

August 29, 2018

Dear Parent/Guardian:

Students and parents share, with the administration and staff, the responsibility of developing and maintaining a climate in the school that promotes wholesome learning and living.

DIRECTIONS: This year our student handbook will be available online at www.blueponyk12.com. Please select Schools along the top choice bar, then click on Lincoln-McKinley Primary School. Along the left-hand side, you will see options, select Lincoln-McKinley Handbook. From here you will be able to view the handbook online. This will be the same area you will go to view our supply lists, monthly newsletters, meal calendars, and student web tools. We will have any papers you need to sign for the year at the Meet and Greet on Tuesday, August 28, 2018.

I hereby acknowledge that I have received directions on how to access the **Lincoln-McKinley Primary School Student and Parent Handbook**. I understand that my child will be held responsible for the rules, regulations and guidelines that are contained in the handbook. I have read and discussed the **LINCOLN-MCKINLEY STUDENT AND PARENT HANDBOOK** with my child. **Please sign and return this page to school by Friday, September 7, 2018.** Thank you for your understanding and cooperation in this educational journey.

Student _____

Parent/Guardian _____

Date _____

Grade _____

Teacher _____

Please read, sign and return the following document located in front of this handbook, along with this cover letter.

- **Title I Parent Student Compact**
- **Title VII Student Eligibility Certification**

TITLE I PARENT/STUDENT/SCHOOL PARTNERSHIP COMPACT

PARENT/GUARDIAN AGREEMENT

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- * See that my child is punctual and attends school regularly
- * Encourage my child to follow the discipline rules and support the school in its efforts to maintain proper discipline
- * Establish a quiet place, time, and assistance for homework
- * Encourage my child's efforts and be available for questions
- * Encourage my child to read and complete homework at home
- * Communicate regularly with my child's teacher
- * See to my child's health needs
- * Model the value of education
- * Model problem solving

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- * Attend school regularly
- * Come to school prepared to learn each day with the appropriate materials and tools
- * Observe regular study hours at home
- * Complete and return homework assignments when given
- * Do my best in my work and in my behavior
- * Show respect for myself, my school, and other people
- * Ask for help when I need it

SCHOOL/TEACHER AGREEMENT

It is important that each student achieve; therefore, I/we shall strive to do the following:

- * Help each child grow to his or her fullest potential
- * Encourage students and parents by providing information about student progress
- * Attempt to make learning enjoyable in a safe and nurturing environment
- * Provide an equal opportunity for every student to learn
- * Provide the best learning opportunity possible with resources available
- * Show respect for each child and his/her family
- * Communicate with my students' family/guardians to support the students' learning
- * Provide competent and well-trained staff to deliver instruction
- * Model good citizenship for my students
- * Believe each child can learn

Parent/Guardian Signature

Date

Indian Education Department
Havre Public Schools
P.O. Box 7791
625 4th St
Havre, MT 59501
406-395-8550 (Administration)
406-265-8460 (Fax)

To: Parents/Guardians
Re: Student Eligibility Certification-506 Forms

Havre Public Schools requests that all parents/guardians fill out the form and return to your child's school.

Remember...if your child, either parent or grandparents are of American Indian heritage, then you can fill out this form. Your children are **NOT REQUIRED** to be enrolled tribal members.

Although completing this form is not required, it is very important to the funding of our American Indian Education Program in the Havre Public Schools. With every form on file in our office, the school district receives federal funding. This enhances curriculum, training staff, and supporting culture club, classroom activities, and hiring specialist in each building. The information is kept strictly confidential and we only we only report the number of forms on file in our office on a yearly basis to the Office of Indian Education.

If you have any questions, please feel free to contact your child's school. Thank you for your help in assisting Havre Public School students with their academic, social and cultural support.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S W., LBJ/Room 3E200, Washington, D.C. 20202-6335.

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INDIAN EDUCATION
WASHINGTON, DC 20202
TITLE VII STUDENT ELIGIBILITY CERTIFICATION
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

Parents: Please return this completed form to your child's school. In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD _____ Date of Birth _____
(As shown on school enrollment records)

School Name _____ Grade _____

NAME OF TRIBE, BAND OR GROUP _____

Tribe, Band or Group is: (check one)

Federally Recognized, State Organized Indian Group
 Including Alaska Native Recognized Terminated Meeting #5 of the
Definition Above

Name of individual with tribal membership: _____

Individual named is (check one): Child Child's Parent Child's Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) _____ OR

Other (explain) _____

Name and address of organization maintaining membership data for the tribe, band or group:

I verify that the information provided above is accurate:

PARENT'S SIGNATURE _____ DATE _____

Mailing Address _____ Telephone _____

Notice: Public Reporting Burden Notice on Reverse Side

LINCOLN-MCKINLEY PRIMARY SCHOOL STUDENT-PARENT HANDBOOK



2018-2019

Lincoln-McKinley Mission Statement:

"Lincoln-McKinley Primary School will respectfully prepare every student academically, socially, and emotionally to be the citizens of tomorrow."

Phone: 406-395-8554

LINCOLN-MCKINLEY PRIMARY SCHOOL PERSONNEL

Mrs. Holly Bitz
Mrs. Vickie Lowen

Principal
Secretary

TEACHERS

Mrs. Karly Danielson
Miss Kristi Hickman
Mrs. Erin Olson
Mrs. Megan Roth
Mrs. Kim Tommerup
Mrs. Amy Wendland
Mrs. Ristina Wilting
Ms. Trish Ferguson
Mr. Seth Flaten
Mrs. Kassie Leeds
Mrs. Jane Leinwand
Mrs. Melody McCormick
Mrs. Kelsey Ward

GRADE

Grade 2
Grade 2
Grade 2
Grade 2
Grade 2
Grade 2
Grade 2
Grade 3
Grade 3
Grade 3
Grade 3
Grade 3
Grade 3

SPECIALISTS

Mrs. Kassie Johnson
Miss Lanaia Lewis
Mrs. Cheree Bekker
Ms. Melissa Stokes
Mr. Trever VanCampen
Mrs. Brooke Donovan
Mr. Aaron Hanson
Mr. Colton Robbins
Mrs. Jeri Erickson
Mrs. Lesli Adams
Mrs. Sally Norman
Mrs. Vicki Hilliard

Resource Room
Resource Room
Librarian
Elementary School Counselor
Physical Education
Music
I.T. Supervisor/Specialist
Elementary Technology Specialist
School Nurse
School Psychologist
Speech Assistant
Instructional Coach

