

Absarokee Elementary School

2022-2023

Student-Parent  
Handbook

**ALES**  
Huskies



### **SCHOOL YEAR 2022-2023**

I am so excited to begin another year with your student. I look forward to visiting with each of you throughout the year, please stop in my office when you have time. Your child's education is as important to us as it is to you and we value communication between parents and the school.

The pages of the handbook are filled with important information regarding school schedules, procedures and code of conduct. Parents and students are encouraged to read these pages together. If you have any questions, please call the elementary office. Your signature on the sign-off sheet in this packet indicates your acknowledgement to abide by the guidelines found in the handbook of policies. We feel that open and clear communication between school and home is important to the success of the educational process.

Your participation, support, ideas and suggestions are welcomed and encouraged. Please remember that we are all in this together and a united front helps us achieve at the highest level possible. Goals are more achievable with everyone striving in the same direction. We look forward to celebrating successes with you and your children.

When questions or concerns arise, please stop by or call the office 328-4581 to make an appointment to discuss the issues.

Sincerely,  
Meredith Feddes  
Elementary School Principal

### **OBJECTIVES AND PHILOSOPHY OF ABSAROKEE ELEMENTARY SCHOOL**

The educational philosophy of the faculty of the Absarokee School stresses a concern for and a commitment to the whole personal development of each individual. We, as educators, believe it is the role of the school to provide an environment that will stimulate students to acquire not only knowledge and skills but also those attitudes, understandings, appreciations, and values essential for their responsible participation in a democratic society. The function of the school is to identify the capability of each student and to prepare him/her not only to live in, but also to contribute to his/her environment and to develop his/her ability to meet and to react creatively and constructively to change. Our objectives include the following:

- 1) To provide a comprehensive program of instruction that stresses basic skills, individual attainment, intellectual curiosity, and positive attitudes toward learning.
- 2) To assist and cooperate with the home and community in the development of sound emotional and social values through the promotion of creatively planned curricula.
- 3) To provide each student with the opportunity to recognize his/her potential for and interest in specific areas of work and to develop skills that will lead to a sound economic future.
- 4) To encourage the development of a cooperative attitude toward living and working with others through an appreciation for and understanding of other cultures and other people.
- 5) To encourage and aid each student to develop a workable plan for his/her health and well-being in his/her natural environment and thereby to gain an understanding of economic principles, personal responsibility and pride in their work and to attain a feeling of self-worth.
- 6) To encourage each student to acquire and develop appreciations of the cultural heritage and resources of the world today and to use these interests to enrich his/her future life.
- 7) To make a sincere attempt to understand each student's background in order to facilitate his/her learning and anticipate problems that might confront him/her.

# ELEMENTARY SCHOOL PERSONNEL

## **ADMINISTRATION**

Meredith Feddes, Principal & Superintendent

## **CLASSROOM TEACHERS**

Kenady Royce	Kindergarten and 1 <sup>st</sup> Grade
Stevie Cross	2 <sup>nd</sup> and 3 <sup>rd</sup> Grade
Amy Jeffery	4 <sup>th</sup> & 5 <sup>th</sup> Grade

## **SPECIALIZED PERSONNEL**

Morgan Ator	Child & Family Therapist
Joan Howe	Instructional Coach
Lynn Conner	Speech/Language
Anna Donohoe	Sp.Ed/Behavior Specialist
Nicki Reissig	Counselor
Brittany Kober	Library/Paraprofessional
Sarah Kornick	Tech/Paraprofessional
Matthew Mullen	Art
Angela Richardson	School Psychologist
Finis Sandlin	Para/Transportation
	Director
Ciera Sommerlatte	Interventionist

## **COMPUTERS/IT**

Jimmie Lester

## **ELEMENTARY SCHOOL BOARD**

Kayce Arthun, Chairperson  
Justine Dawson  
Shari DeSaveur  
Mark Ferster  
Scot Barthelmess

## **KITCHEN STAFF**

Tammy South, Head Cook  
Julie Flanagan  
Olivia Mondragon

## **PHYSICAL PLANT ENGINEERS**

Jimmy Lester, Head Maintenance  
Jerry Massey  
Laurie Cappon  
Sandy Johnson  
Katrina Hubbard

## **BUS ROUTE DRIVERS**

Matt Holtz - Stillwater  
Ralph Milliken - Nye  
Jerry Massey– Roscoe

## **SCHOOL TELEPHONE NUMBERS**

Elementary School	328-4581
Elementary Fax	328-4575
High School	328-4583
High School Fax	328-4077

