



Central Elementary School

School day begins at 7:55 a.m. and ends at 3:47 p.m.

4 - day school week

Central School Student & Parent Handbook

2023-2024

August 16.....	First Day of School
September 4.....	Labor Day-No School
October 19 & 20.....	No School
November 22.....	Noon Dismissal
November 23 & 24.....	Thanksgiving Break
December 21	Noon Dismissal
December 22 - January 1.....	Winter Break-No School
March 1 - March 8.....	Spring Break-No School
April 1.....	Easter Break
May 3.....	Snow Day (if needed)
May 24.....	Last Day of School (noon release)

Fridays that will be in session for students:

- August 18th
- September 8th
- January 5th
- April 5th
- May 24th (out at 12:00 p.m.)

Grading Periods

1 st Nine Weeks.....	August 16-October 12
2 nd Nine Weeks.....	October 16-December 21
3 rd Nine Weeks.....	January 2-March 14
4 th Nine Weeks.....	March 18-May 24

Welcome to the 2023-2024 School Year!

Welcome to Central Elementary School! As we begin another exciting school year, the staff at Central School would like to extend a warm welcome to all returning and first-time students. As part of the Sidney Public School system, we hold high expectations for success, achievement, and behavior for all of our students. We look forward to working together as one to maximize the academic and social success of all students in our school system.

It is the intention of this handbook to outline policies and procedures to be used at the Elementary School level. It is impossible to cover each and every circumstance with a rule, policy, or procedure. Common sense, courtesy, and respect for self and others need to be the basic foundation for all behavior. If you have questions or concerns, please talk with your child's classroom teacher, Mrs. Romo or Mr. Sukut. If the issue is directly related to what is happening with your child in the classroom we strongly encourage you to visit with your child's teacher and ask any questions that you may have. It is our hope that we are able to work together as a team to resolve any situations that may arise throughout the year. We all want what is best for your child and look forward to working with you in all aspects of your child's education.

Sidney Public Schools



District Staff

Brent Sukut.....	Superintendent
Maria Neff.....	Administrative Assistant to the Superintendent
Thom Barnhart.....	Curriculum Director
Michelle Lambert.....	District Clerk
Tracy Click	Asst. District Clerk
Kasey Deschaine.....	Payroll Personnel Clerk

District Mission Statement

The Sidney School District is a professional learning community with the mission of collaborating for the academic, emotional, and social growth of each student through quality and purposeful educational experiences in and out of the classroom. The District and community will share in the responsibilities of nurturing students along the path to thrive as productive life-long learners in a culturally rich world.

Sidney Public Schools Philosophy of Literacy Education

Sidney Public Schools educate students to become life-long learners who: respect diversity, work cooperatively and communicate effectively within society. We must provide a safe and authentic learning environment where all students are active participants in the learning process. The teachers are facilitators of child-centered instruction that promotes creativity and individuality through integrated language arts across the curriculum.

Central Elementary Staff

Sara Romo.....Principal
Kathy Nicholson.....Administrative Assistant
Kelly Hoff.....Administrative Assistant
Marcos Morales.....Technology Specialist
Erika Snow.....OT/PT Special Ed Aide
Karen Moerman.....Head Custodian
Sharwynn Anderson.....Custodian
Chuck Buxbaum.....Custodian

Third Grade

Unavailable at time of printing
Sarah Diede
Chrissie Tharp
Doree Deming

Fourth Grade

Rebecca Papineau
Jennifer McLaughlin
Wanda Oprica
Unavailable at time of printing

Fifth Grade

Janet Brannan
Carrie Peters
Tonya Schoepp
Warren Clark

Music

Lana Hekkel

Fitness/Wellness

Brittany Johnson

Library/Computer

Kelsee Campbell

Guidance Counselor

Taylor Searer

Special Education

Michelle Monsen - Coordinator
Kailey Davidson - Teacher
Justine Klempel - Teacher
Kim Wenzel
Jen LaDuke
Jammie Uran
Allyson Petty
Shelly Averett

Title 1

RaKayle Hier
Jim Bailey
Christina Quick

ACTIVITIES

Activity tickets can be purchased for \$50.00 at any school office for students in grades K-12. This activity ticket will allow admittance to all Sidney Eagle home sporting and activity events with the exception of tournaments.