CAFETERIA

Ms. Carol Wolf
Mrs. Margaret Robinson
Mrs. Loree Thompson
Mrs. Peggy Utsler

CUSTODIAL

Mr. Bob Newbauer
Mr. Jon Hansen

TABLE OF CONTENTS

INTRODUCTION	1
School Day.....	1
Special Programs.....	1-2
Student Access to Electronic Information.....	2
Parent Portal for Parents.....	2-3
Homework Assignments.....	3
Grading Practices.....	3
Reports to Parents.....	4
Parent and Legal Guardian Rights.....	4
Student Records.....	4
Visitors.....	4
Animals Visiting the Classroom.....	4
Student Check-Out Procedure.....	5
Volunteers.....	5
Parent-Teacher Organization.....	5
Breakfast and Lunch Program.....	5-6
Bus Information.....	6
Student Drop Off and Pick-up.....	6
Playground Supervision.....	6-7
Social Events.....	7
Change in Routine, Address and/or Telephone Number.....	7
Procedures for Students Who Miss the Bus After School.....	7
Attendance, Tardiness, Truancy.....	7-8
Medication.....	8
Illness/Communicable Disease.....	8
Emergencies at School.....	8
Emergency Dismissal.....	8-9
Evacuation Procedure.....	9
School Attire.....	9
Lockers and Coat Racks.....	9
Bikes.....	10
Toys/Personal Items AND Personal Technology.....	10
Textbooks & Library Books.....	10
Use of School Telephone.....	10
Lost and Found.....	10
Recess.....	11
Street Safety.....	11
Playground Guidelines.....	11
Field Trips/Activities.....	11
STUDENT EXPECTATIONS	12
BRIM Guidelines, Minor Behavior Warnings, Behavior Referrals and Major Offenses.....	12-13
BULLYING, HARASSMENT, INTIMIDATION, HAZING POLICY	13-14
HAVRE PUBLIC SCHOOLS TOBACCO, ALCOHOL, OR DRUGS	14
HAVRE PUBLIC SCHOOLS STUDENT SEARCH/SURVEILLANCE	14-15
ASBESTOS PROGRAM	15
ELEMENTARY GUIDELINES FOR DEALING WITH HEAD LICE	15-16
CONCERNS AND GRIEVANCE	16
TITLE IX DISCRIMINATION	16
SEXUAL HARASSMENT/INTIMIDATION	16-17
APPENDICES	18
I Title I Information	19-22
II Procedures for Students Who Miss The Bus After School	23-24
III Administration of Medication	25-27
IV Lincoln-McKinley Playground Guidelines	28-30
V Substitute Teacher Behavior Plan	31-32
VI Calendar	33-34
VII Show and Tell Pet Permission Form	35-36
VIII Student Technology Acceptable Use Policy & Internet Safety Agreement	37-38

WELCOME TO LINCOLN-MCKINLEY PRIMARY SCHOOL!

INTRODUCTION

This handbook provides information to students and parents about common practices designed to make Lincoln-McKinley Primary School a safe and positive learning environment for all students. State law gives the school the responsibility for student behavior not only in the school building, but at any school activity, on school buses and on the way to and from school. Any changes to this handbook will be announced after approval by the Board of Trustees.

SCHOOL DAY

Lincoln-McKinley Primary School classes start at 8:20 AM and convene at 2:45 PM. Students will have a 40 minute lunch/recess break. Lunch times are as follows: 10:55 AM-11:15 AM, 11:15 AM-11:35 AM, 11:35 AM-11:55 AM and 11:55 AM-12:15 PM.

SPECIAL PROGRAMS

At Lincoln-McKinley Primary School we have additional programs designed to help meet the needs of the students in this district. Parents who are interested in reviewing any of the Special Programs in detail are invited and encouraged to contact the principal. They are as follows:

Elementary Counseling

Guidance services are available for every student in the school. The counseling program includes preventative counseling (usually through classroom instruction), individual counseling, small group counseling, consultation with teachers, and consultation with parents. Student requests to see the counselor on an emergency basis will be honored. Students may request to see the counselor on an individual basis and will be allowed to do so unless a parent/guardian requests otherwise in writing. For further information about our counseling program, do not hesitate to call our counselor, at Lincoln-McKinley at 395-8554.

Gifted & Talented

The Gifted and Talented Program is designed to meet the needs of those students in grades 2-5 who are academically and intellectually gifted. Placement in the Gifted & Talented Program is made based on the criteria approved by the District Gifted and Talented Advisory Committee. Students identified for the program are placed in a regular classroom setting where they are administered a program designed to challenge them to use more of their intellectual potential. In addition, they periodically attend "pull out" programs where they receive special instruction on a variety of topics.

Title One Services

Second and third grade students who demonstrate the need for additional help in reading and/or math will be considered and may be entered into reading and/or math support groups. Additional information regarding Title One Services can be found in Appendix I.

Special Education

Lincoln-McKinley Primary School has a resource room devised to accommodate the needs of primary and intermediate level students with disabilities. This program is designed to meet the individual needs of those youngsters experiencing difficulty in the basic academic skill areas. A student involved in this program is instructed through the implementation of an individualized program geared to his/her specific needs.

Supplemental Instruction

Paraprofessionals have been employed to instruct students with difficulties in the areas of math and reading. Students performing below grade level in either of these two areas may be eligible for help. If students qualify for Tier III support, parents will be notified by classroom teacher.

STUDENT ACCESS TO ELECTRONIC INFORMATION

Havre Public Schools (HPS) is pleased to offer students access to the district=s electronic information resources. Board policy defines student access to the district=s electronic information resources as a privilege and outlines the rights and responsibilities as well as consequences for abuse or inappropriate behavior. **(See Appendix VIII)**. It is the intent of the Board of Trustees of the Havre Public School District to adhere to all state and federal laws and regulations pertaining to the acceptable use of District Electronic Information Resources. If you do not want your child to have access to these resources, we ask that you contact the school and complete the appropriate paperwork on an annual basis. If you do not contact the school about such a concern, it will be understood that your child may have access to these electronic resources and that you can expect HPS to provide reasonable supervision and monitoring in such settings. If you would like a copy of district documents relating to this issue please contact your child=s school and request copies.

Photographic Images of Students

From time to time still pictures or video images are taken of students for school related projects including the newspaper, web site content and student teaching activities by students from MSU-N. Your child=s image may appear in one of these pictures or video tapes. If you would prefer that efforts be made to prevent your child from being videotaped or photographed in this process, please contact your child=s teacher. **You are more than welcome to take pictures of your own child, but we request that you do NOT take pictures of other students to post on social media sites.**

PARENT PORTAL for PARENTS

Havre Public Schools understands that parental access to information is an important link in guiding and supporting students. The Parent Portal for Parents is designed to help you stay up to date with your student=s assignments, activities, academic progress, and lunch account balances.

In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, and print report cards and transcripts.

Teachers and other school staff publish information as it is available, giving parents access to ongoing student performance. You can login to the Parent Portal to view your student=s information from any convenient location that has Internet access.

PARENT PORTAL for PARENTS (continued)

Schools post announcements, important notices, meetings and other *Abackpack@* type messages quickly and efficiently onto the Portal, allowing busy families to schedule, plan and stay informed.

Procedures to acquire access to Parent Portal Instructions for establishing an account with a user name and login are provided at the Parent Portal website at <https://mtdecloud2.infinitecampus.org/campus/portal/havre.jsp>. Use this same URL for access to log into the Parent Portal or go to main School District web site at www.bluepony12.com and look for Parent Portal link.

HOMEWORK ASSIGNMENTS

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. In the event of illness, a student has one day per each day of absence to complete and turn in homework assignments.

GRADING PRACTICES

Grades K-2 Academic Performance Level and K-5 Specialty Courses and work habits are based on the following grading system:

K-2 Academic Performance Level & K-5 Specialty Courses 2018-2019 Primary Grading Scale	
<i>Outstanding</i>	<i>O</i>
<i>Satisfactory</i>	<i>S</i>
<i>Working Towards Satisfactory</i>	<i>W</i>
<i>Needs Improvement</i>	<i>NI</i>

Grades 3-5 Academic Performance Level is based on the following grading system:

Academic Performance Level for 2018– 2019 Primary Grading Scale	
Percentages	Grade
94 – 100%	A
90 – 93%	A-
87 – 89%	B+
83 – 86%	B
80 – 82%	B-
77 – 79%	C+
73 – 76%	C
70 – 72%	C-
67 – 69%	D+
63 – 66%	D
60 – 62%	D-
0 – 59%	F
<i>Not Applicable</i>	<i>N/A</i>

REPORTS TO PARENTS

Grades K-5 end of term grades will be available on Infinite Campus three times a year. Please make sure you have a parent portal account to access these grades. Report cards reflect an overview of your child=s performance for each marking period. Grades K-5 will use a report that clearly communicates student academic progress. You are encouraged to communicate with your child=s teacher through parent/teacher conferences, parent information night, open house and informally (i.e., the telephone, letter, visits, etc.). Should you wish to arrange a special conference with a teacher, please contact the school and an appointment will be made.