## **IMPORTANT DATES**

Aug 24	Teacher PIR Day (NO SCHOOL)
Aug 25	Teacher PIR Day (NO SCHOOL)
Aug 26	Grant Day (NO SCHOOL)
<b>Aug 29</b>	<b>FIRST DAY OF SCHOOL</b>
Sept 5	Labor Day (NO SCHOOL)
Sept 28	Early Out 2:30 PIR
Oct 19	Early Out 1:30
Oct 20	MEA Days (NO SCHOOL)
Oct 21	MEA Days (NO SCHOOL)
Oct 28	Tourney Day (NO SCHOOL)
<b>Nov 4</b>	<b>End of Qtr 1</b>
Nov 10	Early Out 1:30
	P/T Conferences
Nov 11	PIR (NO SCHOOL)
Nov 22	Early Out, 1:30
Nov 23- Nov 25	Thanksgiving Vacation
Dec 21	Early Out 1:30
Dec 22-Dec 30	Winter Break (NO SCHOOL)
Jan 2	Grant Day (NO SCHOOL)
<b>Jan 20</b>	<b>End QTR 2/Semester 1</b>
Jan 25	Early Out 2:30, PIR
Feb 17	Tourney Day (NO SCHOOL)
Feb 20	Presidents Day (NO SCHOOL)
<b>Mar 24</b>	<b>End QTR 3</b>
Mar 29	Early Out 2:30, PIR
Apr 5	Early Out, 1:30
	P/T Conferences
Apr 6	PIR (NO SCHOOL)
Apr 7-10	Spring Break (NO SCHOOL)
Apr 26	Early Out, 2:30
<b>May 26</b>	<b>END OF 4<sup>th</sup> QUARTER,</b>
	<b>END OF 2nd SEMESTER</b>
	<b>Last day - 1:30 dismissal</b>

## **SCHOOL HOURS**

8:10	Breakfast Bell (all students)
8:10	Morning Bell for 4 <sup>th</sup> & 5 <sup>th</sup>
8:20	Morning Bell for KG – 3rd
10:00	Morning Recess for KG – 3rd
11:15	Lunch for KG & 1 <sup>st</sup>
11:20	Lunch for 2 <sup>nd</sup> & 3 <sup>rd</sup>
11:30	Lunch for 4 <sup>th</sup> & 5 <sup>th</sup>
1:05	Afternoon Recess for KG-5th
3:10	Release Bell for KG & 1 <sup>st</sup>
3:15	Release Bell for 2 <sup>nd</sup> & 3 <sup>rd</sup>
3:20	Release Bell for 4 <sup>th</sup> & 5 <sup>th</sup>

## **ACTIVITY TICKETS / SPORTS FEE**

### **Activity Ticket ~ \$25    Sports Fee ~ \$25**

Purchasing an Activity Ticket will allow your child entry into all home sporting events. If you choose not to purchase the Activity Ticket, students will need to buy a ticket for any events they attend. 5<sup>th</sup> grade students participating in athletics are required to purchase both an Activity Ticket and pay the Sports Fee.

## **DRESS STANDARDS**

Students are to dress in appropriate clothing and safe footwear (pajamas and slippers are not acceptable). Clothing with logos that promote alcohol, tobacco, drugs or contain inappropriate/suggestive language is not permitted. Off-the-shoulder, spaghetti strap, tube-top, tank top, muscle shirts, halter tops or shirts which expose midriff and/or the majority of the back are not allowed. Baggy pants must be worn with a belt and undergarments cannot be exposed if the shirt is lifted. During Aug, Sept, Oct, April and May, shorts which adhere to the following criteria may be worn: fingertip length, original factory hems, and in good repair. Spandex, leggings or biker shorts will not be allowed. Skirts must also be fingertip length. Hats, bandanas, scarves or any other head covering are not worn in the building during school hours or during inside school activities.

## **EMERGENCY INFORMATION**

Each pupil **must** have current emergency information on file in the school office. This information is essential in relation to special medical needs, custody alerts and who may pick up your child if you are unavailable. Should any information change during the school year, please contact the office so we can update our records.

## **EMERGENCY WEATHER CONDITIONS**

**SCHOOL CLOSURES:** In the event that weather conditions create hazardous driving conditions, information pertaining to the closing of school will be broadcast over the 99.3 FM radio station beginning at about 6:00 A.M. The school automated telephone messaging system will also be used for emergency announcements.

**OUTDOOR RECESS & OTHER ACTIVITIES:** As long as the temperatures (including wind chill) remain above freezing, students will be outside in the morning before school, morning & afternoon recess as well as lunch time recesses. Please make sure they have plenty of warm layers, gloves, hats, snow pants and snow boots.

## **EXTRA-CURRICULAR ELIGIBILITY RULES**

All elementary students participating in extra-curricular activities will fall under rules for eligibility as dictated in the Absarokee Extra-curricular Eligibility Rules. Students may not have more than 4 missing assignments to be eligible to participate in any extra-curricular activity. Student athletes in grade 5 should anticipate a weekly grade check during their athletic season. Extra-curricular activities include but are not limited to: Sports, Skiing, Field Trips, Track and Field Day, After School Clubs and other special classroom activities.