ASBESTOS MANAGEMENT

Annual Asbestos Notification:

The last federal inspection was completed July 21, 2011, and it was determined that the Sidney School District was compliant with ACMSR. The three year Asbestos Hazard Emergency Response Act (AHERA) Re-inspection was conducted August 18, 2021. With each inspection, if areas of concern are noted, the District is required to take appropriate actions to control the release of asbestos fibers. While the district does have areas containing non-friable forms of Asbestos-Containing Building Materials (ACBM), appropriate actions are undertaken annually to control the release of asbestos fibers. A copy of the inspection report is available upon request and individuals

having specific questions about ACBM are asked to contact the superintendent of schools or Tami Edinger, the District's designated asbestos management person.

ASBESTOS NOTICE

This school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a management plan was prepared which details the response actions that this district will take regarding asbestos containing material. The Management Plan is available for review in the school office without cost or restriction during normal business hours. It is the policy of this school that a safe environment will be maintained for students, teachers, employees, and our guests. Our procedures for dealing with asbestos reflect that concern. Please let us know if you have any question concerning these procedures.

ATTENDANCE POLICY

The primary responsibility for good attendance for students in Grades K-5 rests with the parents. Parents are required under § 20-5-103, MCA, to assure that their children attend school regularly. Further, the District is committed to necessary action up to and including legal action to assure that students attend school consistently within the parameters set in the district attendance policy. **When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 9:00AM on the day of the absence.** Advance makeup work is not required, but is encouraged. If you know beforehand that your child will be absent from school please bring a note from parents/guardian to get the makeup work to reach the goal of maximum education benefits for each child, it is important that your child is in school to learn. School attendance is a significant component on a student's permanent record.

DEALING WITH EXCESSIVE ABSENCES

The following attendance letters will be sent automatically to students and their parents. This will include any absence, regardless of the reason for the absence

Letter 1. After 5 absences in a quarter

Letter 2. After 8 absences in a quarter

After 8 absences, the necessity of additional notification will be dependent upon each unique situation. The letter sent at 8 absences will specify whether the parent will or won't be required to schedule a meeting with the principal or designee to discuss the student's attendance patterns and to form an attendance/truancy plan. The letter will indicate current grades. The request for a meeting will require the parent to respond within 5 days. Administrators will refer parents to the County Attorney's Office, should they fail to make contact for this meeting.

During this meeting, administrators may utilize, but are not limited to the following appropriate measures of action:

1. formation of a truancy/attendance plan
2. removal from a school activity
3. alternative placement
4. summer school
5. detention
6. retention in grade-level
7. notification of county attorney or youth probation
8. referral to the superintendent and/or school board for expulsion
9. Friday school

The administration may take the above disciplinary steps at any time, if a student is a blatant non-attender, who loiters in the building on or near the campus when he/she should be in class. Following compliance to a truancy plan, in the case of the student who resumes the poor attendance pattern and who once again becomes truant, the District shall not be required to exhaust its administrative procedures for dealing with the problem before the student is again turned over to the Superintendent.

As per Montana Law 20-5-106 (2013):

If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated school official or fails to uphold the responsibilities under the provisions of the truancy plan, the administration will refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child. If convicted, the person responsible for the care of the child shall be fined not more than \$100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of \$100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan for the remainder of the current school term. Furthermore, if a person fails to comply with an order of the court, the person may be imprisoned in the county jail for a term of not more than 3 days.