PARENT AND LEGAL GUARDIAN RIGHTS

Should you be divorced, legally separated, or the legal guardian of a child other than your own, **please inform the school office immediately of any court or administrative proceeding** which grants you the custodial rights and/or limits the custodial right of others to your child or children. We request this information to protect your rights as parents (guardians) and to prevent non-custodial parents from removing a child from school without the proper authorization.

STUDENT RECORDS

Your child's records are available to you for review at any time, simply call the school office and an appointment will be made. It is a good idea for you to periodically review your child's record, and we encourage you to do so. However, these record may not be removed from the school office. A school official (usually the principal) will be available to answer any questions you may have concerning the records.

VISITORS

We encourage and invite you to visit Lincoln-McKinley Primary School on a regular basis. **To ensure the safety of your children, parents and other visitors MUST check in to the office using entrance procedures, prior to going elsewhere in the building or playground area.** In order for your visit to be meaningful and not disrupt the learning process, please make arrangements with the teacher in advance.

Children, cousins, etc., who are visiting from out of town will not be allowed to attend school for the day. If special circumstances exist, a classroom visit must be approved in advance by the principal and the classroom teacher.

ANIMALS VISITING THE CLASSROOM

While bringing a pet to school for Show & Tell may be an enjoyable experience for the children, every effort must be provided in keeping students safe from disease and/or bites. Therefore, **prior permission** must be obtained from the classroom teacher and the principal. An assumption of liability must be signed by the parent before a pet may be brought to school for Show & Tell. (See Appendix VII). If permitted to come to school, the animal must be in a secure cage or on a leash, must have proper vaccinations, and must not be likely to act in a negative manner when around children. The student=s parent(s) must accompany the animal to school and take the animal home with them when they leave for the day. Animals are not permitted on buses.

STUDENT CHECK-OUT PROCEDURE

Should it become necessary for you to remove your child from school during the school day, you will need to stop at the office first and complete the Student Dismissal Log. For your child's safety, only those authorized on the enrollment form will be allowed to check out the student. Your child will then be allowed to leave school. Upon returning to the building, parents must check in their child at the office before he/she goes to class. Please attempt to make doctor appointments, etc., after school if at all possible.

VOLUNTEERS

Our Volunteer Program at the school is a very strong and successful one. Volunteers work in the classroom, office and sometimes on the playground. If you would like to become involved in this exciting and rewarding experience, please notify the school office or contact your child's teacher and complete volunteer form! Most volunteers work a couple of hours a week. Their contribution to our school day is greatly appreciated.

PARENT-TEACHER ORGANIZATION

You are encouraged to become an active member of the district wide elementary Parent-Teacher Organization. It allows you the opportunity to meet your neighbors, school personnel and friends. PTO has special goals; i.e., playground equipment, events to get families together, support for special projects, etc. Many positive things have been accomplished through the efforts of those who have joined.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Lincoln-McKinley Primary School provides a nutritious breakfast and hot lunch program. Those students wishing to bring a cold lunch or go home for lunch may do so; we encourage students to drink milk, fruit juice or water with their cold lunches. **Keep in mind cold lunches brought to school will not be heated.** Cafeteria guidelines prohibit bringing food from restaurants into the cafeteria. If you wish to have that type of meal, you may take your child off campus to the restaurant or picnic in the park. We strongly encourage you NOT to give your child permission to leave campus for lunch unless he/she is going home. If you wish your child walk home for lunch, please send a note, contact your child's teacher, or the office. We welcome parents to come and have lunch with their child(ren). On the day that you would like to join us for lunch, please call the office by 8:45 AM. Calling ahead will ensure that there will be an adequate amount of food for everyone. Your lunch cost may be applied to your child's account or you may pay the cashier in the cafeteria. Please stop by and fill out the visitors log when you arrive.

Children from families whose income falls within certain levels may be eligible for either free lunches or "reduced cost" meals. Applications are available in the school office. Serving time for breakfast will be from 7:50 to 8:20 AM. Regular Meal Prices are:

Elementary Student Daily Breakfast (includes milk)	\$2.25
Elementary Student Daily Lunch (includes milk)	\$2.75
Daily Milk (for cold lunch or extra milk)	\$.50
Adult Daily Breakfast	\$3.00
Adult Daily Lunch	\$4.00

SCHOOL BREAKFAST AND LUNCH PROGRAM (continued)

Your child will enter his/her student I.D. number on a keypad for each meal. The computer keeps track of the amount of money in the account. The school food service employees will tell your child when the account is getting low. **When an account reaches a negative balance, we will begin a notification procedure to rectify and bring the balance current.** The computer will print notices on Wednesdays after the balance is negative and they will be sent home. **No charging will be allowed above \$5.00.** Please do not send Canadian money to school with your children for the breakfast or lunch program.

BUS INFORMATION

Busing is a privilege provided to all students attending Havre Public Schools. Although there is no charge to receive bus service, registration is required **at least two school days before a student can ride**. Registration can be made by calling the Transportation Department at 395-8556 or by registering online at www.blueponyk12.com. A permanent bus plan including one morning pickup and one afternoon drop-off location will be established at that time. Daily and weekly changes to the child's bus schedule **will not be allowed**. Permanent bus changes due to a family move or other situation will be made through the Transportation Department.

A student who regularly rides the bus will be placed on his/her respective bus after school unless the school receives notifications by note or phone call from the parent on that particular day stating the student will be picked up at school by a specified person.

STUDENT DROP-OFF AND PICKUP PROCEDURES

Safety in getting students to and from school is a priority at Lincoln-McKinley Primary School.

Listed below are the students' bus procedures for our site:

For the safety of all students, they are to be picked up on 4th Street; the south side of the building closest to the office. Students may be dropped off after 7:50 AM as supervision is provided at that time. All students are to be picked up from school by 2:50 PM each afternoon. **We recommend students who are dropped off at school, be dropped off on the south side. Please remind the student to use the crosswalk.** Buses park along the curb next to the playground and also on the south side of the building. The buses on the south side are transfer buses.

Parents picking up their children are to park along the curb or across the street but **NOT** in the bus loading zone. Pedestrians, students, and adults are to utilize the crosswalks at all times as walking between vehicles is very dangerous. If a parent parks across the street, he/she is to get out of the vehicle, walk across the crosswalk to get his/her child, and walk with the child back to the car, again using the crosswalk. It is very dangerous for a parent to park across the street and wait there for his/her child because when the child sees the parent, he/she is likely to run between vehicles and out into the street and into oncoming traffic. Please reinforce with your child the importance of using a crosswalk at all times.

PLAYGROUND SUPERVISION

To provide a safe environment for Lincoln-McKinley children, playground supervision of students is arranged during all recesses and before school from 7:50 to 8:20 AM. There is no playground supervision before 7:50 AM nor after school dismissal; we ask that students who walk to school arrive after 8:05 AM and leave immediately after school is dismissed. Parents who permit their

PLAYGROUND SUPERVISION (continued)

children to be on the school playground during times when there is no supervision do so at their own risk.

SOCIAL EVENTS

Three social events are allowed during the school year: Halloween, Christmas, and Valentine's Day. Room parents normally help with these events. Consider these nutritional guidelines when planning party treats: snacks such as dried fruits, vegetables, pizza; drinks such as water or fruit juice; and limit sweet treats to one or two items. Birthday treats may be brought by parents.

