell phones, and smartwatches are not allowed on the playground.
- No spitting; it is a health hazard for everyone.
- Weapon play is not permitted.
- When playing on the swings you need to sit on your bottom. Pushing, twisting, swinging from side to side and jumping off of the swings are not permitted.
- Baseballs, hardballs, and golf balls should not be brought to school.
- Students will keep rocks, sand, and snowballs on the ground.
- Keep shoes on.
- No playing tag on the playground equipment.
- When lining up, the 0 voice level sign will be given (one closed hand in air). Stand facing front, hands to your side. Enter the building at 0 voice level.
- ****Brooms/Shovels are assigned jobs and used appropriately.**

COLD WEATHER PLANS

Recess for students will be outside unless the ***temperature is below zero***. On-site wind chill, humidity, and precipitation are all factors that will be considered when determining whether students should be outside and for what length of time. The principal or outside supervisors can make the decision to have children come inside. Parents- please be aware of the weather forecast and send adequate clothing with your child to protect them from the Montana weather.

ADDITIONAL INFORMATION

Colstrip Schools will follow the state guidelines for class loads per the Administrative Rules for Montana Schools.

ACTIVITIES

Colstrip School District provides a comprehensive activities program as outlined in the Activity Handbook. Financial practices regarding these activities are handled in accordance with the accounting practices required by law with annual audits administered.

TRIPS

All sponsors/teachers must require a parental permission slip signed by the parent/guardian before students will be allowed to travel on trips outside the school district.

BICYCLES

Bike paths are provided for use by children when coming to and from school. Bikes should be walked when on the school grounds and parked in the bicycle racks. Skateboards and rollerblades are not allowed on school property during school hours.

VALUABLE AND PERSONAL BELONGINGS

All students are responsible for their belongings and the school supplies checked out to them. If something is found, bring it to the attention of the office staff so that the loss may be put in the lost and found. **All personal items, caps, coats, mittens, boots, etc, should be clearly marked with the student's first and last name.** Cell phones, electronic devices, skateboards, heelies, games, etc. are not to be used at school. If they are, they will be sent to the office and kept until a parent picks them up. All

personal items found will be placed in the “Lost and Found” area. Lost and found may be disposed of periodically.

SECURITY OF PERSONAL BELONGINGS

The Board of Trustees and employees of School District #19 will not be responsible for monies or personal valuables kept in school lockers, desks, or other accessible areas within the school.

CASH/VALUABLES IN SCHOOL BUILDINGS

No money or other valuables shall be left unattended in school buildings. It is the responsibility of the person owning or in charge of money and/or valuables to place money or valuables in the vault or other authorized place for safekeeping.

VISITATIONS AT SCHOOL

We welcome and encourage you to visit our school at any time. If you need to visit with your child’s teacher please make arrangements before or after school with a scheduled time. Teachers and students are working on planned schedules and unnecessary interruptions consume time and hinder the educational programs.

For the protection of our students and staff, it is required that any person entering the building during the school day come directly to the office window and they will sign in and receive a “visitor” pass to wear. After school begins in the morning all doors will be locked and visitors will have to buzz in to the secretary.

We would prefer that the office staff deliver late lunches, money, books and any other materials to the classrooms for parents so minimal interruptions are made.

CLOTHING/DRESS

Clothing that has printing or pictures that are derogatory or offensive in nature or not appropriate for the school setting will not be allowed. Short shorts/skirts, shirts with spaghetti straps, expose of undergarments, cutoffs, bicycle shorts, half shirts, see through articles of clothing (i.e. mesh shirts), shirts which expose skin at the midriff area, etc. will not be allowed in classrooms or halls unless worn for and only during an athletic activity. Students wearing such apparel will be asked to change. The appropriateness of dress may be determined by building administration.

CUSTODIAL ARRANGEMENTS

A dispute between divorced or separated parents often leads to a request for the school to monitor the child to prevent a parent from seeing the student. Non-custodial parents are entitled to visits, conversations with teachers, copies of report cards and other reasonable involvement at school. Our ability to intervene in these situations is very limited unless there is a legal document. If you have specific custodial rights that the school should be aware of, please bring proper documentation to the office so it can be copied and filed. We cannot restrict visits without legal documentation.

BIRTHDAYS AND SPECIAL OCCASIONS

Birthdays and special occasions can be acknowledged in the classroom if prior arrangements have been made with the teacher. Please do not have flowers or balloons delivered to school as they are disruptive to the learning process and students/staff may be sensitive to latex in the balloons. To avoid hurt

feelings, we ask that you send invitations for parties and special events directly to the homes rather than distributing at school.

CELL PHONES/ELECTRONIC DEVICES FOR STUDENTS

Due to the safety concerns of parents whose children walk from home to school, students are allowed to have cell phones and or smartwatches at school. However, these guidelines will be enforced:

1. Devices must be OFF during the school day.
2. Devices must remain in the student's backpack all day.
3. Devices may be used OFF school property.