UNEXCUSED ABSENCES

Attendance is important to success in school. Undocumented and unexcused absences are not conducive to a student's education. Excessive unexcused absences may result in consequences for an offending student. The number of unexcused absences that will result in consequences is based on a finding by the School District that the number absences has an adverse effect on a student's academic performance.

If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the county attorney's office will be notified and the child will be referred to youth court as habitually truant under Title 41, chapter 5.

Unexcused absences are not acceptable at Sidney Public Schools. An unexcused absence is an absence for some other reason than specified in the

Excused Absence section or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine if an absence is unexcused and the appropriate penalty for any student whose absence is considered unexcused.

Unexcused absences are absences not authorized by state law nor by district or school policy but occurs with or without parental knowledge or consent. Examples of unexcused absences may be but are not limited to:

- truancy or skipping classes/school
- needed at home to help parent, sibling, other family member
- homework completion
- babysitting
- oversleeping or sleeping in
- missing the bus
- shopping
- hair appointments
- work (student employment)
- attending concerts
- photography appointments

CONSEQUENCES FOR UNEXCUSED ABSENCES

Students who are marked with an unexcused absence will be required to make up the missed class time. The schedule for making up the unexcused time will be determined by the principal or designee. This may include, but is not limited to, Saturday School, Summer School, Community Service, documented online instruction/tutoring. Additionally, students will be required to adequately complete the work missed. Teacher assistance on this work is not required. Should the makeup time require additional staffing for summer school or Friday school, the parents will be assessed a fee for these services. Failure to make up the time required will result in a referral to the school board. At that time, the school board will determine the final consequence of failure to meet the requirements of the plan. Furthermore, the student who reaches 9 unexcused absences as described in MT Code 20-5-103 may be referred to youth probation and the county attorney.

For excessive consecutive absences due to illness, the principal may require a doctor's note for excusal.

TARDIES

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, further action will be taken. Tardies of more than 15 minutes may be coded as an unexcused absence with subsequent consequences.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment. Legal Reference: § 20-5-103, MCA Compulsory attendance and excuses

§ 20-5-104, MCA Attendance officer

§ 20-5-105, MCA Attendance officer - powers and duties

§ 20-5-106, MCA Truancy

§ 20-5-107, MCA Incapacitated and indigent child attendance

See also Policy 3122

TARDY POLICY

The Central School tardy bell will ring at 8:10 AM for the 2022-2023 school year. Any students that arrive after the 8:10 tardy bell will receive a tardy slip before being allowed to go to class. Habitual tardies will be addressed on an individual basis.

**Full District Attendance Policy available upon request. Board Policy 3122, 3123*

Montana Law 20-5-106 (2013) given to parents/guardian upon request.

BEHAVIOR AT EXTRA CURRICULAR EVENTS

Spectators' Policy at All Events (In and Out-of-Doors)

As host of various activity events at our school, we are obligated to extend courtesies in order to ensure the pleasure of all ticket holders. To ensure that ticket holders can enjoy the activity event to the fullest, the following rules apply:

1. Children in the 5th grade and younger must be accompanied by a parent or responsible adult and must be seated at all times within their direct supervision. Needs necessitating exit and re-entry to the facility (such as lavatory, snacks, or other) will require adult escort.

2. All children in the 6th through high school grades are granted admission to the facility for the sole purpose of viewing the event and excessive exit and re-entry to the activity area or the building itself will be curtailed.
3. "Bleacher-Climbing" and other purposeless roaming are considered inappropriate. The area beneath the bleachers is "off limits" to all except authorized school personnel. Objects inadvertently dropped under the bleachers should be reported to attending staff or squad members.
4. Ticket holders, adult and youth, are subject to expulsion from the activity and school property for noncompliance with this policy according to the judgment of the supervising staff. No refunds will be given.
5. The following factors will be weighed if an expulsion is ruled and access to a phone will be provided. The person will then be asked to wait in an appropriate location.
 - 5.1 Age of child;
 - 5.2 Lack of escort or ready transportation;
 - 5.3 Suitably warm clothing; and
 - 5.4 The weather or lateness of the hour

Students who are suspended or expelled from school are not allowed to participate in, or attend any extra-curricular activities, or be on school district grounds at any time during his/her suspension/expulsion.