Please check with your child's teacher before sending treats, balloons, flowers, etc. In order to promote academic achievement and careful monitoring of instructional time, we ask that balloons, flowers, etc. **not** be delivered to students at school. **These items are not allowed on afterschool buses. To protect the feelings of those not invited, invitations to private parties (birthday, etc.) are NOT to be distributed at school unless there is one invitation for EVERY student in the class.** Class lists which include telephone numbers and addresses will not be given to unauthorized persons to protect students' right to privacy.

CHANGE IN ROUTINE, ADDRESS AND/OR TELEPHONE NUMBER

Please notify the school when your child changes his or her routine. For example, children will not be allowed to ride a different bus, go to a friend's house, go to scouts, etc., unless the teacher receives a permission slip signed by a parent/guardian. In general, telephone calls will not be accepted given the difficulties in identifying the caller. We also request that you notify the school any time you have a change of address or telephone number due to emergency situations. In addition, please leave the name and phone number of a relative, neighbor, or friend in the event that we are unable to reach you. If permission or notification is not provided, your child will be sent home as per original transportation plan.

PROCEDURES FOR STUDENTS WHO MISS THE BUS AFTER SCHOOL

If a child misses the bus, the procedure found in **Appendix II** will be followed to ensure the child's safety.

ATTENDANCE, TARDINESS, TRUANCY

To maximize education, regular school attendance and punctuality are important practices for all students. Students with attendance rates less than 80% in a trimester may have future absences categorized as Unexcused. Children with excessive Unexcused Absences may be investigated for Truancy and appropriate legal action may result. **The school may ask for medical verification for illness according to Policy.** In general, our students enjoy school and have very good attendance. Class begins at 8:20 AM and ends at 2:45 PM. The Lincoln-McKinley staff makes a firm commitment to begin active learning in class at 8:20 AM. Therefore, it is not acceptable for students to arrive late as they miss the beginning instruction of the day and force the teacher to stop and repeat it or limit the student's involvement. Being on time is a life skill we want to instill in our students.

ATTENDANCE, TARDINESS, TRUANCY (continued)

If your child is going to miss school, please call the school **each day your child is absent. If we have not been called by 9:00 AM, we will need to call your home.** Students that arrive late must check into the office upon arrival at school. Teachers will begin instruction shortly after 8:20 AM and immediately following the classroom designated lunch time. All tardies are reported to the office. We encourage you to get your child to school on time to ensure a good start.

The Missing Children Information Program requires us to attempt to notify the parents of their child's absence. The police department or social services will be contacted if a child is chronically absent without a satisfactory reason.

MEDICATION

If your child needs to take medication during school time, please refer to **Appendix III** for the procedure to follow. If your child is regularly taking medication at home for a particular condition, this, too, should be made known to the school.

ILLNESS/COMMUNICABLE DISEASE

If your child has a fever or does not feel well, **he/she should not be in school.** Because of the close contact of children in the classrooms, any child with a fever or communicable disease (chicken pox, measles, etc.) must be kept home. We urge you to consider the health of other students as well as that of your own child in these situations. If a child becomes ill or is hurt at school, he/she will be under supervision, and the parents will be contacted and asked to pick up the child. **If your child is too ill to be outside for recess they are too ill to be at school unless a medical note is provided.**

If your child should be exempted from P.E. class for any reason, a written physician's excusal must be presented to the office and will be given to the P.E. teacher.

EMERGENCIES AT SCHOOL

You will be notified if your child becomes ill or is involved in a concerning accident at school. If you, or another person designated by you, cannot be reached, your family doctor will be contacted. Again, **it is important that the school be kept informed of your current telephone numbers**, as well as the name of your physician. A Student Information Form must be completed for each child during the first week of school. Please inform the classroom teacher and secretary, in writing, of any allergies, reactions, chronic illnesses, diseases, or serious physical problems, (e.g. epilepsy, diabetes), your child may possess. Through this process, appropriate measures can be taken should something happen at school.

EMERGENCY DISMISSAL

Emergency dismissal may occur as a result of severe weather conditions, etc. In such an event, all students may be dismissed early. Such information will be broadcast on local radio stations, HPS website, or Infinite Campus messaging system. Students that ride in-city buses will be returned home on their regular buses unless we are otherwise directed on the Student Information Form which you are asked to update at the beginning of each school year. If your instructions change, if

EMERGENCY DISMISSAL (continued)

you did not receive an update form, or if you are simply concerned whether we received your instructions, please contact us immediately.

All official correspondence from the school district will be broadcast over the local radio stations, on HPS website and Infinite Campus message system. These alert systems will serve as a means to deliver important information directly from the school district during closures, cancellations, and other important events.

EVACUATION PROCEDURE

In the event of a bomb threat or similar emergency which would require the evacuation of the building, the children will be taken to an alternate, safe location. For all emergencies, a detailed plan is in place; staff has been trained and apprised of the safety precautions to follow. Parents/guardians will be notified of the location to be reunited with their child/children. Students practice drills on a regular basis so they are familiar with each process.

SCHOOL ATTIRE

Students and their parents have the right to determine the students' patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not detract from the educational process. These prohibited items include but are not limited to clothing with inappropriate wording or designs that hint, suggest, or refer to drugs, alcohol, sex, or profanity as determined by the principal or teacher.

Halter tops, backless, or low-back shirts, tops that are revealing, short shorts or skirts that don't reach end of fingertips, muscle shirts, T-shirts without sides, and tops that do not cover the waist are not allowed. Baggy pants, wallet chains, and shoes with wheels can create safety concerns on the playground and are inappropriate.

Hats, scarves, and other headgear may not be worn in the school building.

It is critical for all students to wear a warm coat, gloves, hat, and boots when the weather is cold. These clothes also make playing during recess time more enjoyable for children. Because of the laws governing fires and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear overshoes or snow boots, they should bring another pair of shoes to wear inside the building during the day. If it would be more convenient for your child to leave a pair of shoes at school during these months, that can be arranged with your child's teacher. **BE SURE TO MARK THESE ITEMS WITH YOUR CHILD'S NAME, inclusive of other items that belong to your child.** Any student not wearing appropriate outdoor footwear may be restricted to designated areas of the playground.

LOCKERS AND COAT RACKS

Since lockers are often shared and not to be locked, valuables or money should not be kept in lockers or in backpacks; the school assumes no responsibility for the loss of valuables or money. Each student is responsible for keeping his/her locker cleaned both inside and outside. Locker use is a privilege.

BIKES

As parents, you need to decide when your child has acquired the necessary maturity, skills, and knowledge of traffic safety to assume the responsibility of riding a bicycle to school. Since most students in grade two do not have sufficient skills or maturity to safely handle riding a bicycle to school, we discourage you from giving them permission to do so. If you decide to permit your child to ride a bicycle to school, please instruct him/her to use utmost caution to avoid accidents.

All bicycles should be locked in the racks during school hours; please provide a lock for your child's bicycle. No bicycle is to be ridden across the playground during school hours. Due to safety issues, skateboards, roller blades, heelies (shoe skates) and motorized scooters are prohibited.

TOYS/PERSONAL ITEMS

Students are **NOT** to bring toys or trading cards to school. Expensive toys, (i.e., Game Boys, portable CD players, iPods, handheld electronic games, etc.) are not allowed at school at any time. Cell phone usage will not be allowed during the school day. If your child should bring a cell phone to school, it must remain in his or her backpack during the school day. The School District is not responsible for theft or damage of private property.

PERSONAL TECHNOLOGY

iPads, tablets, kindles, and similar devices may be allowed by the classroom teacher for educational applications, but the parent/student accepts the risk of damage or theft.

