

K. William
Harvey
Elementary
School
Student
Handbook
2013 -2014

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OUR MISSION...

The Mission of the Ronan Public Schools, an educational system which values our multicultural heritage, is to provide an equitable learning opportunity in a safe environment for all students. The District families, community, and staff join as partners to educate and empower students for present and future individual achievement and contribution to their community and compete in a constantly changing global society.

VISION...

The District and the community join in partnership to provide a safe, attractive, and orderly learning environment. This positive climate promotes healthy lifestyles, where students learn the importance of lifelong learning, to take responsibility for high personal standards, and to feel a great sense of self-worth and belonging. Each individual student will learn to celebrate and be respectful of the rich, multicultural community and to appreciate the unique heritage and history of the Flathead Reservation. This partnership strives for a standard of excellence where all students achieve their highest potential expectations and are prepared to be successful in today's competitive, global society. In this learning environment, students will graduate prepared to pursue their life choices and to attain their personal visions of success.

WELCOME TO THE 2013-2014 SCHOOL YEAR!

August 2013

Dear Parents:

Welcome to Ronan School District No. 30,

We are very proud of our school system and the many rewarding opportunities that await your child. You will find a dedicated group of teachers and staff members committed to providing your child with the most suitable learning situation possible. Every effort will be made to provide the best environment for your child to get a quality education.

We hope that you will become acquainted with us early in the year, for it is in working cooperatively that we can provide a full and productive year for your child. It goes without saying that the interest we all take in a child's education is reflected in his/her school performance. We want our schools to be warm, caring places where all children can feel safe and respected.

You are encouraged to read and discuss this handbook with your child. Hopefully it will answer many of your questions and be a handy reference throughout the school year.

If, after going through all of the information, you still have questions, please feel free to call your child's school office. 676-3390 Ext 3700 Pablo, Ext 3300 KWH

Sincerely,

Frank Ciez	Pablo Principal
Ted Madden	KWH Principal

BELL SCHEDULE

School	PABLO	RONAN
School Begins	8:00	8:20
Dismissal	3:00	3:20
Early Release	12:00	12:20

TO AND FROM SCHOOL

We are most concerned with the safety of our students to and from school. Many of them walk along the road or highway to get back and forth. Please talk to your child about the dangers of walking on the road and crossing streets. It is particularly bad during the winter months. Since stopping distances for automobiles is much greater at this time of year, students should be made aware that drivers don't have the same control on slippery pavement as they do on a dry road surface.

This might also be a good time to stress to your child that he/she should NEVER get in a car with a stranger. This is discussed in the classroom, but it is a good idea to continue stressing this with your child.

If you have any concerns about the safety of ANY of our children, please do not hesitate to call the school and voice them. Since we cannot watch all the children all of the time, this is the only way we have of knowing that a problem may exist.

The schools assume authority over the conduct of students when on school grounds, in school transportation, and when on supervised school excursions. The schools will cooperate with parents, property owners and police in cases of problems or hazards created by students for themselves or others while going to and from school. Such cooperation may involve identification of students, counseling with students, notification of police and contact with parents.

Please talk with your child about some basic safety rules:

1. Cross streets only at crosswalks
2. Don't accept rides with, or even talk to, strangers
3. Go directly home after school
4. Walk on the walking path of the roadway
5. Ride bikes on the right side of the street
6. Walk bikes across intersections
7. Students at bus stops, must wait a safe distance off of the roadway

ADDRESS AND TELEPHONE NUMBER

It is important that we have current addresses and telephone numbers for all of our students, in addition to the name and number of two relatives or trusted friends. In cases of emergency, this could prove to be extremely important. **YOU MUST notify us of any changes in this information.**

ATTENDANCE

Ronan School District No. 30 is committed to the tenet that every student should attend school every day; and that poor attendance results, not only in a loss of valuable instruction time, but creates lifelong behavior patterns which could dramatically influence a student's career success. Regular attendance and promptness are expected and essential for success in school.

The primary responsibility for good attendance for students rests with the parents. Parents are required under Section 20-5-103, MCA, to assure that their children attend school regularly. The District recognizes the importance of monitoring the parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly. (Policy #3122P)

Ronan School District No. 30 is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives.

When possible, please attempt to schedule appointments after school hours or during early outs to cut down on absenteeism.

Definitions

Excused Absences: Excused absences are defined as the following:

1. Illness;
2. Bereavement;
3. Parental request for cultural or religious activities;
4. Parental requests for extended family activities;
5. Other unforeseen absences approved by the principal;

School work missed during an excused absence can be made up at full credit. Students shall have a minimum of one day to make up work for each day missed.

Unexcused Absences: As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absences. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of excessive tardiness or absence, and disciplinary action consistent with School District Discipline Policy and building level discipline procedures may be imposed. Excessive tardiness and absences are defined below.

Excessive Absences: Excessive absences are defined as follows:

1. Three or more instances of skipping a class
2. Three or more unexcused absences
3. Continual tardies to school or a class
4. Ten or more absences of any kind during a semester, unless prior approval is given by the principal for special circumstances.