All 5<sup>th</sup> Graders participating in sports are required to pay a \$25.00 per year athletic fee and purchase an activity ticket. Students in K – 5<sup>th</sup> grades may purchase an activity ticket for \$25.00 which allows them entrance to all Absarokee Schools regular season home athletic events

## **HOMEWORK EXPECTATIONS**

**RATIONALE:** The purpose of homework is to reinforce skills learned at school by providing practice at home. This helps families understand the learning that's happening in school. In addition, homework helps students learn routines at home to be responsible students and develop time management skills.

## **IMMUNIZATION REQUIREMENTS**

State law requires that all school-age children be immunized against communicable diseases: 4 - DPT (Diphtheria-Pertussis-Tetanus) of which 1 of the 4 shots must be given after 4 years of age), 3-OPV (Oral Polio of which one of the shots must be given after 4 years of age), 2 - MMR (Measles-Mumps-Rubella – one of which is given on or after the 1<sup>st</sup> birthday and the 2<sup>nd</sup> dose prior to kindergarten entry) and 2 Varicella (chicken pox) *Proof of immunizations or a Conditional Attendance or Religious Exempt form MUST be provided within 10 days of enrollment or the student will be suspended from attendance.*

## **LEAVING SCHOOL**

If it is necessary for a student to leave school, he/she **must be checked out at the office**. Students will only be allowed to leave the school campus with parent, guardian, or emergency designee. For safety reasons, we do not encourage elementary students going home for lunch. No student will be allowed off campus for lunch without written permission from a parent or guardian. A parent must be home every time that student checks out for lunch. Students may not leave for lunch to go to another student's home or to go any place in town.

### **LIBRARY FINES & FEES**

Students are responsible for the books they check out. If books are not returned, a written notice will be sent home. If books are lost, stolen or damaged, the current purchase price of the book PLUS a non-refundable \$5.00 processing fee will be imposed and will be required in order to check out additional library books.

### **LOCKERS AND DESKS**

Lockers and desks are property of the Absarokee School District and may be searched any time. Students are responsible for keeping their lockers and desks neat, organized, and clean.

### **LOST AND FOUND**

Unclaimed clothing and other articles are kept in the Lost and Found located across the hall from the bathrooms. Periodically, unclaimed articles are laid out on display for parents and students to claim. Any unclaimed items are disposed of or given away. We STRONGLY suggest putting names in jackets, gloves, boots, etc. so if they are 'lost', we can help return them.

### **MEDICATIONS**

Elementary students who are required to take medications during the school day must adhere to the following guidelines: Parents must bring the medication to the school office. ***Do not send prescription medication with a student.*** Medication must be in original prescription bottle, clearly marked with all of the necessary information. Parents must complete and sign a "Consent for Administration" form (available in school office). ***Designated staff will not dispense or administer any medication without written parental permission and a valid prescription.***

### **PERSONAL BELONGINGS**

Students are discouraged from bringing personal items to school including cell phones, iPod, any other electronic devices, skateboards, balls, toys, etc. Absarokee Elementary staff is not responsible for the supervision or care of such items.

If personal items become a distraction to learning, a staff member may take the item away from the student and return it at the end of the school day. If this becomes a persistent problem, items will only be released to a parent/guardian.

### **PHYSICAL EDUCATION**

Please make sure that your child has **TENNIS SHOES** and **SOCKS** for P.E. Also, on days that your daughter has P.E., please make sure that she does not wear a dress, or has shorts on underneath. All students participate in PE on scheduled days unless an excuse is received in writing from parent or physician. Written excuses must include the nature of the excuse and the number days of non-participation. Written release from physician is needed to reinstate a student who has been excused due to a serious injury.

### **PUBLIC SCHOOLS TRANSPORTATION POLICY**

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms established by the school district. No person is required to ride. Approved out-of-district transfer students ***are not*** eligible for transportation services.

The following information for students and parents states the regulations governing transportation privileges. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this policy and in case there are questions, ask for explanations in order that there be no misunderstandings.