TEXTBOOKS & LIBRARY BOOKS

All textbooks and library books are loaned to students for their use. It is the student's responsibility to maintain and care for those materials throughout the year. Students will be expected to pay for damaged, lost, or missing textbooks at their replacement value. Fines will be issued for abused textbooks or library books. Additional resources for adults are available upon request.

USE OF SCHOOL TELEPHONE

Students are not permitted to use the school telephone except for school related business. Arrangements to visit another student's home after school, etc., should be made with parents outside of school time. Students will not be called from a class unless it is an emergency. Teachers have voice mail available for messages, and will return your call.

LOST AND FOUND

A "Lost and Found" cabinet is kept in the foyer adjacent to the office. If your child loses an article of clothing, this is a good place to start a search. It is an excellent idea to mark all gloves, coats, hats, overshoes, lunch boxes, gym shoes, etc., with your child's name. Any lost items left at the end of the school year will be donated to charity.

RECESS

Children are required to go outside for recess, weather permitting. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess. There should be very few situations when children who are well enough to be in school require inside recess. All children will be kept inside during extreme weather conditions at the principal's or designee=s discretion.

STREET SAFETY

At the beginning of the year students are taught to cross the street safely by using the crosswalks. Please help us avoid accidents and review the rules of street safety with your child. If you bring your child to school, have him/her use the crosswalks. For student safety, it is imperative that parents who bring their students to school by car drop them off on the side of the street closest to the school so that the child is not forced to cross through traffic. Parents who pick up their children after school should make arrangements to pick them up on the south side of the school to avoid interfering with the bus service on the north side. Please remember to avoid parking in bus loading zones.

PLAYGROUND GUIDELINES

By playing in a safe and courteous manner, students can get appropriate exercise and learn important social skills. Students are expected to treat everyone with kindness and respect. Students are regularly informed of the Playground Guidelines. The Guidelines are in Appendix IV of this handbook.

FIELD TRIPS/ACTIVITIES

Parents are encouraged to chaperone field trips but **may not bring additional children who are not enrolled in the class; or pets of any kind.**

Please read through the following procedures in regard to transportation to/from school field trips and/or activities.

ALTERNATIVE TRANSPORTATION

1. Travel by private transportation rather than school-assigned carriers is prohibited unless written approval is obtained.
2. When traveling to school-related events, students must travel on the bus or other official transportation to and from the event unless written arrangements have been made by the parent.
3. When out-of-town, a teacher may release a student if the parents have completed an alternative transportation form **prior to the trip.**
4. Teachers reserve the right to refuse requests by students to leave their class if, in the teacher's opinion, it does not serve in the best interest of the individual or program to do so.
5. Special circumstance travel requests by parents should be directed to the building principal.

STUDENT EXPECTATIONS

BRIM Guidelines

Our goal is to create the best learning environment possible for children. To achieve this goal, students can and will be taught the guidelines for success. These guidelines are:

1. **B**e Prepared
2. **R**espect yourself and others
3. **I**nteract appropriately
4. **M**ove in a safe manner

We want a safe, caring, orderly school in which children can receive the best education we can possibly deliver. To assure each student a safe, secure, and predictable school environment, students are required to follow the **BRIM** guidelines which cover all common areas and the classroom.

Students who behave appropriately will be positively rewarded with praise and a variety of incentives. School wide behavior incentive programs may be implemented at various times during the school year.

BRIM in the Classroom

Failure to follow **BRIM** guidelines in the classroom will lead to THINK TIME. When a student receives three Minor Behavior Warnings or Think Times in five consecutive days he/she goes to Respect School. If a student goes through the Think Time steps three times in a grading period he/she will earn an individualized intervention. Severe disruptions will be sent directly to the Principal.

BRIM in the Common Areas

Intervention Prior to Giving Behavior Warning

Playground supervisors are encouraged to use teaching interventions when they deem appropriate. It is recognized that behaviors need to be redirected at the lowest level. Inappropriate behavior is an opportunity to re-teach correct behavior and sometimes a few words of redirection are sufficient. Additional interventions may be used in individual schools as needed.

MINOR BEHAVIOR WARNING

Minor Behavior Warnings will be earned when early interventions are unsuccessful or if behaviors are dangerous or extremely offensive. The teacher may choose to follow up with the parent as needed. Minor Behavior Warnings are to be used for common areas and may lead to referrals.

BEHAVIOR REFERRALS

If a student is referred to the principal for inappropriate behavior, it will be for one or more of the following reasons:

- 1) Earning five Minor Behavior Warnings.
- 2) Fighting
- 3) Defiance of authority (refusal to follow directions, failure to meet with the teacher after school, threatening school personnel, etc.)
- 4) Severe disruption
- 5) Vandalism
- 6) Major bus referrals/offenses
- 7) Other: i.e., gang related activities, sexual harassment, and other major offenses*

The principal has the authority to assign any consequence based on the severity of the infraction. A child who receives one or more Behavior Referrals will receive a consequence. The parents will be contacted and a copy of the Behavior Referral will be mailed home. The consequence may include but not be limited to the following:

1. Loss of Recess
2. Respect School
3. Removal from activity
4. In School Suspension
5. Out of School Suspension
6. Individualized plan

Behavior cases that persist after an individual plan has been formulated may be referred to the Superintendent. The principal may assign the student to complete service projects on the school campus as payment for damages.

*** MAJOR OFFENSES**

Arson, major assault, possession of firearms, explosives, knives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to the police. If a student is reported for a MAJOR OFFENSE, that student will be placed on immediate out-of-school suspension until a hearing is held with the Superintendent to determine if expulsion of the student shall be recommended to the Trustees.

BULLYING, HARASSMENT, INTIMIDATION, HAZING POLICY

The Board of Trustees of Havre Public Schools will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying, harassment, or intimidation means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

BULLYING, HARASSMENT, INTIMIDATION, HAZING POLICY (continued)

- a) Physically harming a student or damaging a student=s property;
- b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student=s property;
- c) Creating a hostile educational environment.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Reporting: The district encourages 1) students who believe they are being subjected to bullying, harassment, intimidation, or hazing by anyone and/or 2) students who have first-hand knowledge of such behavior to report the matter promptly to a teacher, counselor, bus driver, coach, building administrator, or district administrator. Upon receipt of such a complaint, the matter shall be promptly investigated.

TOBACCO, ALCOHOL, OR DRUGS

The district recognizes that the use of illicit drugs and the unlawful possession and uses of alcohol and tobacco are illegal and harmful. Guidelines of conduct for students of the district clearly prohibit the possession, use, or distribution of illicit drugs, alcohol, and tobacco on school premises or as a part of any school-sponsored activity. The use of mood-altering chemicals and chemical dependency affect the lives of student's families of the district and represent an impairment to the student's normal development, well-being and academic achievement.

Necessary disciplinary actions up to and including expulsion and referral for prosecution will be imposed on students who violate these guidelines of conduct. The district will work with the community to positively address the problem, and will be responsible for the development of this program within the existing legal, financial and policy restraints.

SEARCHES AND SEIZURE

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

SEARCHES AND SEIZURE (continued)

School Property

Student lockers, desks, and other such property are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

The Person

According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school controlled property.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

If school officials conclude that a more intrusive search (i.e., a strip search) is needed, they shall call the parents of the student involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

Group Searches: Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.

Notice

Students and parents will be provided notice of this policy concerning search and seizure by having it placed in the Student/Parent Handbook or distributed by supplemental publication.

SURVEILLANCE

Surveillance cameras are in operation both inside and outside of Lincoln-McKinley Primary School and may be used to help facilitate discipline issues in accordance with Policy 3235.