When appropriate, law enforcement may be asked to assist with chronic absenteeism. When appropriate the Board of Trustee's shall, upon recommendation of the Superintendent, consider expulsion for chronic absenteeism.

Tardies: Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Reporting Absences

When a student must be absent parents must inform the school by 9:00 a.m. on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent by 11:00 a.m. the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report the child's absence. If in the event that a parent was unable to contact the school, a parent note upon the student's return to school will excuse the absence. The school secretary will maintain a permanent record of student absences and tardies. The family support team may also keep a record and be in contact with parents.

Absence/Student Performance

Once the teacher observes that the student's absences or tardiness are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. After the teacher has made parental contacts, (including phone calls, written communications, and/or meetings), if the attendance or tardiness has not improved, the teacher may refer the student to the Family Support Team/Student Assistance Team.

EARLY ARRIVALS AT SCHOOL

Children are welcome on the playground 20 minutes prior to the start of school. Prior to that time there is no supervision for them on the playground. This is a safety precaution! If students are eating breakfast at school, they may arrive at 7:30 at Pablo Elementary and 7:50 at K.W. Harvey Elementary.

LEAVING SCHOOL GROUNDS

As a general policy, children are dismissed from school during school hours only in cases of emergency. Since we are concerned for your child's safety and take every precaution to assure it, we ask that parents come to the office to sign their children out. **If someone other than yourself will be picking up your child from school, we will need permission from you.** If it is necessary for you to have your child dismissed during school hours, the office would appreciate being notified in advance, stating the time you want to pick up your child, and the reason. Children are never to leave the school grounds after arrival in the morning without permission from the office.

ADDRESS AND TELEPHONE NUMBER

It is important that we have current addresses and telephone numbers for all of our students, in addition to the name and number of two relatives or trusted friends. In cases of emergency, this could prove to be extremely important. **YOU MUST notify us of any changes in this information.**

ASSESSMENT OF STUDENT LEARNING

The federal law, No Child Left Behind Act of 2000, requires the learning community to be accountable for Adequate Yearly Progress (AYP). Making Adequate Yearly Progress is a shared responsibility between all parties. Students will be assessed annually. Tests include NAEP, NWEA MAP testing, and MontCas 2.

GRADING

Parents may access this information online at www.ronank12.edu through the PowerSchool link. The school will provide a secure username and password for each parent or guardian. Please contact the teacher if you have any questions.

HOMEWORK

The District believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good work habits. Homework may be assigned for one or more of the following purposes:

1. **Practice:** to help students to master specific skills which have been presented in class.
2. **Preparation:** to help students gain the maximum benefits from future lessons.
3. **Extension:** to provide students with opportunities to transfer specific skills or concepts to new situations.
4. **Creativity:** to require students to integrate many skills and concepts in order to produce original responses.

* * *We require students to do twenty minutes of reading homework nightly.* * *

Montana Behavioral Initiative

Ronan School District No. 30 has implemented guiding principles from the Montana Behavioral Initiative (MBI) in our schools.

MBI is a proactive approach to teaching behavior to students. Instead of reacting and telling students “no” or “Stop doing that” or sending students to the office, with MBI we want to teach expected behaviors at the beginning of the year, before behavior happens, and then continue teaching throughout the year. Research has shown that schools that rely on reactive strategies have higher rates of truancy, reduced student motivation, have limited effects on long-term behavior patterns and **DO NOT** teach alternative ways of behaving. Research has also shown that students **DO** learn better ways of behaving by being taught expected behaviors and receiving positive feedback. The goal of MBI is for schools to teach all students the skills necessary for success. Not just academic skills but also social, emotional and behavioral skills. The reason for this is that research indicates that schools make greater academic gains when they build a school-wide positive social culture. So by front loading behavior expectations, we can eliminate 80% of behavior problems and allow more time in the class room to teach, there is more time for teachers to educate because they aren’t spending so much time disciplining.

Be Safe

B**E** Responsible

B**E** an Active Learner

B**E** Respectful

DISCIPLINE

GOOD CITIZENSHIP IS.....

- Making good choices.
- Respecting the rights of others.
- Completing assignments on time.
- Following directives and instructions.
- Seeking alternatives to fighting.
- Using appropriate language.
- Showing kindness to others.
- Playing games by the rules.
- Doing your best to learn.
- Caring for books and equipment.
- Displaying good sportsmanship.
- Using good manners while eating.
- Working independently when asked.
- Being honest and truthful.
- Accepting responsibility for your actions.
- Waiting orderly for the bus.
- Playing safely on the playground.
- Taking your turn when standing in line.
- Being friendly to others.
- Visiting during lunch in conversational voices.
- Coming to class prepared for work.
- Sitting down while riding the bus.
- Listening attentively during discussions or presentations.

“TIME TO TEACH”

We follow basic rules requiring the behaviors of **SAFETY**, **RESPECT** for property and other people, and **RESPONSIBILITY**. We believe that in order for a positive and safe learning environment to exist at school there must be rules requiring appropriate behaviors.