BICYCLES and SKATEBOARDS



Bicycles are to be ridden in a manner that maximizes the safety of both the rider and the pedestrian. If students are unable to use bicycles in this manner they may be required to leave them at home. All bikes are to be parked in the bike racks located on the North side of the building. Walk bicycles on sidewalks surrounding the school. Take care of your bikes and respect others. **Skateboards** on campus are a safety concern for students and staff and will not be brought to school.

BOARD POLICIES

Realizing that schools are operated for all, parents not only have a right but a responsibility to question controversial issues involving their children. When possible, we ask that you attempt to contact a teacher, if involved, by e-mail or phone to set up a meeting. If you are unable to resolve the issue with the teacher, please set up a conference with the principal. Sidney School District has a specific complaint procedure. Copies of that procedure are available in the office. All Board Policies are available upon request.

*General Regulations for Students - § MCA 20-5-201. Duties and Sanction:

(1) Any pupil shall:

- a. Comply with the policies of the trustees and the rules of the school, which he/she attends
- b. Pursue the required course of instruction
- c. Submit to the authority of the teacher, principal, and district superintendent

(2) Any pupil who continually and willfully disobeys the provision of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, book belonging to the district, or harms or threatens to harm another person or his property shall be liable for punishment, suspended, or expelled under the provisions of this title. When a pupil defaces or damages school property his or her parent/guardian

shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage.

BULLYING

Bullying will be dealt with on a case by case basis. Any and all identified bullying cases will be reviewed to determine the severity of the actions taken. Once this has been determined, Mrs. Romo will establish the consequences for the offender. These consequences can vary from spending time after school to suspension.

***Any student or parent reporting a bullying incident will be required to fill out the District Bullying Report Form and submit it to the appropriate school building.**

Board Policy 3226 available upon request

Rude vs. Mean vs. Bullying: Defining the difference:

- **Rude** = inadvertently saying or doing something that hurts someone else.
Examples: Burping in someone's face, cutting in line, bragging about being better than someone.
- **Mean** = purposefully saying or doing something to hurt someone once (or maybe twice). Examples: "Are you seriously wearing that?" "You're fat/ugly/stupid." "I hate you."
- **Bullying** = intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. It is done intentionally with no sense of regret or remorse. Bullying may be physical, verbal, relational, or carried out via technology (cyberbullying). Examples: Physical aggression - hitting, kicking, tripping, hair pulling, etc. Verbal aggression - repeated words/threats over time. Relational aggression - threat of taking friendships away, social exclusion, shunning, hazing, and rumor spreading. Cyberbullying - willful and repeated harm through the use of computers, cell phones and other electronic devices.

CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY

Central School is not responsible for the loss of cell phones or any electronic devices. Watches that act as electronic devices fall under the category of electronics and students will be asked to remove them. Parents may be called to pick up the wrist devices or any electronic devices from the principal. Before and after school hours while on school property or in school buses falls under the discretion of school time. Examples of areas are: waiting to be picked up by parents, riding the bus, before or after school starts on school property, etc. Board Policy 3630 is available upon request.

CHILD PROTECTIVE SERVICES

Any school personnel are considered mandated reporters. If necessary, Child Protective Services is allowed to visit with any child at any time during school hours in accordance to CPS Statute

41-3-202

COLD LUNCHES

Students are allowed to bring cold lunches from home to enjoy at lunchtime. All lunches that students bring to school are required to have items that do not need a microwave to heat up food. Staff will not heat up cold lunch items for students at lunchtime. Realistically, we cannot accommodate this task with the amount of students that bring cold lunch every day. Each situation will be dealt with on a case by case basis.