ASBESTOS PROGRAM

The District is in compliance with Federal laws regarding asbestos.

ELEMENTARY GUIDELINES FOR DEALING WITH HEAD LICE

Whenever a case of head lice is reported to the school, or discovered by school personnel, the school nurse or other trained personnel will examine the student involved. Findings will be reported to the respective guardian, and the infested student will be sent home immediately for appropriate treatment.

When it is determined that a student has live head lice, the student will be excluded from school, school programs, and activities. The student will be allowed to return to the classroom and school activities after being treated with an effective lice killing treatment. The parent will provide a signed written note verifying that the child has been treated. The school nurse and/or designated

ELEMENTARY GUIDELINES FOR DEALING WITH HEAD LICE (continued)

individual will check the infested student(s) before re-admittance to the school and/or its activities. The student must be determined to be free of live lice in order to return to the school environment.

When students are repeatedly infested, i.e., three (3) infestations within 30 days, a referral will be made to the Hill County Health Office. Documentation verifying cooperation with the County Health officials will be required before re-admittance to school. The principal will exercise discretion in the re-admittance of the student following the referral to County Health.

CONCERNS AND GRIEVANCE

Parents and students may have concerns, questions or even complaints that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops; please do not wait until the concern becomes a problem. The **first** person to contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the office. The teacher will return your call and arrange an appointment to visit with you. Under no circumstances will a teacher be called to either talk or see anyone while class is in session.

The principal should be contacted only **after** areas of concern have been discussed with the teacher. The principal, teacher and parent(s) will then meet to discuss the concern if necessary.

Any student or parent that believes they have been discriminated against for any reason can institute the following grievance policy:

Step 1: Informal discussion with the school employee directly involved.

Step 2: Informal discussion with the principal.

Step 3: Formal grievance in writing to the Superintendent within 10 days of the incident if Steps 1 and 2 are not satisfactory.

A copy of the Board Policy 1700 regarding this issue will be provided upon request.

TITLE IX DISCRIMINATION

The Havre School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in offering employment or in providing education services, activities, and programs, including athletic vocational programs, in accordance with the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following District staff member has been designated to coordinate compliance with these requirements: Karla Geda, Title IX Coordinator (phone 395-8550).

In addition, inquires regarding discrimination may be directed to: Andy Carlson, Superintendent, Title IX Supervisor at 395-8550 or to the building principal, Holly Bitz.

SEXUAL HARASSMENT/INTIMIDATION

The District is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employees and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or

SEXUAL HARASSMENT/INTIMIDATION (continued)

students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The district will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

The District prohibits retaliation against any employee or student because he or 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.

APPENDICES

APPENDIX I

TITLE I INFORMATION

TITLE I INFORMATION

Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are a part of No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- b. If the state licensing requirements have been waived for the teacher on a temporary basis
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualification

If you would like to request this information, please contact your child's school.

Status of School Adequate Yearly Progress (AYP)

Our school has completed a review of student performance of required state academic testing to determine if all of our students and select student subgroups are making Adequate Yearly Progress (AYP) toward reaching high academic standards of proficiency. This parent notice describes how the academic proficiency of your child's school compares to standards set by the state and what that means to you and your child attending this school.

To access this data, please visit our website www.blueponyk12.com/ and

1. Hover over Our District;
2. Select School Profiles at the bottom of the list;
3. Select the school
4. Scroll down to the section Indicator 3: Student Achievement

If you would like a paper copy, please contact Shelley Southworth at 395-8550.

Please contact the building principal or central office at 395-8550 for a list of supplemental service providers.

Does our school meet AYP?

Based upon the criterion established by the state regarding levels of proficiency that must be met by all students AND by all student subgroups, our school did not make Adequate Yearly Progress (AYP) and is classified with the following status:

Corrective Action

A school that has not made AYP for four consecutive years is identified for corrective action (Cyr1). The school district must provide the community and parents with an overview of the corrective action plan development process. The school must implement the plan as directed by the district that substantially responds to the issues that lead to the school being identified for corrective action.

What is the school doing to address the issues of not meeting AYP?

School staff are developing and implementing a comprehensive plan that includes:

- Actively involving and communicating with parents throughout the school improvement process
- Identifying and addressing the specific reasons for low student achievement
- Expanding the knowledge base and skill set of teachers
- Selecting and implementing a scientifically-based curriculum
- Creating and/or maintaining a safe and positive school environment

What is the district doing to help the school(s) achieve AYP?

The district is providing assistance to our school such as:

- Analyzing student performance to guide decision making
- Consulting with parents and school staff when developing the District Improvement Plan to identify and address the specific reasons for low student achievement. This plan explains how the district will use Title I funds to improve Title I schools.
- Reserve at least ten percent of their annual Title I allocation to provide professional development for teachers and administrators;
 - ✓ Comprehensive Math Curriculum Review with Dr. Steve Edwards
 - ✓ Singapore Math Instructional Strategies through Staff Development for Educators
 - ✓ Comprehensive Reading and Language Arts Review with Dr. Steve Edwards
 - ✓ Reading and Writing Across the Curriculum Training with Dr. Mark Forget
 - ✓ Safe and Civil Schools Training; MBI Training
 - ✓ Technology in Education Training
- Provide technical assistance to schools identified as Title I schools in school improvement

How can I be involved in helping the school improve student performance?

As a parent or guardian, you can help the school address the issue of raising our student's performance on state mandated tests by:

- Participating in parent-school meetings that address student achievement
- Supporting and reinforcing your child's good study habits
- Reviewing your child's homework and assessment results
- Setting goals with your child for continued academic improvement

Invitation to Participate – School/Student Improvement

You will be invited to participate in school-wide activities/meetings to improve student performance throughout the district and to develop or revise our district's Parent Involvement Policy. According to the federal No Child Left Behind Act of 2001 (NCLB), a school district that does not make Adequate Yearly Progress (AYP) for two consecutive years must develop an improvement plan to help students in all schools meet the State's high academic achievement standards.

The following issues must be included in the district improvement plan and you will have opportunity to be actively involved or participate in the activity/meeting:

- Strengthening instruction in core academic subjects;
- Actions the district will take that have the greatest likelihood for improving student performance;
- Professional development for teachers on how to meet the specific academic problems of low-achieving students.

The following issues will be included in the district Parent Involvement Policy Meeting

- How this policy has contributed to the academic success of our students
- The identification of our strengths and areas of improvement, and

- The removal of any barriers that may prevent parents from fully participating as a partner in their child's education.

We encourage you to attend these meetings or events and welcome your comments and ideas in helping the district develop a strong and effective plan for improvement.

Date: Fall – dates to be determined
Winter – dates to be determined

Location: Lincoln-McKinley Primary School
Time: 5:30-6:30 PM

If you would like more information about the meeting or the district's improvement plan, please contact:

Name: Mrs. Holly Bitz

Title: Principal

Email: bitzh@blueponyk12.com

Telephone: 406-395-8554

APPENDIX II

PROCEDURES FOR STUDENTS

WHO MISS THE BUS

AFTER SCHOOL

APPENDIX II

PROCEDURES FOR STUDENTS WHO MISS THE BUS AFTER SCHOOL

1. If the school bus leaves the school before the scheduled departure time, the bus will be called back to the school provided the bus garage is notified immediately (5-6 minutes).
2. If the student missed the bus after school due to his/her own fault, the following procedures will be in effect:

First Offense:

- A. If possible, the bus will be called back to pick up the student. A behavior referral may be issued by the Director of Transportation, Jim Donovan, and sent home.
- B. If it is not possible to recall the bus, the parent will be contacted and arrangements made for the child to be picked up from school.
- C. If the school is unable to contact the parent, the emergency number will be contacted and arrangements made for the child to be picked up from school.
- D. If the parent or emergency person is unable to pick up the child, either the principal, the transportation director or a bus driver may be hired to deliver the child home.
- E. If the school is unable to contact the parent or anyone at the emergency number, the child will be delivered to the Police, Sheriff's Department or Department of Family Services.