"Time To Teach" is the program used by the school district to improve both discipline and academic performance. "Time To Teach" is a preventative program based on effective parenting techniques. Students in "Time To Teach" schools enjoy a number of advantages over those in either punitive or permissive settings. The program focuses on proactive strategies verses reactive behaviors. By paying prompt attention to the "little stuff" we hope to prevent the "big stuff," which will allow for increased instruction time for all students.

The school climate should be one of mutual respect. We all deserve to feel respected. Teachers "teach to" the expected student behaviors. The students are taught what is expected of them. "And when children learn how to meet high expectations for behavior, when they come to believe in their own ability to change their behavioral patterns --- that is when they can feel honest pride in their own accomplishments. Time To Teach helps children achieve true self-esteem."

Improved school behavior is as beneficial to students as it is to teachers. Under Time To Teach, a student is asked to "refocus" if the behavior is keeping the teacher from teaching, others from learning, or himself/herself from learning. If a student misbehaves, the process begins with a "start-up request." For example: "Saundra, I need you to sit on your pockets and keep your hands to yourself." In most cases, the prompt will be enough and the focus remains on teaching and learning. If the student does not respond to the prompt, then the child is asked to refocus. A refocus can be verbal or in writing depending on the age of the child. A refocus may involve going to another classroom such as to a "buddy teacher." A refocus involves having the child identify the misbehavior, recognize the problem it has caused, and formulate a reasonable plan for the future. Upon completion of the refocus, the child rejoins the class. A "refocus" is an instructional tool to help the child recognize the behavior that is causing a disruption in learning and to help the child think through better ways to handle the problem. A "refocus" is not a disciplinary consequence but a time to think things through before the behavior becomes a problem.

If a teacher observes misbehavior of a repeated nature, he or she will notify the parent in order to work together to solve the problem. Behaviors such as teasing, disrespect, disruptive or unsafe conduct, and/or noncompliance can be harmful to student self-esteem and disrupt the learning environment and therefore it needs to be addressed. If the problem persists after interventions and/or consequences are given, parent help will be enlisted by the teacher in order to help address the problem.

On rare occasions when a student does not respond to a refocus, or repeatedly disrupts the learning environment, disciplinary consequences will be issued, a referral will be made to the office, and parents will be notified. When a disciplinary referral is made the child will be told what rule he/she has broken and the consequences of the behavior. Students will be given a reasonable opportunity to express their views. If students continue to misbehave after initial consequences have been issued, more severe consequences will be given. Staff members will notify parents if misbehavior is of a serious nature. The consequences for misbehavior may include loss of privileges, detention, restitution, school service project, in-school suspension, out of school suspension, or after school academy. The length and duration will depend on the seriousness of the behavior as well as the age of the child. Due process steps will be followed. Repeated inappropriate behaviors of a serious nature may require a meeting between the teacher, parents, principal, and/or school counselor. The main focus for consequences is for the behavior problems to be resolved.

Dahlgren, Rick. 2008. Time To Teach. Hayden Lake ID: Center for Teacher Effectiveness.

ABSOLUTES

Behaviors that will absolutely not be tolerated at school include violence, drugs/alcohol, and weapons. The children will know that these things will not be tolerated. Drugs, alcohol, weapons, and violence are not only against school rules but against the law. They will not be allowed at school. If students engage in these behaviors, they will be referred to the principal. Parents will be notified of referrals to the principal. Infractions involving drugs, alcohol, weapons, and assaults may also be referred to the authorities. Our district focuses on providing a safe, orderly learning environment for all students.

Students while on school property or while on a school sponsored activity who:

1. physically abuse a person under the jurisdiction or employment of Ronan School District No. 30 with or without a weapon;
2. verbally abuse, threaten, or defy a person under the jurisdiction or employment of Ronan School District No. 30;
3. disrupt any classroom in a violent manner;
4. steal or destroy school or personal property;
5. are caught in the possession of or using alcohol, illegal drugs, or possession of weapons;
6. are caught smoking, chewing or in possession of tobacco

may receive, at the discretion of the administrative authority, punishment up to and including suspension from school. The administrative authority may require a meeting with the student and the student's parents before the Board of Trustees who may, in turn, either further suspend or expel the student. Further information on suspension and expulsion are included in School Laws of Montana 20-5-201 and a copy of the law can be requested at the school office. In the cases of theft or destruction of property, all reimbursements for damages will be collected based on the replacement costs. All reimbursements for stolen property not returned will also be based on the replacement costs. The school district will hold the parents liable for all theft and damages.

NO BULLYING

The school has a character and manners program and diligently works with all students to inform them about what bullying behavior is. Through the **Olweus Bullying Prevention Program and MBI**, all students are informed and educated about what constitutes bullying behaviors and what they need to do if they feel that they have been or are being bullied. All students also have been informed of the school's expectations on bullying behaviors and know that it is not allowed.

The school strongly attempts to create a safe and educational learning environment where students know from the beginning of the year that bullying, aggressive behavior, and violence are not acceptable. "The Board 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. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying")." Refer to Policies #3226 and #5015

CAFETERIA AND PLAYGROUND RULES

Cafeteria and playground rules have been established to protect children's rights as well as their health and safety. Students are encouraged to follow school rules and to choose behaviors and activities which promote a positive school community. These policies provide a framework to guide them in choosing appropriate behaviors. Teachers and supervisors will use the rules as a basis for developing consistency and fairness for student discipline and control.