- A. Students will maintain conduct on the bus as outlined on the school-wide behavior matrix. (see enclosed)
- B. Riders at the elementary and high school levels are required to board and leave the bus only at their own stop and their own school.
- C. Parents must notify the school in writing of any requests or changes, this note must be shown to the bus driver and then signed by the principal or designee
- D. Be on time and waiting for the bus at the approved bus stop.
- E. Wait for the school bus to come to a complete stop before attempting to board the bus.
- F. When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing.
- G. Should a student request to be a **"guest" on a bus for a special circumstance the following guidelines must be followed**, exceptions will be made upon approval of the principal with the following:
  1. Advance, written notice from parent, brought to office for principal's signature
  2. Signed note delivered to the bus driver as the student boards the bus
  3. In the event of an emergency call from parents, the office will write a note for the student to give the bus driver
  4. Bus driver will not allow "guest" riders who do not follow these procedures

## **DISCIPLINARY ACTIONS FOR BUS RIDERS**

A. First time a problem with a rider occurs:

1. Driver will talk to the student
2. Parent/Guardian, Transportation Director and/or Principal will be notified

B. Second time a problem occurs:

1. Transportation Director or Principal may recommend suspension from bus for rest of the year.

## **SCHOOL BREAKFAST AND LUNCH**

Hot lunch and Breakfast is available to all students at Absarokee Elementary School. Breakfast is served each morning in the lobby and taken to class to eat. Lunch is served in the cafeteria. Menus can be found online at the School Website or Facebook page. They are also included in the Weekly Bulletin sent home every Friday. Below are the costs for meal:

<b>Lunch:</b>		<b>Breakfast:</b>	
<b>Grades K – 5</b>	\$ 2.50 daily or \$ 50.00 for 20 meals	<b>Grades K-12</b>	\$1.50 Daily or \$30 for 20 meals
<b>Adults</b>	\$4.00 daily	<b>Adult Breakfast</b>	\$1.60
<b>Extra Milk</b>	\$0.60		
<b>Seconds</b>	\$1.00		

If your child regularly eats school meals regularly, please consider adding additional payments to your child's account. *School board policy states that students are not to charge meals.* Free and reduced-price lunches are available to qualified individuals based on income. If you feel that you qualify, please contact the school.

## **SPECIAL CONSIDERATIONS**

Students who have an illness with symptoms including a fever of 100 degrees or more should be fever free for 24 hours prior to their return to school. This includes students who are sent home from school because of a fever.

If you require your child to stay in for recess for a brief period because of colds, flu, etc. ***please send a note requesting that he/she be kept inside, and for how long.***

We request that students not be at school before 8:00 a.m. and students are expected to go home after they are dismissed from school. Only bus students will be supervised.

## **STUDENT DROP OFF AND PICK UP**

***Please note: supervision of students does not begin until 8:00 AM & concludes once all buses have departed in the afternoon***

Students transported by vehicle are dropped off in the designated "zone" on the Montana Street side of the building. Please be aware that this is a drive through area between the hours of 7:45 - 8:30 AM and 2:45 - 3:30 PM. **Vehicles cannot be left unattended during those hours.**

Visitors to the building may park in the drop-off zone after 8:30 and before 2:45. For those parents coming in to meet children during dismissal, please park in city designated areas surrounding the school.

At no time is long-term parking permitted in the bus area. Student drop off and pick up is not permitted in the bus zone. The bus zone is clearly marked.

In order to ensure the safety of all students, walkers and bike riders are taught a specific exit plan and required to cross at designated cross-walks. We ask that parents coming to the school observe these safety procedures as well.

## **TELEPHONE USAGE**

Students will not be allowed to use the telephone unless permission is given by their homeroom teacher or school personnel. Students will only be called out of class for a phone call in extreme emergencies. Routine messages will be delivered to the students by the office. ***Students need to make arrangements for after school activities, parent-pick up, changes in routine, etc. before each school day.*** The use of CELL PHONES is NOT PERMITTED during regular school hours (8:00 a.m. - 3:20 p.m.) Should a student be found using (or handling) a cell phone during the school day, the phone will be stored in the office, the parent will be called, and the phone will be released to a parent/guardian only.

## **VISITORS TO SCHOOL**

Parents and other approved visitors are welcome to visit our classrooms; however, we do ask that you notify us a day in advance of your visit. Visits must be approved by the principal and scheduled during times that minimize disruptions to the learning environment. Any person coming into Absarokee Elementary School must check in at the office and obtain permission to visit before entering a classroom for any reason. Children who are enrolled in other schools may not visit



classrooms or attend assemblies, parties, or excursions. Planned student visits may be scheduled for lunch and noon recess time, advanced permission from the principal is required.

## **CHROMEBOOK & TECH POLICY**

### **DISTRICT OWNED/ISSUED DEVICE POLICY**

Parents/Guardians and students **MUST** sign and return an Absarokee 1-to-1 Device Agreement and Technology Fee before a device is issued. The following outlines the procedures and policies for school owned device use.

- Devices and a charger will be assigned and distributed at the beginning of each school year.
- Devices and charger will be collected at the end of each school year or upon checkout.
- In most cases students will be assigned the same device year to year.