Second Offense:

- A. Refer to B and C under the first offense
- B. If the school is unable to contact anyone, the child will be referred to the Police, Sheriff's Department or Department of Family Services. A behavior referral will be issued by the Director of Transportation.

NOTE: If the child must remain at school beyond the secretary's working hours, the child will be taken to the Police, Sheriff's Department or Department of Family Services. Someone from the bus garage would deliver the child to that location if needed.

For further information, please call Jim Donovan, Director of Transportation, at the School Bus Garage, 395-8556.

APPENDIX III

ADMINISTRATION OF MEDICATION

APPENDIX III

ADMINISTRATION OF MEDICATION

Medication shall be administered in school only when the student's health requires that medication be given during school hours.

In order for your child to receive medication at school, the following conditions must be met. If these conditions are not met, the medication will not be administered. No medicine will be administered until the completed forms have been turned into the school office. Forms are available from any school office.

CONDITIONS:

1. Medication must be supplied in ORIGINAL BOTTLE (prescription and nonprescription). Ask your pharmacist for the medication to be divided into two bottles, completely labeled: one container for home and one for school.
2. The parent and/or responsible adult must bring medication to the school office and discuss administration procedure with the employee in charge of medications. The medications will be counted by school personnel and verified by parent or responsible adult.
3. If pills need to be cut in half, this must be done before medication is brought to the school.
4. A 45 school day supply of prescription medication can be stored at school.
5. Students requiring non-prescription medication during the school day need to have a medication form signed by the parent on file in the school.
7. Students requiring prescription medication during the school day need to have a medication form signed by the parent on file in the school.
8. The prescription medicine is to be in a bottle or capped container with a label on which is printed:
 1. student's name
 2. the name of the medicine
 3. the amount of each pill, capsule, or teaspoonful
Example: Ritalin 5 milligrams, Zarontin syrup 250 mg/5 ml teaspoonful
 4. the time the medicine is to be given
Example: 11:00 AM, with lunch, 1:30 PM
 5. the name of the doctor who prescribed the medicine
9. If the student is to take more than one kind of prescription medicine at school, a container for each kind must be used. That is if the student takes Tegretol and Phenobarbital then the Tegretol is to be in one bottle and the Phenobarbital in the other, labeled as shown in No. 7 above.

ADMINISTRATION OF MEDICATION (cont.)

10. At the time a student is to take any medicine, the student will report to the school office where an employee in charge of the medications will assist with the self-administration of the medication. However, special accommodations will be made when necessary.
11. Each school must maintain the Daily Log Form. This form documents the self-administration of any medication and when the student took the medicine. The form is completed by writing the student=s name, name of medication, dosage, and time.
12. If a student=s prescription medicine is changed in any way, a new medication form denoting the changes must be completed and sent to school with the changes. The bottle(s) in which a student=s medicine is sent to school must have the new changes on the label(s).

Self-Medication/Self-Keeping of Medication

Students, who for medical reasons, need to keep specific medications on their person may self-administer these medicines provided the following criteria are met:

1. A physician or dentist provides a written order for self-medication/self-keeping of said medication.
2. There is written authorization for self-medication/self-keeping of medication from the student=s parent or guardian.
3. The above authorizations must be presented to appropriate personnel in the school office to be maintained in the student=s health file.

APPENDIX IV

PLAYGROUND GUIDELINES

APPENDIX IV

LINCOLN-MCKINLEY PLAYGROUND GUIDELINES

For the safety of all children and the enjoyment of playground equipment, the following rules are explained to students:

Playground General Rules:

- There is no tag on big equipment.
- Please do no tackle others.
- Playing with sticks, play guns, or swords is not permitted.
- Keep the small equipment off of the big equipment.
- Use all equipment as instructed.
- Student may not have more than one small equipment item at a time. ex: ball, jump rope
- 3 MINUTE RULE: IF other students are waiting for equipment, students must share or let other students have a turn after three minutes.
- Students may NOT save any equipment, small or large, for anyone else.
- Please do not play in water coming from downspouts.
- There is no playing or sliding on ice.
- Students must have on snow pants and snow boots to play on snow hill.
- Students are not to bounce balls or play after the bell rings. They are to freeze, and then line up.

#1 Rule on Playground...Keep Hands, Feet, and Objects to yourself!

<p><u>Balls</u> Do not kick or play catch in crowded places. Do not throw balls against the building. There is no kickball allowed.</p>	<p><u>Basketball Courts</u> Use respectful playing by taking turns, passing the ball nicely, and using your manners. Make sure you substitute out if there are a lot of people wanting to play.</p>
<p><u>Bridge and Plank</u> Only to walk on, and use handrails for safety. Keep hands, feet, and body to yourself. Take turns if there are a lot of people waiting to get on the structure. When getting off this structure, do so in a SAFE manner.</p>	<p><u>Double Bar</u> The high bar is for hanging or pull-ups, not flips.</p> <p><u>Four Square Game</u> There are only four players at a time, so take turns. When you get out, go to the end of the line, and another student rotates into the game</p>
<p><u>Fun Hoop Structure</u> When using the structure, take turns, and throw the ball politely.</p>	<p><u>Hula Hoops</u> They can be used for twirling, hula hooping, or as a jump rope. One person is to use a hula hoop at a time, and only one hula hoop per person.</p>
<p><u>Igloo</u> Sit on your bottom when you are at the top. Keep hands, feet, and body to yourself. Take turns if there are a lot of people waiting to get on the structure.</p>	<p><u>In Gravel</u> You can do cartwheels and can run, but no tag.</p>
<p><u>Jump Rope</u> Do not jump rope in front of doors or in gravel. You may not tie up anyone or anything. The rope is not to be put around anyone to play horse. Keep jump rope low to the ground when swinging it.</p>	<p><u>Large & Small Playground Structure</u> Please wait your turn, and do not push. Do not jump from the structures. Stay away from areas where others may fall on you. There is no standing on railings or other places not intended for standing.</p>
<p><u>Lower Bar</u> For flips on your belly only; no one-legged flips.</p>	<p><u>Monkey Bars</u> Hang on with 2 hands. Take your turn, then go to back of line. You may flip on the REGULAR SIDE BARS once. When your turn is finished get back in line to flip again.</p>

LINCOLN-MCKINLEY PLAYGROUND GUIDELINES (cont.)

Playground General Rules:

<p><u>Slides</u> One person at a time; go immediately after the person has finished. Get off equipment quickly once you have reached the end. Move away once you have taken your turn. Go down feet first.</p>	<p><u>Spider Web (red)</u> There may only be 5 students or less on at a time.</p> <p><u>Swings</u> Twisting, doubles, and underdogs are not permitted. Please sit on swings, do not stand. It is not safe to jump off the swings. No playing in front of swings. You may carefully push each other on swings.</p>
<p><u>Teeter Totter (2-4 people)</u> Use respectful play with gentle push offs and landings. Take turns if there are a lot of people waiting to get on the structure.</p>	<p><u>Tetherballs</u> Balls are for playing with your hands ONLY, not to sit, kick, or hang on the ball. Only throw the ball by the rope. Please stay clear of the moving tether ball.</p>
<p><u>The Triangle Bars</u> Hang on to the bars with your hands. Only one person at a time, and others should stay back.</p>	<p><u>Towers</u> It is not safe to sit on top rungs; you could fall off backwards.</p>

These rules are meant to make the playground a pleasant, orderly, and safe place. Students will be expected to follow the rules, and will be held accountable for their actions.