LUNCH RULES:

1. Always walk and follow traffic flows
2. Use quiet voices
3. Keep your hands and feet to yourself
4. No exchanging or throwing food
5. Raise your hand to be excused

PLAYGROUND RULES:

1. Play only in designated areas
2. Play by the rules of each game
3. Use equipment the way it was designed to be used
4. Show good sportsmanship
5. Line up quickly and orderly after the bell rings
6. Use trash cans for litter
7. Follow directions of the playground supervisors
8. Use appropriate language
9. No throwing rocks, sand, mud, bark, snowballs, etc.
only throw equipment that was designed to be thrown
10. Do not climb fences or trees
11. Play safely, respectfully and responsibly

SWINGS

1. Swing back and forth in a sitting position
2. On wet days the swings may be off limits
3. Only one person on a swing at a time (except on the tire swing)

MERRY-GO-ROUND

1. Students must ride between the bars, unless they are pushing
2. Dragging in the dirt is not permitted
3. Jumping from the merry-go-round is not permitted
5. On wet days the merry-go-round may be off limits

MONKEY BARS, SINGLE BARS & BIG TOY

1. Students should use a lock grip (with one hand on the bars at all times.)
2. Standing on the bars is not permitted.
3. No “monkey fighting” or playing "tag"
4. Take turns on the bars

SLIDES

1. Students must slide in a forward sitting position only
2. One student on the down part of the slide at a time
3. One student on the ladder at a time
4. One student on the platform of the slide at a time
5. The slide may become off limits during bad weather
6. Keep objects off of the slide (i.e., snow, sticks, rocks, etc.)

JUMP ROPES

1. Use ropes only for jumping rope
2. Jump away from other games

GAMES

1. Wait your turn for a chance to play (no games are frozen)
2. Use playground equipment for what it was designed for only
3. Tell a duty teacher if the ball goes over the fence, or onto the road or parking lot

FOUR SQUARE

1. The ball must bounce once in your square and then it can be hit to any other square with an open hand or closed hand
2. If a ball lands inside the square, it is a good hit. If it hits the line, goes outside the square, or hits another person, the hitter is out
3. The next person in line is the line judge
4. There are no ‘saves’ or “do-overs”

TETHERBALL

1. The server is the person who was just in line
2. The other person chooses the direction of the ball
3. If the server doesn't let the other person touch the ball before it wraps around the pole, they lose.
4. The ball may be hit with an open or closed hand
5. The loser leaves and the winner stays to play the next student until the winner has won 3 times, then both players leave and let 2 new people play
6. No holds, catches, double hits, or ropes
7. The next person in line is the judge

SPORTS EQUIPMENT GUIDELINES:

1. Treat all school equipment with respect
2. Use equipment appropriately
 - *Throw only playground equipment designed to be thrown
 - *Do not kick basketballs or volleyballs
3. If you take out equipment, bring it back in to the classroom
4. Check the marked equipment to make sure that it goes back to the right room

WINTER SAFETY

1. Throwing or kicking ice is not permitted
2. Throwing snowballs is not permitted
3. King of the Mountain is not permitted
4. Leave icicles alone
5. No sliding on the ice on purpose
6. Destroying ice forts is not permitted
7. Stay out from under dripping water
8. Dress appropriately for the weather

BUS INFORMATION

Ronan School District No. 30's buses transport 1,000 students daily and nearly 2.6 million passenger miles annually. To provide safe, reliable, and orderly transportation for this many students is a daunting task that requires the cooperation of students, drivers, parents, and the school administration.

In order for any student to be transported by Ronan School District No. 30, a transportation form must be filled out and returned to the school office. This form includes a primary stop and a secondary stop. This form allows the driver permission to deliver your child/children to either stop. Any change to the primary or secondary stop will require a new transportation form to be filled out.

The bus driver is an integral part of the district's educational team and has an important job. The driver is the first contact that many students have with the school each year and can set the tone for the student's entire day.

The driver's job is most demanding. We wouldn't ask a professionally trained teacher to manage 60 students while facing away from them and still perform a task that requires total concentration. We ask this of our drivers daily. For this reason, we need the cooperation of both students and parents.

To assist the driver in this difficult task, we have adapted the "Time to Teach" program similar to that being used by the classroom teachers, which you have just read above under the rules and consequences.