### **TAKING CARE OF YOUR DEVICE:**

Students are responsible for the care of the device they have been issued. Devices that are broken, or fail to work properly, must be taken to the high school office as soon as possible. **Do not take district owned devices to an outside computer service for any type of repairs or maintenance.**

#### **GENERAL PRECAUTIONS**

- No food or drink is allowed next to your device while it is in use.
- Device lids should always be closed and tightly secured when moving.
- Never transport your device with the power cord plugged in or with the screen open. Never store your device in your carry case or backpack while plugged in.
- Vents **CANNOT** be covered.
- Devices must have an Absarokee District device label on them at all times. If the label is removed disciplinary action will result.
- **Unsupervised devices will be confiscated by staff. Disciplinary action may be taken.**
- Students are responsible for keeping their device charged and cleaned.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

#### **SCREEN CARE**

**Device screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Leaning on or putting pressure on the device at any time may damage the screen.
- Poking the screen with anything that will mark or scratch the screen surface is forbidden.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **PRIVACY AND SAFETY**

- Chat rooms or chain letters are forbidden. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Opening, using, or changing files that do not belong to you are considered plagiarism.
- Do not reveal your personal information, your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that data storage is not private or confidential as all devices are managed and monitored by Absarokee School District.

### **USING YOUR DEVICE AT SCHOOL**

- Devices are for use by the assigned student only. Never share your login information or password. Students will only be able to login to Chromebook using their “absarokee.k12.mt.us” account.
- Student owned devices/laptops will not be allowed as every student has access to a Chromebook.
- In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students must be responsible to bring their device charged to all classes.
- Devices should be stored in an appropriate secure manner, when not in use.

### **E-MAIL ELECTRONIC COMMUNICATION**

- Always use appropriate and proper language in your communication. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive.
- E-mail & communications sent / received should be related to educational needs.

- E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

#### **DEVICE REPAIRS/REPLACEMENT/REPAIR COSTS**

- The student's family will be held responsible for the cost of the Repairs.
- Any damages will be charged the full cost of the replacement parts.
- The district reserves the right to charge for the entire replacement cost of the device, if damages are malicious or the result of negligence.
- If a device needs replacement, the same or older model will be issued.

#### **CHROMEBOOKS UNDER REPAIR**

- A limited number of loaner devices may be available to students while their device is under repair.
- Students using loaner devices will be responsible for any damages incurred while in their possession. Students will pay full replacement cost if it's lost or stolen.

#### **MISCELLANEOUS**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### **RETURNING YOUR DEVICE**

All district owned devices must be returned/checked in upon student checkout.

- Any device not returned will be considered stolen property & law enforcement will be notified.
- Devices will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear up to and including total replacement of \$250.
- Prior to leaving the district, or graduating, students should transfer their data to a personal account by using Google Takeout ([takeout.google.com](http://takeout.google.com)).

#### **CONSEQUENCES**

- Non-compliance with the policies of this document will result in disciplinary action.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of state or federal law, will result in criminal prosecution or disciplinary action by the District. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

#### **LEGAL PROPERTY**

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

#### **ATTENDANCE POLICY**

Regular and punctual attendance is essential in the development of responsible behavior and successful curriculum completion. Absarokee Elementary has high expectations for student success and therefore expects students to be present and punctual throughout the year.

Should a student be absent, a parent or guardian should call the office in the morning to let us know that the child will be out. If not contacted, the school must attempt to reach the household of every student not in attendance. **For all absences, parents or guardians are required to send a note stating the date and reason for the absence.** Your assistance in providing us with this required documentation is greatly appreciated. Teachers will collect the notes and keep them for reference when requested during attendance conferences.

#### **TARDIES**

Students should always arrive on time for school. A student is considered tardy if he/she is not in his/her homeroom 3 minutes after the bell rings. If for some unforeseen reason he/she cannot arrive on time, please call and notify the office. We will excuse the tardy. All students who arrive late to school must check in at the office before reporting to their classroom. After every three unexcused tardies the student will serve lunch time detention. Should a pattern of tardiness develop, a conference will be scheduled with the student, parents, teacher, and an administrator.

## NUMBER OF ABSENCES

The academic standards of Absarokee Elementary School require a student to be in class a sufficient amount of time to receive ample learning opportunities. For this reason, a maximum of 10 absences per semester will be allowed. The principal may excuse absences over 10 in extenuating circumstances. A student may appeal loss of percentage points to the principal. If not satisfied with the decision of the principal, the students may appeal to the Board of Trustees.

## TYPES OF ABSENCES

To prevent any possible misunderstandings, parents are advised that two types of absences are recognized. (All apply to 10-day limit.)