COMPLAINT PROCEDURE

Board Policy 3215

The School District recognizes that open communications alleviate numerous problems. In order to handle complaints, the following procedure shall be followed. Every effort shall be made to solve complaints at Level I. To file a formal complaint, please refer to the school website. www.sidneyps.com

LEVEL I - INFORMAL

1. Complainant makes direct contact with district employee to discuss area of concern within 10 school days of the incident.
2. If situation is not resolved within three school days, proceed to LEVEL II. Step 1.

LEVEL II - LEVEL V

1. Written Complaint

- a. Complainant completes written complaint form and submits to the appropriate administrator.

2. Conference

- a. Conference is held between the district employee, the building administrator, and complainant.
- b. Efforts are to be made to resolve complaint at this conference.
- c. If situation is not resolved, written complaint is forwarded to Superintendent within fifteen (15) school days of the principal's decision.

3. Administrative Action (Superintendent)

- a. Superintendent reviews complaint form, investigates complaint, issues written decision dealing with complaint within ten (10) school days of the meeting.

4. Appeal to School Board

- a. Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly

CONFERENCE AND GRADING PERIODS

Parent-Teacher Conferences are scheduled twice during the year for grades K-5. However, you are encouraged to be in contact with teachers at any time during the school year. We invite parents to visit the classrooms throughout the year. Please schedule all visits to classrooms with the teacher. Please note there may be some situations and conditions that restrict your visits to the classroom. Grading periods are listed on the first page of the handbook. Mid-term reports are also sent home with each child. Keep informed about your child's progress in school. **Please do not wait until the last week of the grading period to fix a problem that took eight weeks to develop.**

DIRECTORY/STUDENT INFORMATION:

At times, Sidney Elementary will disclose directory information. Directory information is information in a student's educational record that is not generally considered to be harmful and its release is not considered an invasion of the student's privacy. Examples of directory information include but are not limited to the following data about a student: name, address and telephone numbers, date and place of birth, official activities, attendance dates, honors and photographs. Parents retain the right to consent to the disclosure of directory information; consequently, parents who wish to retain this right must notify the school in writing.

DISCRIMINATION

The Sidney Public School District is committed to a positive and productive working environment for all free of discrimination including sexual harassment. There will be no tolerance for this behavior at Central Elementary. Appropriate measures, as deemed necessary, will be taken as outlined in the District Policy Manual. Treat each other with respect at all times.

DRESS

Students are encouraged to use proper grooming and dress in an age appropriate manner. The appropriateness of the dress will ultimately be decided by the school administrator. If a student arrives at school dressed inappropriately, the school may issue appropriate clothing to be worn for the day or contact the parents to bring appropriate clothing for the student. Everyone will remove all hats and/or caps upon entering the building. Footwear that converts into rolling shoes (Heelies) are considered a safety hazard, and will not be permitted at the Elementary Schools.

Students Cannot Wear:

- Any garment that exposes the belly button, buttocks cheeks, and/or chest
- Violent language or images depicting drugs or alcohol, or any illegal item or activity
- Hate speech, profanity
- Bathing suits
- Helmets or headgear (except of religious observance)

Board Policy 3224 available upon request.

ENROLLMENT

New students will be enrolled when they arrive in the district. This will be done in the school office. Your child's **Full Legal Name** will be used for school information and purposes. Be sure to bring the following information with you when you enroll your child:

- a. Current Immunization Records
- b. State Birth Certificate
- c. Correct Address
- d. Emergency Contacts

New students should bring their most recent report card. All school documents will display the student's legal name. If you have any questions or concerns please contact the principal.