BUS RULES

1. Follow directions the first time they are given
2. Remain seated at all times
3. Keep your hands, feet and objects to yourself
4. Keep your voice down. Whistling, yelling, or other use of vulgar or obscene language is unacceptable
5. No smoking or chewing
6. Absolutely no fighting
7. No vandalism

CONSEQUENCES

1. Start-up request
2. Refocus & conference with driver
3. Student assigned to a specific seat; driver or transportation supervisor may contact parents
4. Student taken to the principal or transportation supervisor and the parents may be notified
5. Bus privileges suspended pending conference with the principal and transportation supervisor

In the case of severe infractions such as possession of or use of illegal substances, weapons, defiance and/or disrespect to the driver, fighting, vandalism and other behaviors of a continuous nature, students may have their riding privileges suspended and the SRO may be notified.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, insignia, acts, behavior or manner of grooming displayed, reflected or participated in by a student shall not:

- A: Lead school officials to reasonably believe that such behavior is gang related or would disrupt or interfere with the school environment or activity and/or educational objectives of the school or
- B. Present a physical safety hazard to self, students, staff, or other employees, or
- C. Create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence, or
- D. Imply gang membership by written communication, tattoos, drawing, painting, design, emblem upon any school or personal property or on one's person, or
- E. Occur in the school, on school grounds, to and from school or at/during all school activities.

Students identified as being gang-involved shall be provided assistance and/or programs to discourage gang involvement. Programs to enhance self-esteem and encourage interest and participation in other positive activities will be offered.

Discipline measures will be carried out for students who are involved in gang-related behaviors. These begin with the presentation of the policy and become more restrictive with subsequent offenses until, as a final step, recommendation for long term suspension or expulsion is made.

PERSONAL POSSESSIONS AND VALUABLES

Please discourage your child from bringing toys or extra money to school unless requested by the teacher. Disappointments can be avoided by leaving a favorite toy at home. Too often they get lost, broken or stolen. We cannot be responsible for insuring their safe keeping.

Only necessary valuables should be taken to school by a student. The child must be responsible for such items.

LOST AND FOUND

Jackets and other articles of clothing that are left on the school grounds are placed in a lost and found area. If the item is marked with a name, it can be returned to the owner. Put your child's name on his/her jacket, lunch pail, boots, coats, gloves, school supplies, etc.

TELEPHONES

Students are advised to NOT have cell phones at school. Each classroom has a telephone and we try to handle as many phone calls and messages as possible in the office to prevent classroom interruptions. If a parent feels that it is absolutely necessary for a child to bring a cell phone to school, it must be checked in with the classroom teacher, turned off and not used during the day except in cases of emergency.

Telephone use by children should be minimal. Plans for after-school activities should be made **at home before** the child comes to school for the day. If there is an urgent message for your child, please call the school secretary at **KWH 676-3390 Ext 3300** or **Pablo at 676-3390 Ext 3700**.

Parents are highly encouraged to write notes for their children should after school plans be different than the ordinary plans. Due the number of calls, we ask that all change of plan calls be made before 2:30 so that information can get to your child in a timely fashion. This is for the safety of all children. The school secretary is very busy during the last ten minutes of the day. ***Parent calls regarding after school plans should be kept to emergencies and/or unavoidable changes.*** Planning ahead with your child and sending a note to communicate with school staff is the best thing to do. ***Keeping the school informed of changes in home telephone numbers and/or emergency numbers is very important also.***

ACCIDENTS

Should children become ill or injured at school, the parents will be contacted. If a parent cannot be reached the person listed on your registration form will be contacted. It is important that school staff be kept informed of current addresses and phone numbers. If we cannot reach anyone, we will use our best judgment in deciding what care is needed.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

SCHOOL FUNCTIONS AND FIELD TRIPS

Throughout the year we usually have several functions in the building involving one or more rooms. We encourage all parents to attend these special events -- especially those in which your child will participate. We will make information available to you when there is something special taking place. From time to time children are taken on educational field trips to enhance their learning experiences. Teachers (and sometimes parents) accompany the students. Parental permission is required before students are allowed to leave the district for field trips. Student participation may be determined by grades, attendance and discipline issues.

PROGRAM EXCEPTIONS

If, for health or religious reasons, you do not wish to have your child participate in some school activity and/or program, please notify your child's classroom teacher and/or the school office.

VISITATION

Parents are encouraged to visit the school. Calling for an appointment will ensure that classes are in their rooms or that teachers are available to talk with you. It is important that you stop by the office and let us know you are in the building. We encourage parents and relatives to visit our classrooms and we promote parental communication with classroom teachers.

We do not allow non-enrolled students to visit school or attend classes with relatives or friends. We have a high number of our own students enrolled at school. Liability and supervision can be concerns with students not enrolled in our schools.

PARENT - TEACHER CONFERENCES AND REPORT CARDS

Parent - Teacher conferences are held annually. We feel these conferences play an important part the exchanging information that helps to better understand your child. We do hope you will make every effort to be present when conferences are scheduled. Any time you want an additional conference, please feel free to contact us and we will make the necessary arrangements. Our school operates on the "quarter system" with report cards being issued four times a year. Report cards will be issued following the end of each quarter.

RECESSES

Students are expected to be outside for recesses unless weather is severe. Students must be dressed according to the weather conditions. If this is done, there is no reason for students to remain inside. Generally, if a child is well enough to be at school, he or she is well enough to go outside for recesses to get air and exercise.

EMERGENCY DRILLS

Emergency drills will be scheduled at regular intervals. Students will vacate the building, and/or follow teacher directives, in an orderly manner. The safety factor of these drills will be emphasized by your child's teacher.