**EXCUSED:** Illness / medical appointments, family emergency, bereavement or act of God

**UNEXCUSED:** Any reason other than illness, family emergency, bereavement or act of God

## PLANNED ABSENCE

Parents should call at least 24 hours in advance to notify teacher and principal of a planned absence. Students can also obtain a “planned absence” form from office or teacher and have it **completed and signed prior** to the absence. In the event a child will be gone for an extended period of time, please let the teacher/principal know several days in advance to allow teachers time to prepare assignments. **All work is due immediately upon the student’s return.**

## PROCEDURE REGARDING ABSENCES FOR ABSAROKEE ELEMENTARY SCHOOL

A. After 5 absences in one semester, parents will receive a notice from the office containing school district policy on attendance.

B. After 8 absences in one semester, parents will receive notice from the office along with a copy of Montana School Law regarding mandatory attendance for pupils under age 16.

C. After 10 absences in one semester, parents will be requested to have a conference with the principal to review the circumstances for each absence. If parents refuse to attend or the principal and/or review board does not feel the circumstances of the absences are justified, the following will be considered:

1. Compliance with policy (notes, pre-excused, etc.)
2. Adherence to the compulsory attendance law of the State of Montana
3. Any incidences of absences that are extenuating such as:  
illness or medical appointments, bereavement, family emergencies or an ‘act of God’ (RCM) 20-5-103)
4. Academic performance of the student
5. The possibility of retention
6. Possible referral to the county attorney or Department of Family Services

D. Please note: students cannot attend extra-curricular activities on the day of an absence from school.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy student education records. From time to time, Absarokee schools may make public bits and pieces of what is known as “Directory Information” regarding a student.

This information includes but is not limited to:

- |                            |  |
|----------------------------|--|
| 1. Name                    | 5. Photograph                                    |
| 2. Address                 | 6. Participation in activities or sports         |
| 3. Telephone               | 7. Dates of attendance, previous school attended |
| 4. Date and Place of birth | 8. Degrees, awards, honors                       |

This information may be given for newspaper articles, TV clips, yearbooks, sports programs, and the school website. If you, as a parent, choose not to allow Absarokee schools to use your child’s information in any of these instances, please notify the school in writing by **September 10th** of each school year. You may hand-deliver your written notice or mail it to 327 S. Woodard, Absarokee, MT 59001.

## CURRICULUM AND INSTRUCTION

Absarokee Elementary strives to meet the needs of all learners through its systematic approach to instruction. In addition to Reading (KG-3; 120 minutes, 4th-5<sup>th</sup>; 90 minutes), we offer small group intervention sessions of 30 minutes based on testing results. Students move in and out of the intervention groups based on their classroom needs and successes. Our math program is designed to provide similar supports and enrichment activities.

The students are experiencing great academic gains as evidenced by our on-going assessments. Please contact your child’s teacher or the principal should you have questions concerning our curriculum and the RTI process.

## **ACHIEVEMENT TESTS**

The Montana Comprehensive Assessment System (SMARTER Balanced) is the testing program used to determine our school's AYP (Adequate Yearly Progress) as part of the "Every Student Succeeds Act" (ESSA). 5<sup>th</sup> grade is also evaluated in Science (SMARTER Balanced). Students in grades K-5 participate in the MAP Testing program (Measures of Academic Progress) and grades K-5 use DIBELS. This benchmark data for reading and language is collected in the early fall and then again in January and April. Teachers use these assessment tools to drive instruction and monitor student progress.

Testing is a valuable educational tool. It helps:

### **SCHOOL**

Compare the performance of its students to national norms in order to detect strengths and weaknesses in its programs.

### **THE STUDENT**

Identify individual needs and talents so that he/she can be guided into the best educational program to meet his/her needs.

### **THE PARENTS**

Develop a better understanding of their child's ability and performance at school.

## **COMMUNICATION**

Should you have academic or behavior questions concerning your child, please contact his/her teacher directly by making a phone call or setting up a conference. Parents should plan on contacting the teacher before 8:00, after 3:20 or during the teacher's designated prep time. Should you need further assistance with a matter, please contact the principal and arrange for a conference. This second stage meeting will include the teacher or staff member, the parent, and the administrator. If needed, a private conference can be scheduled with the school principal and district superintendent but only after the initial contact with the teacher. Parents are encouraged to communicate with the teaching staff through their child's planner. Handwritten notes are strongly encouraged. Many teachers can also be reached via email.

## **GRADES, REPORT CARDS, PROGRESS REPORTS for KG – 5th Graders**

Absarokee Public Schools issues report cards twice a year to students in grades K-5. If a student is having difficulty meeting grade level learning goals, a report will be sent home providing you with information about the areas he or she is experiencing difficulty in. The purpose of our standards-based report card is to:

- Communicate student progress toward achieving the Montana Common Core Standards (MCCS).
- Provide a tool that offers consistency across the district for grading and reporting.
- Help teachers and students focus on identified expectations from the beginning of the year.
- Align instruction, assessment, and grading with standards.