FERPA

- 1) The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2) The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member including: secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials such as: an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Sidney Public School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FIELDTRIPS

Fieldtrips are an earned privilege. Students that have continual behavior issues and that do not turn in homework or classwork may not be able to attend the fieldtrip(s). This will be a case by case basis. The classroom teachers will be in contact with parents regarding the behavior and work of the students. Students will stay at the school and work on classroom material as an alternative to the fieldtrip.

GRADING POLICY

Report cards will be sent home every nine weeks. These reports will include information relative to the student's academic achievement, days absent, social behavior and attitudes toward school. Parent and teacher conferences will be held twice each year in addition to report cards.

In second through fifth grade, letter grades of A, B, C, D and F will be given according to the following scale:

A=90-100 B=80-89 C=70-79 D=60-69 F=59 and below

HOMELESS LIAISON

Sidney Public Schools has a Homeless Liaison that will answer questions and help with homeless questions and services. If you have questions if you qualify for homeless services, please contact Thom Barnhart at 406-433-2366.

HOMEWORK ASSIGNMENTS

Completion of homework assignments in a timely manner is the responsibility of the student. Teachers in each classroom will administer their policy for missing assignments. Please contact them first if you have any questions. Parents please make sure homework is completed before signing off that the work was done. Sign off sheets indicating work was done when no work is forthcoming will result in zeroes for assigned work. Parental involvement regarding school and homework is vital to student success. Your child's

achievement is determined, to a great degree, through team (student, school and home) effort. One extra day for absences is allowed to get work made up and handed in. These situations will be dealt with on a case by case basis.

ILLNESS

If a child becomes ill or is experiencing any discomfort or pain, the parent/guardian will be notified immediately. We ask that you come as soon as possible; the best care for your child will be provided at home or at a medical facility if needed.

If students are showing any signs of sickness such as having a fever, vomiting, diarrhea, etc. they may not return to school within 24-hours of the last symptom.

INCLEMENT WEATHER

The staff at Central Elementary will monitor the weather closely throughout the year. If the "Feels Like" temperatures are below zero, recesses and any other outdoor activities will be moved indoors.

INSTRUCTION - "Section 504"

It is the intent of the District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. If you have questions or concerns, contact your school's 504 Coordinator Michelle Monsen at 406-433-4080 or the school's principal. See policy 2162 and 2162P

INTERNET

Students using the internet are required to submit the appropriate paperwork signed by their parents. Pictures of students may occasionally be posted to the internet at the school website. If you do not want your child's picture on the internet, please notify the office in writing. Board policy 3612 available upon request.

KEY FOB POLICY

A "Key Fob System" will be used for entrance into the building. This is for the overall safety and security of our students and staff. You will be admitted entry into the school building by the secretary. Upon entry, please check in at the front office to collect a visitor's pass. This must be done before participating in any activities within the school.

LEAVING THE SCHOOL DURING THE DAY

Children wishing to leave the school at any time during school hours must bring a signed note from their parents/guardians to their teacher in advance. Parents need to check their child out of school in the office. **Please do not go to your child's classroom until you have checked in at the office.** Students returning to school during the school day need to check in at the office and get an admit slip to class. No student will be allowed to leave the school with anyone other than a parent or guardian, unless the person is on the emergency contact list.



LIBRARY SERVICES

Students are provided with approximately 30 minutes of formal library each week. Books may be checked out for two weeks at a time. Students will be allowed to check out 2-3 books at a time unless they make other arrangements with the librarian. Fines for overdue books are \$.10 per day. Lost books or materials must be returned or replacement cost must be paid before a final report card will be issued.

LICE

Head Lice continues to be a concern in public schools. Past practice has required any students with head lice to stay at home until they have been declared knit free. In order for us to know that they are knit free, the school nurse or school staff will check the student before they can return to normal school activities. This is something that the school feels is crucial to stop the spread of lice to other students. If your child has lice, please contact the school and let us know. We maintain a very high level of confidentiality with all situations pertaining to students, and this is no exception. We want to do whatever we can to prevent the spread of lice and your assistance and understanding of this policy is appreciated.