SCHOOL PICTURES

Individual and class pictures of the students will be taken during the school year. Individual pictures are usually taken sometime in the fall and class pictures in the spring. All students will have individual pictures taken for school use, but only those who order and prepay with the appropriate picture order form will have picture packets printed.

TEXTBOOKS/EDUCATIONAL MATERIALS

The district furnishes textbooks and supplementary educational materials to all students. Students are responsible for textbooks and materials checked out to them and are expected to exercise care and responsibility in the treatment of these items. Students are required to pay for lost or damaged books and materials. Charges will be based upon the replacement cost of the item.

DRESS REGULATIONS

Dress should be neat, clean, and appropriate for an educational setting. Shoes need to be worn at all times. No clothing or other items may display alcohol, tobacco, drug, or questionable comments. Revealing clothes are not allowed. Shorts and skirts need to be of appropriate length. The administration reserves the right to define what is inappropriate or in bad taste. All clothing must be worn in an appropriate manner and not be a distraction or interruption to the educational setting. Hats are not to be worn in the building. Administration reserves the right to deem what is appropriate clothing for school.

SCHOOL MEAL PROGRAM

Students may purchase a breakfast or lunch each day, a week or two at a time, or they may pay for a month at a time. We encourage you to pay for a week at a time if not more. Checks should be made out to Ronan Hot Lunch Program. Student lunches are \$1.50 and breakfast is 90 cents. Reduced meal prices are 40 cents for lunch and 30 cents for breakfast. Meals **should** be paid in advance and the money turned in to the classroom teacher **first thing** in the morning. **No more than 5 charges will be allowed.** Students will be allowed a maximum of 5 charges, and then they must make arrangements to pay in full or bring a sack lunch.

Free and reduced meals are available in Ronan School District for children from any family certified as eligible for assistance. Information is provided on a form distributed the first week of school and is available in the school office. To apply at any time simply pick up an application form and return it to the office. All information given is confidential and will be used only for determination of eligibility. Students eat meals in the gym. Due to health codes, students are discouraged from sharing food. Please be sure your child's name is on the lunch sack or lunch box if she/he has cold lunch.

PARTIES

There are several room parties scheduled per year. This is not meant to imply that other parties will not be allowed throughout the year. Parents will be notified of special events such as classroom parties.

BIRTHDAY POLICY

If you plan to bring a treat to class for your child to share on a birthday, please contact the teacher ahead of time. He or she will have a suggestion about the appropriate times.

Do NOT send birthday invitations to school to be distributed. This can cause needless disappointments for the children.

PETS

Animals can be a nuisance on the playground no matter how cute they are at home. Also, a playground full of children can be a problem for your dog. If a dog continually appears on the school grounds, an animal control officer will be called.

ADDITIONAL SERVICES

Guidance and Individual Testing Services are available to serve those students in need of such assistance. Individual and group counseling as well as classroom instruction is provided by our counselor.

Special Education Staff provides individual programs for those students who qualify under state/federal guidelines to receive special services in one or more of thirteen handicapping conditions.

Speech and Hearing Therapy is provided for students on a weekly basis by our clinicians.

Music & Art Classes are provided by our fine arts teachers. Special music programs are usually under sponsorship of the music teacher. Our art teacher provides special art projects throughout the year.

The Physical Education Program encompasses physical fitness. No child will be excused from taking P.E. unless we have a note from the parent stating the duration he/she will not be participating and the reason. If your child has a medical problem requiring a doctor's care, or any condition that limits his/her physical activity, please send a note indicating the problem.

Library Services are provided by our librarian. All students are encouraged to check out books from our school library. However, there are certain requirements that must be met in order to check out more books. All library books must be returned or re-checked out in order for the students to select more books. If a book is lost or damaged, the student will be expected to replace it or pay for repairs. Replacement cost will be based on the current cost to replace the book plus \$2.00 for shipping.

The After School Program is funded by the 21st Century Community Learning Grant. Students in the district can participate in the after school program which hosts activities such as Power Hour for homework, a snack time, art, technology, sports, cultural activities, and/or special classes. Students can attend daily or on selected days of the week. There is bus transportation for designated areas of the district. The activities conclude at 5:30 P.M. Please check with your child's school office for further details on this program. Applications are available in the school offices.

Health Education Services are provided by a registered nurse. Assistance is also given in case of injuries caused from accidents taking place on the school grounds.

GENERAL HEALTH

Among other things, we follow closely the progress of our pupils. Any pupil not making satisfactory progress becomes a matter of consideration. Some of the factors that seem to be contributing causes of low achievement are: emotional problems, physical defects, nutrition, and neglect of proper rest due to late TV watching and lack of sleep. The school is interested in the health of children because good health habits contribute to their success in school.

IMMUNIZATIONS

All children must have adequate proof of immunization on file. If the immunization records for your child are not up to date, the school nurse will be contacting you to complete the necessary requirements.

MEDICINES GIVEN AT SCHOOL

Ronan School District No. 30 requires medication to be given at home whenever possible. If not, the administration of medication to pupils shall be done only in life-threatening circumstances wherein the child's health may be jeopardized without it.

Pupils requiring medications at school shall be identified by parents and/or physician to the school nurse. Students observed by school personnel self-administering unauthorized medications should be reported to the school nurse. The school nurse will contact the parents.