PLAYGROUND EQUIPMENT AND SAFETY RULES ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE PRINCIPAL AND OTHER SUPERVISORY PERSONNEL.

APPENDIX V

SUBSTITUTE TEACHER

BEHAVIOR PLAN

APPENDIX V

SUBSTITUTE TEACHER BEHAVIOR PLAN

Rules:

1. Follow directions the first time they are given.
2. Keep your hands, feet, and objects to yourself.
3. Remain seated and raise hand when you need assistance unless the teacher gives you permission to do otherwise.
4. Assignments will be worked on in class and not saved for homework.
5. No food, candy, or gum will be eaten in class.

If a student chooses to break a rule:

- 1st time: A verbal warning will be given.
- 2nd time: The student's seat will be changed.
- 3rd time: The student will be sent to Think Time in room _____ or _____. See Think Time Substitute=s Guide.

Severe Disruptions (These will result in an immediate referral to the office):

1. Fighting
2. Defying Authority
3. Vandalism/major offense
4. Stopping a classroom from functioning

APPENDIX VI

CALENDAR

HAVRE PUBLIC SCHOOLS
School Calendar -- School Year 2018 - 2019

AUGUST - 3					SEPTEMBER - 19					OCTOBER - 21				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
										1	2	3	4	5
					**	4	5	6	7	8	9	10	11	12
					10	11	12	13	14	15	16	17	18	19
					17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	24	25	26	27	28	29	30	31		

NOVEMBER - 19					DECEMBER - 15					JANUARY - 20				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
			1	2	3	4	5	6	7		**	**	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	**	**	**	**	**	**	**	**	22	23	24	25
26	27	28	29	30	**					28	29	30	31	

FEBRUARY - 19					MARCH - 20					APRIL - 20				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
				1					1	1	2	3	4	5
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	11	12	13	14	15	15	16	17	18	**
18	19	20	21	22	18	19	20	21	22	**	23	24	25	26
25	26	27	28		**	26	27	28	29	29	30			

MAY - 22					JUNE - 2					PIR DAYS = 7 / NO CLASSES				
M	TU	W	TH	F	M	TU	W	TH	F					
		1	2	3	3	4				August 27 and 28 - All Staff Orientation				
6	7	8	9	10	High School Graduation					October 18 and 19 Professional Association Conventions				
13	14	15	16	17	May 26					November 21 - Designated Parent-Teacher Conferences				
20	21	22	23	24						February 18 - Designated Teacher Inservice				
**	28	29	30	31						June 5 - Record Keeping				

HOLIDAY/VACATION DAYS — **

Sept. 3 - Labor Day
 Nov. 22 and 23 - Thanksgiving
 Dec. 24 through Jan. 2 - Christmas
 Jan. 21 - Martin Luther King Day
 April 19, April 22 - Easter
 March 25 - Spring Break
 May 27 - Memorial Day

UNPAID HOLIDAYS

Jan. 21 - Martin Luther King Day

Grades K-5

1st Grading Period Ends Nov. 30
 2nd Grading Period Ends March 1
 3rd Grading Period Ends June 4
Grades 6-12
 1st Quarter Ends Nov. 2
 2nd Quarter Ends Jan. 18
 3rd Quarter Ends March 29
 4th Quarter Ends June 4

NOTE: Should there be cause to cancel any scheduled school days, make-up days will be scheduled by extending the school year into June by the number of days missed. Consultation in accordance with Collective Bargaining Agreements will occur.

APPENDIX VII B

SHOW and TELL

PET PERMISSION FORM

SHOW and TELL PET PERMISSION FORM

ANIMAL TO SCHOOL FORM

DEAR PARENTS:

This form comes to you because your child desires to bring a live animal to Show & Tell. There are several things you need to know.

- a. Animal must be in a secure cage or on a leash.
- b. Animal must have all proper vaccinations (if appropriate) so that the animal will not pose a health/safety risk to any child.
- c. Parents must remember that animals may react differently around crowds of children. If you have any doubt about how the animal will react when excited or if there is any possibility he may react in a negative way, please do not bring the animal for show & tell.
- d. Parents must accompany the animal to school and take the animal home with them when they leave for the day.
- e. Animals are not permitted on buses.

We hope this Show & Tell experience will be a beneficial one for your child. However, one must remember that the pet owner has potential liability exposure should the animal injure a child. When in doubt, it is best to find an alternative show & tell item.

I, the undersigned parent, have read the above rules & regulations and understand them. I am also aware that the building principal and classroom teacher must approve the Show & Tell animal prior to it being brought to school.

My Child's Name _____

Parent/Guardian Signature

Date

Building Principal

Date

Teacher

Date

Animal(s) for Show & Tell _____

Date/Time Bringing Them to School _____

APPENDIX VIII B

STUDENT ACCEPTABLE

USE & SAFETY AGREEMENT

STUDENT ACCEPTABLE USE & SAFETY AGREEMENT

2018-2019

Havre Public School is pleased to offer our students' access to the World Wide Web and other interconnected computer systems. We must remember that access is a privilege, not a right, and carries responsibilities for all involved. The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse violates school board policy or school rules. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access. Students may incur school disciplinary consequences as well as civil and criminal penalties for misuse of the Internet.

Students must:

1. Respect and protect the privacy of others. Students will:

- Use only their own student assigned network accounts and not share personal user IDs and passwords required to access network resources
- Not use personal addresses, phone numbers or last names of any student while on the Internet
- Not post identifiable photographs on the Internet without prior permission of a parent or guardian or teacher.
- Students will not publish student work on a website without prior permission of a parent or guardian or teacher.
- Not view, use or copy unauthorized passwords, data, or network information not open to students

2. Respect all electronic resources integrity, availability and security. Students will:

- Not access the Internet without permission of the classroom teacher
- Observe all posted network security practices - Not send or forward inappropriate, threatening, offensive, or libelous electronic email, blog posting, instant messaging, text messaging or any other form of electronic messaging through the HPS network
- Not engage in hacking, vandalism, illegal uploading, downloading, or tampering with hardware, software, or deleting computer files or data while using the HPS network
- Inform the teacher immediately if they feel their computer has a virus or is not operating properly
- Inform the teacher immediately if inappropriate images, documents, or text appear on the computers they are using
- Not use proxy sites to avoid the district web filter while at school
- Not sign up for Internet web resource accounts without teacher and/or parent or guardian permission

3. Respect and protect others intellectual freedom. Students will:

- Follow all copyright laws. (No illegal copies of documents, software, music, games or movies.)
- Not engage in any form of plagiarism; the use of another's words, ideas or thoughts and claim them as their own
- Follow the rules and regulations of the US Copyright Law including the Fair Use Guidelines for educational purposes and observe all conditions and requirements of Creative Commons Licenses giving credit to the holder for his/her work.

4. Respect and practice the principles of community. Students will:

- Communicate while online in a kind and respectful manner.
 - Inform the teacher immediately if materials are inappropriate, threatening or discomfoting.
 - Not use profanities, vulgarities, suggestive, obscene, belligerent or threatening language while on a computer or online
 - Not knowingly access, transmit, copy or create material that violates the law (material may be pornographic, threatening, discriminatory, or meant to harass or bully).
 - Not knowingly promote commercial, political, illegal, financial or religious affiliations while using the HPS network.
 - Not buy, sell, advertise, gamble or otherwise conduct business unless approved by school personnel.
- Use only district approved Social or Educational Networking resources from any school computer or equipment or personal wireless devices and only with prior permission from school staff.