LOST ITEMS

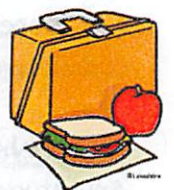
A lost and found area is maintained at the school. Your child is encouraged to check that area for lost articles. Please mark or label coats, boots, backpacks and other items to make the return process more efficient. Central School is not responsible for lost or stolen items.

LUNCH AND LEARN

"Lunch and Learn" will be provided to students in 3rd - 5th grade who need time to get caught up on their classwork. This will be directed by their teacher or the principal. This is during lunch and lunch-recess time. Students that attend "Lunch and Learn" will not be allowed seconds to eat as this takes too much time out of their work time. Students that are continually attending the "Lunch and Learn" sessions may be recommended for Homework Club per discretion of the teacher and administrator.

LUNCH/RECESS TIME (Subject to Modification)

Hot lunch will be served each day. Lunch is \$2.60 daily per student; \$52.00 for 20 days. Milk will also be available to students bringing their own sack lunch at \$.40 a carton. If you qualify for the lunch program, this does not cover snack or extra milk. Lunch accounts must be kept current. Any student with a lunch account owing for more than 5 days must bring a cold lunch until the account is brought up to date, *no exceptions.*



Adult lunches are \$4.00 for visitors and staff and *must be included in the count recorded at 8:15 AM.*

3rd GRADE LUNCH

11:45 - 12:15

(Recess 12:00-12:15)

4th GRADE LUNCH

12:00-12:30

(Recess 12:15-12:30)

5th GRADE LUNCH

12:15 - 12:45

(Recess 12:30-12:45)

(This is a tentative time frame and may be altered slightly to accommodate the needs of the students of the district.)



MEDICATION

Students who need to take medication at school must have the *Request for Self-Administration of Medication* form completed by a parent/guardian and Physician when the medication is brought to the school. This applies to students who take medication each day all year or for students who take medication for a brief period of time. Completing the Tylenol form also gives the school permission to give students Tylenol (or something similar) when requested. All student medication given at school, other than Tylenol, must be in the original prescription bottle. An over the counter or physician prescribed form needs to be completed in order for medication to be administered in the office. All other medication that a child is prescribed to take must be given to school personnel by the parent/legal guardian of the student. Students cannot deliver this medication to the school.

MOVIES

On occasion, a classroom teacher will show a movie as a classroom reward or incentive. All movies will be rated PG and will be shown at the discretion of the classroom teacher. If movies are rated anything other than PG, (example: PG13) a parental permission form will be sent home allowing permission for the video to be viewed by the student. Students that choose not to view the movie, will be provided an alternate activity.

PARTICIPATION FEES 5TH GRADE

5th grade students who wish to participate in choir and basketball will need to pay a participation fee. The cost is \$70 per student.

PARTY INVITATIONS

Birthday invitations are not to be distributed at school. It is very difficult to explain to a child why one or two were left out. Feelings get hurt very easily and we would like to avoid that as much as possible. *Please do not call the school requesting a list of names and addresses of students in your child's room. Due to the family privacy act we are unable to provide this information.*

PASS/FAIL

Elementary Grades 2-5 operates on a 4.0 grading system. Grades are issued each quarter. In order to be considered passing, a student must earn a 1.0 grade point average or better. Final grades will represent the cumulative average for all quarters.

PERSONAL PROPERTY

Any student who damages school property will be required to pay the district for the replacement/repair costs. The district assumes no liability for personal items that are lost or stolen. We strongly discourage students from bringing valuable items to school.

PET POLICY

Please note that pets are not allowed for classroom "Show and Tell". This is due to allergies in the school that may affect other students/staff. We encourage you to provide a picture as an alternative to show off your pet.