After identification, the school nurse shall make a home contact to identify the type, dosage, and purpose of said medication. Medication that requires administration at school must be:

1. Identified by the family physician, who shall indicate the necessity of said medication being given to the child during the school hours. Rx bottle will be sufficient.
2. Given by the parents who come to school to give the medication, or
3. In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours (requires use of Form #2 in special cases). The nurse may train a designee to administer the medication.

The pharmacy shall then be requested by the parents to provide duplicate bottles of said medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, and dosage of the drug to be given.

Under no circumstances will school personnel provide Tylenol or any other patient medication or nostrum without (written or verbal) permission from a parent or guardian. Cough drops will only be given with parental permission and only when necessary.

SCREENING PROCEDURES

SCREENING:

The school nurse will check heights and weights twice a year. Vision and hearing will also be screened periodically. If you have concerns about your child's vision or hearing, please contact the school nurse to request a special screening for your child.

HEAD LICE:

Children who have live head lice will be sent home. They must be treated and combed with a nit removing comb. Upon return to school after treatment they will be re-examined by the school nurse and if live head lice are found they will be sent home. We strongly encourage parents to routinely check their children for head lice.

FLUORIDE:

The fluoride program comes to each room once a week. In order to participate, a permission slip must be signed and returned by the child's parent or guardian.

SPEECH AND LANGUAGE DEVELOPMENT:

Screening for speech and language development is done in kindergarten and first grade. Also, students who are new to the district are screened as well as those referred by teachers or parents. If a further evaluation is recommended, you will be contacted by the speech pathologist.

ILLNESS & COMMUNICABLE DISEASES

There are facilities at school for a student to lie down if he/she is not feeling well. If a child does not feel well enough to return to class in a short time, a parent will be contacted to have the child picked up at school. **Please make sure that the school has a phone number other than your own so someone can be reached in case of illness or accident.**

Please do not send your child to school if he/she has been vomiting or has had a fever within the last 12 hours. Children with either of these symptoms will need to go home. Children with chicken pox must be excluded from school until all pox has dried. Any communicable skin problems must be treated to prevent infecting other students (e.g. impetigo, scabies, and ringworm.)

Ronan School District No. 30 has policies regarding HIV/AIDS education, communicable diseases, students with communicable diseases, staff health and communicable diseases and prevention of disease transmission. These policies address education, safety, staff, students, and prevention. They also have strong statements protecting the rights of students and staff.

The safety of students and staff to study and work at school must be maintained, but so must the individual's right to privacy.

FIRST AID

Very minor injuries will be taken care of by school personnel or by the school nurse. Parents will be contacted and requested to take over the responsibility for any health care that goes beyond first aid.

HEALTH-RELATED ABSENCES

We realize that good school attendance needs to be established as early as possible. However, there are some health-related concerns. Your child should be kept home only for special reasons or illness. If a child has been checked by the county health nurse or the school nurse and it is felt he/she has recuperated sufficiently from an illness to return to school, he/she should also be able to go out for recess if dressed appropriately for the season. The fresh air and free play time is good for the children to prepare them for the next "round" of school work. In a few cases, for sufficient health reasons such as a chronic ear infection, children will be allowed to stay in for one or two days. The child needs to have a written note explaining the reason, signed by his/her parent and/or physician.

WHEN TO KEEP YOUR CHILD HOME

Children with any of the following should not be in school:

1. Fever. Child should be free of fever for 12 hours before returning to school.
2. Severe cold.
3. Sore throat and earache.
4. Swollen glands.
5. Red or discharging eyes.
6. Nausea or vomiting the previous night.
7. Skin eruptions or rashes.
8. Signs of listlessness, weakness, drowsiness, flushed skin, chilliness, or headache.

SPECIAL HEALTH PROBLEMS

If your child has a special health problem such as allergies, chronic nosebleeds, etc. please notify the office and your child's teacher. This will help us to better care for your child in case of an emergency.

The school nurse is responsible for all Ronan School District No. 30 students; therefore, if a problem arises on a day other than when the nurse is present, your child will be cared for by office personnel or a teacher.

Vision and health records are kept by the school nurse and recorded on a permanent record. All new students should have their parents complete a health record form and return it to the office as soon as possible after enrolling.

Ronan School District No. 30 Information

DRUG-FREE SCHOOLS

All students in grades K-4 will receive age appropriate instruction regarding illegal drugs and alcohol. Our students have a right to attend school in a safe drug free environment. The atmosphere of our school must be conducive to learning. We will not tolerate the unlawful possession and use of illegal drugs and alcohol. Students possessing, using, or selling alcohol, illegal drugs, drug paraphernalia, intoxicants, or tobacco while on school grounds or at school-sponsored activities will be recommended for disciplinary action and referred to law enforcement officials and parents or guardians.

Information about treatment programs and assistance for students and people suffering because of family member use or individual drug alcohol problems can be obtained from the building principal. Our counseling staff maintains current information about rehabilitation and counseling programs for parents and students.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

EQUAL OPPORTUNITY

To comply with Title IX of the Education Amendment of 1972, the Ronan School District No. 30 provides equal opportunity in that:

"No person shall on the basis of sex, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity of the Ronan School District No. 30 Public Schools."