Elementary teachers in grades K-5 are using the same report card format and reporting to you in all content areas using the following scale:

K-5 Grading Marks
AD-Advanced=4
P-Proficient=3
NP-Nearing Proficient=2
N-Novice=1
IE-Insufficient Evidence=0
/-Will be assessed later

Knowing where students are in their progress toward meeting standards-based learning goals is essential for planning and carrying out classroom instruction. Your child will need to demonstrate competency in order to progress to the next grade. Should your child not turn in work to be assessed, they will be completing it during scheduled times during recess, lunch, after school or in summer school. Students who do not complete the work have not demonstrated the ability to continue to the next grade level and may be retained. Our teachers work diligently to teach to the learning needs of each student. Standards-based assessments provide teachers with more information about each student's progress towards meeting the level of

proficiency required by each standard. If you have questions regarding our grading and homework practices, please feel free to contact your child's teacher or principal. Thank you for partnering with your child's teacher(s) to maximize learning and success for your child.

## **SUPPORT SERVICES**

1. Title I: Intervention services for students who need assistance in the areas of reading, language, or math. Parents and/or teachers may recommend a student to be considered for Title I intervention.
2. Resource Room: Students may receive assistance in the resource room based on federal law, regulations, and eligibility criteria.
3. Guidance: The Elementary Guidance program, through small group sessions, provides opportunities to discuss issues, accept feelings, and increase self-concept. The goal of our Guidance program is to prevent problems from happening in the future. The group sessions for Grades K-5 provide an opportunity for the students to accept and trust our guidance counselor.
4. Hearing Screening: By signing this handbook, you are giving consent for the hearing specialist to screen your child. \*Hearing screening is conducted each school year and is mandated for students in grades K-1 and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones and may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. If your child is absent, unable to complete the initial screening or does not pass the initial screening, they will be referred for a hearing rescreen. The Hearing Conservation Program audiologist will conduct the hearing rescreen and, in addition to the pure tone and immittance screening, may also conduct oto-acoustic emission screening, which is a measure of cochlear (inner ear) function that does not require the child to respond.
5. Vision Screening: First and third grade students' vision will be checked, along with any new Kindergarteners who didn't have their vision checked at the Kindergarten Roundup, all new students, and any parent and teacher referrals. The results will be shared with parents.
6. Speech Therapy: Assist students in overcoming a variety of communication disorders. Students may receive assistance based on federal law, regulations and other eligibility criteria.

***\*Other special service providers are available through the Special Services Cooperative***

***\*Absarokee Elementary School does not discriminate against students because of race, religion, origin or sex.***

## **TITLE IX and 504**

**Title IX Coordinator:** Cameron Barber      **504 Coordinator:** Nicki Reissig

## **BEHAVIOR EXPECTATIONS**

The Absarokee Elementary School shares the following beliefs as adopted through the Montana Behavioral Initiative:

1. All students should be taught the skills necessary for success: academic, social, emotional, and behavioral.
2. Schools are places where students can learn and practice positive interpersonal, cross-cultural, and citizenship skills.
3. A caring school climate and positive relationships between students, families, and staff are critical to student success and provide an environment where academics flourish.
4. Schools are places where students have access to many significant adults who help them feel valued collectively and individually.
5. Schools and communities work together to meet the diverse needs of students and honor the traditions and contributions of both.
6. All students are entitled to be treated with dignity and respect.
7. Successful schools gather and use a variety of information to improve teaching and learning.
8. Positive, proactive, and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred, and violence.

**Through the Montana Behavioral Initiative, Absarokee Public Schools has adopted 3 school-wide expectations:**

**1. Be Safe   2. Be Respectful   3. Be Responsible   4. Be Husky**

## TEACHER'S ROLE

The teacher has the primary responsibility for maintaining discipline and administering appropriate consequences for positive as well as negative behavior. It is the duty of all teachers to enforce school expectations in a fair and consistent manner. The following behaviors may be recorded as minor incidents and managed in the classroom: property misuse, noncompliance, inappropriate language, put downs/teasing, dishonesty, interruptions, toys/electronics and unsafe actions. Please see the flowchart on the last page of this handbook.

## PRINCIPAL'S ROLE

The principal, with the advice of the staff, will assist in implementing the behavior expectations of the school governing the conduct of the students. The consequences depend on the severity of the infractions. Examples of major incidents are: vandalism, defiance, discrimination/profanity, bullying, stealing, weapons and continued unsafe actions. Please see the flowchart on the last page of this handbook.