If students abuse the guidelines, their device will be confiscated and parents will be asked to come pick it up. Please know our school is **NOT** responsible for lost or stolen personal belongings.

TELEPHONE CALLS

School telephones are available for the student on a limited basis. The expense of all personal long distance calls is the responsibility of the caller. Building administrators reserve the right to limit personal calls at any time to avoid excessive use of the telephones or to avoid the tie-up of telephone lines.

When calls from home are received for a student, a message will be given to the student. Student's use of phones will be monitored by the teacher, office staff and administration, originating from the office only. Teachers and students will not be called from a class for a phone call except in case of extreme emergencies.

PRINCIPAL APPOINTMENTS

Parent visits are always welcome and appreciated! However, it is also very important that the principal remain available for official school business. As with any professional office, appointments scheduled in advance are necessary and will be given first priority.

SUBSTITUTE TEACHERS

Substitute teachers will be awarded the same degree of respect and cooperation as that expected of the students toward the regular teacher. Substitutes are to be treated as a guest in our school. Failure to cooperate with the substitute will result in immediate discipline. Lack of respect and cooperation with a substitute will result in recess detention, lunch detention, after school detention or in-school suspension.

2018/2019 YEAR AT A GLANCE

August 20th--22nd—Teacher PIR Days
August 22nd—PBES Open House~ 5:30-6:30
August 23rd—First Day of School (Early Release 2:30pm)
September 3rd—Labor Day—NO SCHOOL
September 24th—Teacher PIR—NO SCHOOL
October 18th--19th—MEA Days—NO SCHOOL
October 26th—End of First Quarter
November 7th & 8th—Parent Teacher Conferences
November 9th—Teacher PIR—NO SCHOOL
November 21st--23rd—Thanksgiving Break—NO SCHOOL
December 13th—**PBES Winter Concert**
December 21st--January 1st—Winter Break—NO SCHOOL
January 11th—End of Second Quarter
February 15th—Mid Winter Break—NO SCHOOL
February 18th—Presidents Day—NO SCHOOL
March 15th—End of Third Quarter
March 29th—Snow Day—NO SCHOOL
April 19th--23rd—Easter/Spring Break—NO SCHOOL
May 19th—CHS Graduation @ 2:00
May 24th—PBES Field Day
May 27th—Memorial Day—NO SCHOOL
May 27th—PBES Fun Day
May 29th—End of Fourth Quarter—Last Day of School
May 30th—Teacher Checkout

Board of Trustees:

***Deb Peters *Brent Burton *Tanya Bradley *John O’Toole *Bruce Brown**

** School board meetings are held the 2nd Monday of each month at Central

Administrative Staff:

Superintendent	Robert Lewandowski
Principal	Aaron Skogen
Assistant Administrator	Debi Smith
District Clerk	Joanne Schrupp

PBES Special Services:

Director	Debi Smith	Guidance	Twila Loveridge
Psychologist	Janice Breyer	Music	Noelle Dahle
Speech Pathologist	Alison Peterson	P.E.	Karen Larson
Special Education	Lynn Wilkins	Library/GT	Morgan Kuyrkendall
Title	Laurie Pester	Tech	Kim Smith
Curriculum Director	Susan Sharkey		

PBES School Faculty:

Kindergarten	Janell Asbury	Grade 2	Irene Erickson
		Grade 3	Deb Lewandowski
Kindergarten	Sheila Denny	Grade 3	Louise Breeden
Kindergarten	Nikki BarrettMelin	Grade 3	Sandra Larson
Grade 1	Brandy Charette	Grade 4	Darby Young
Grade 1	Nola Parry	Grade 4	Laurie Neumiller
Grade 1	Suzanne Brown		
Grade 2	Brandy Watson	Grade 5	Cindy Bennett
Grade 2	Jill Myers	Grade 5	Preya Chunkapura

PBES Office Personnel:

Secretary	Tami Schutt	Paraprofessional	Terri Bowen
Nurse	Amelia Landon	Paraprofessional	Kris McManus
Paraprofessional	Mindy Ator	Paraprofessional	Robin Candrian
Paraprofessional	Christy Smith	Custodian	Pam Goff
Paraprofessional	Jodi Crippen	Custodian	Cindy Miller
Paraprofessional	Jody Sessions		
Paraprofessional	Tammy Waples		

Student Handbook Sign-Off

School Year: 2018—2019

By signing below, I acknowledge that I have received a link to the 2018—2019 Colstrip Public Schools STUDENT HANDBOOK. I understand that it is my responsibility to read and follow the policies and regulations therein.

Student Handbooks as well as District Handbooks can be found at:

<http://colstrippublicschools.org/district/handbooks/>

Student Name (please print): _____

School (PBES, FBMS, CHS): _____

Siblings attending Colstrip Public Schools

<u>Sibling Name (please print)</u>	<u>School (PBES, FBMS, CHS)</u>	<u>Grade</u>

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____