In order to answer any questions or complaints concerning the provisions of Title IX (See Discrimination in Education), contact the building principal and he will direct you to the Title IX Coordinator for the school system.

504

Ronan School District No. 30 does not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its programs and activities. To contact the coordinator for information or to file a complaint, please call 676-3390.

AHERA COMPLIANCE

ASBESTOS MANAGEMENT PLAN- ANNUAL ASBESTOS NOTIFICATION TO PARENTS AND EMPLOYEES OF RONAN SCHOOL DISTRICT NO. 30 (Required by the Asbestos-Containing Materials in Schools Rule, §§ 763.84(c) and 783.93(g)(4))

In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the Asbestos-Containing Materials in Schools Rule, (40 C.F.R. Part 763, Subpart E).

School District No. 30 utilizes Montana Schools Group Insurance Authority to conduct the inspections and update the management plan. The inspection report and management plan are on file in the district office and available for review upon request. The districts head of maintenance is the designated Asbestos Program Coordinator for Ronan School District No. 30. Please direct all inquiries regarding the Asbestos Management Plan to him/her at telephone (406) 676-3390 ext. 3601.

SEXUAL HARASSMENT/INTIMIDATION POLICY **(For Students and Employees)** **BASIC POLICY**

The Ronan 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 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. The District will take prompt, effective, equitable and remedial action on reports, complaints, and grievances of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

Furthermore, the District prohibits RETALIATION against any employee or student because he or she has made a report of alleged sexual harassment, or 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 regulations 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.

VOLUNTEERS IN SCHOOLS

It is the policy of Ronan School District No. 30 to accommodate the services of volunteers in school programs or activities when those services benefit and enhance the resources and the students of Ronan schools and do not displace or replace existing employees.

Building principals of Ronan School District No. 30 have the overall responsibility for the administration, coordination, and implementation of the volunteer programs. Building administrators may recruit volunteers, negotiate volunteer service agreements, and approve such agreements for volunteers assigned to appropriate school programs.

Teachers may be delegated the authority, through the appropriate administration, to recruit volunteer applicants, negotiate volunteer service agreements with individuals or organizations, and approve such agreements for volunteers. This authority may not be further delegated.

A Volunteer Service Agreement is used to document volunteer services to be performed and the terms and conditions of such service. Volunteers may not volunteer until the agreement is signed by both parties.

STUDENT RECORDS

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

- (1) The right to inspect and review the student's educational records.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Ronan School District No. 30 to comply with the requirements of FERPA.
- (5) The right to obtain a copy of the Ronan School District No. 30 students records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

Copies of Ronan School District No. 30 Policy on Student Records (Policy #3600) are on file at each of the school offices, school guidance office, and school libraries. Copies may also be obtained from the District Administration Office.

Ronan School District No. 30 designates the following items a Directory information: student home, parent's name, address, telephone number, date and place of birth, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, dates of graduation, awards received, school previously attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary prior to September 1st each year.

K. WILLIAM HARVEY & PABLO ELEMENTARY SCHOOLS
Teacher - Student - Parent Contract (2013-2014)

School Mission: At Ronan Schools we are committed to working collaboratively to provide a quality learning environment in which ALL children can learn and develop to their maximum potential.

HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD

As a Teacher, I Will:

- *show respect for each child and his or her family;*
- *come to class prepared to teach;*
- *provide an environment that is conducive to learning;*
- *help each child grow to his or her potential;*
- *provide meaningful and appropriate homework activities;*
- *enforce school and classroom rules fairly and consistently;*
- *maintain open lines of communication with students and parents;*
- *seek ways to involve parents in the school program; and*
- *demonstrate professional behavior and a positive attitude.*

Teacher's signature

As a Student, I will:

- *always try to do my best in my work and in my behavior;*
- *work cooperatively with my classmates and the teaching staff;*
- *show respect for myself, my school, and other people;*
- *obey the school and bus rules;*
- *exhibit a positive attitude about schoolwork and the school setting;*
- *take pride in my school; and*
- *come to school prepared to learn.*

Student's signature

As a Parent or Guardian, I Will:

- *see that my child attends school regularly and is on time;*
- *provide a home environment that encourages my child to learn;*
- *communicate regularly with the school and my child's teachers;*
- *support the school in developing positive behavior;*
- *talk with my child about his or her school activities;*
- *encourage my child to read at home and monitor his or her TV viewing; and*
- *show respect and support for my child, the teacher, and the school.*

Parent's signature

We will work together in our shared responsibility of educating and nurturing children to carry out the agreement of this contract.

RONAN SCHOOL DISTRICT NO. 30

PABLO AND K. WILLIAM HARVEY ELEMENTARY SCHOOLS

ELEMENTARY STUDENT & PARENT HANDBOOK

I have received a copy of the Ronan School District No. 30 Elementary School Handbook for the 2013-2014 school year.

(Parent's/Guardian's signature)

(Date)

(Student's Name)

(Teacher)