## OTHER GUIDELINES

1. The use of skateboards, roller blades, scooters, pogo sticks, and bikes is not allowed on campus from 8:00 am - 3:30 pm (permitted after route buses leave on Friday). **Students are not supervised for these activities after dismissal. Students who are not safe or respectful toward staff or guests will be required to leave the school campus until after 4:00.**
2. Motorized vehicles of any type are not allowed on the playground at any time.
3. No cell phone usage permitted during regular school hours (8:00 a.m. to 3:20 p.m.) Students may use school phones with permission for emergency calls
4. Bikes are to be walked once a rider arrives on school grounds. The bike racks are the only designated areas for storing bikes during school.
5. Students are expected to follow the MBI NOISE LEVEL guidelines which the Absarokee Schools have adopted: 0 = No Noise 1 = Whisper 2 = Partner Voice 3 = Class Presentation Voice 4 = Pep Rally Voice

## PAX GOOD BEHAVIOR GAME IS...

We have found a simple, inexpensive tool to positively change the performance of students in the classroom. We are now using this tool called the PAX Good Behavior Game in all of our classrooms.

## BENEFITS OF THE PAX GOOD BEHAVIOR GAME

The PAX Good Behavior Game is the culmination of more than thirty years of scientific study by many investigators. More than twenty published studies show that playing the PAX Game leads to reduced classroom disruptions, fewer symptoms of inattention and impulsivity, reduced aggression, fewer referrals and suspensions, more time for teaching and learning, and reduced need for special education or mental health services. There is also evidence that students who play the PAX Game are less likely to use alcohol, tobacco and other drugs later in life.

## WHAT IS THE PAX GOOD BEHAVIOR GAME?

The PAX Game is a simple classroom strategy, used during regular instruction time. No other time is needed. Children help define the rules of the classroom to create a more “wonderful school”.

Children are placed on teams, which are chosen by the teacher. About three times per day, the teacher sets a timer. While the timer is ticking, the teacher will conduct the class just like normal. If a child does something that gets in the way of the vision of the “wonderful school”, then the child gets a foul – which the children call a “Spleem.”

When the timer rings, the teacher will count the number of Spleems. If a team has three or fewer Spleems, that team wins the game. All teams can win. Simple prizes are awarded to each winning team. After a while, prizes are only awarded at the end of the day.

The PAX Game helps children exercise the portion of the brain that controls impulsivity. During the game, the children learn to support one another rather than make fun of each other. All of this helps reduce inattention and disruptions, which in turn, enhances learning.

Talk to your child about the game. He or she can tell you all about Spleems and PAX Wins!

## SELF-REGULATION

The PAX Good Behavior Game builds self-regulation in young people by creating shared relational frames with adults and peers. By reinforcing desirable behaviors and inhibiting unwanted behaviors, children learn to delay gratification and reduce impulsivity. This increase in pro-social behavior and self-regulation paves the way for remarkably better academic, behavioral, and lifetime outcomes. PAX also develops and strengthens peer networks to improve relationships now and in the future.

## TRAUMA-INFORMED CARE

The PAX Good Behavior Game adheres to Substance Abuse and Mental Health Services Administration's six key principles of a trauma-informed approach and model for a trauma-informed classroom. PAX creates a nurturing environment in every school and classroom –allowing young people to develop pro-social behaviors in a safe setting far from the predatory environments that encourage anti-social behavior. PAX provides teachers with research-based strategies shown to support development and prevent the re-traumatization of children who have been exposed to trauma. These strategies allow students to co-create consistent expectations and summon peer support in creating a nurturing classroom environment.

## PBIS AND TIERED-INTERVENTION

The PAX Good Behavior Game provides teachers and administrators with practical tiered-intervention strategies to implement Positive Behavior Intervention System in the classroom. These strategies work together to reinforce expected, pro-social behaviors while inhibiting problematic behaviors. PAX ensures evidence-based strategies and expectations for every student and uses data-driven decision-making to provide multiple levels of support for students with more intense needs. PAX creates for a unified, multi-tier approach that establishes consistent expectations throughout the school.

## SOCIAL AND EMOTIONAL LEARNING

The PAX Good Behavior Game promotes social and emotional learning in all students. By engaging students in co-creating expectations and developing shared relational frames, children can begin to recognize their own thoughts and feelings as well as regulate their own emotions and behaviors. PAX also improves awareness for the needs of others and helps to improve peer support by developing and maintaining positive relationships with others. All this helps children to regulate their own behavior and choices in order to live peaceful, productive, healthy, and happy lives.

PAX: means Peace, Productivity, Health, and Happiness.

PAX Vision is a collaborative process between teachers and students that helps them “get on the same page” and extends far beyond asking students to make a list of classroom rules. PAX Vision uses multi-sensory language that enables students to self-define, self-monitor and reinforce the reduction of behaviors that interfere with Peace, Productivity, Health, and Happiness in their everyday lives.

**Absarokee Elementary Behavioral Flow Chart**