PHYSICAL EDUCATION CLASS

P.E. class is an important part of a child's education. P.E. and Music rotate daily. Students are required to wear appropriate clothing for exercising and playing games. At Central School the teacher required the

students to bring a pair of sneakers for gym class. Students will need a doctor's note to be excused from Physical Education Class. An alternative activity will be assigned until the child is able to participate.

RECESS EXCUSALS

All students are expected to go out to recess unless otherwise directed by the teacher or principal. If a student needs to stay inside from recess due to illness or injury, a medical note from a doctor will need to be provided. Each situation will be dealt with on a case by case basis.

RECESS

Students receive a fifteen-minute recess in the morning and/or after lunch. Students need fresh air and exercise whenever possible. *Please be sure that your child wears the appropriate attire according to the weather conditions.* Students need to wear warm coats, hats, gloves, snow pants, and snow boots to school when the weather warrants warm clothing. The Principal and the teachers on duty will monitor the weather closely and students will be kept inside when appropriate. If your child has a physical condition that limits the time he/she can spend outdoors, *a doctor's note is required explaining the limits and reasons.*

3rd GRADE RECESS TIMES (Subject to change)

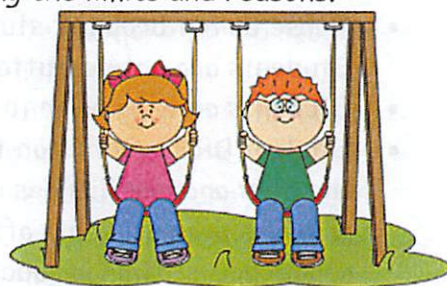
P.M. Recess 2:15-2:30

4th GRADE RECESS TIMES (Subject to change)

P.M. Recess 2:30-2:45

5th GRADE RECESS TIMES (Subject to change)

A.M. Recess 10:00-10:15



PLAYGROUND BEHAVIORS & EXPECTATIONS

Please discuss with your child the following playground behaviors and expectations: (not limited to these only)

Students:

1. No rock or snowball throwing.
2. Stand in line and wait your turn when using the equipment. Do not push, shove, or engage in dangerous play.
3. Do not jump out of swings.
4. Allow everyone the chance to participate in activities.
5. Do not climb the fence.
6. Do not climb on the trees. Do not pull off the branches or bark.
7. Use the restroom before you go outside for recess.
8. Ask the duty teacher for permission to reenter the building.
9. Do not leave the playground area during recess.
10. During the winter month's boots are recommended for off the blacktop activity.
11. During the winter months students should wear appropriate winter clothing to school daily. This includes warm coats, boots, scarves, mittens, and hats.
12. Enjoy your recess time! Have fun and play safe.

SAFETY/DISASTER PLAN

The school district has established a safety/disaster plan for each building in case of an emergency. We will conduct various drills during the school year for this purpose. Students will be informed where to go and what to do in case of an emergency.

SCHOOL ARRIVAL

Please drop your child off on the South side of the playground (3rd St SE near the big gate), or the East or North sides of the building. Dropping off students too early for school is a cause for concern. Student arrival at school should be no earlier than 7:40AM. **If students arrive prior to 7:40 a.m., they will not be supervised.** Please do not drop your student(s) off in bus loading & unloading zones. A bus from Central will leave at 7:45 AM and 7:50AM to transport students to West Side, as well as one from West Side to Central. Please have your child at the appropriate school no earlier than 7:40AM.

STUDENT SAFETY PROCEDURES DURING DROP-OFF OR PICK-UP

DROP-OFF

- Please do not drop off students before 7:40AM, as there is **NO ADULT** on duty at that time. Students are not permitted to be in the office during this time.
- Students arriving prior to 7:55 AM should report directly to the playground.
- Student DROP-OFF is on the South side of the playground (3RD Street SE, near the big gate), or on the East and North sides of the building. Please do not use the front of the school on the West side as buses drop students off in this designated area. This is a **NO PARKING ZONE** during regular school hours. This includes "quick stops" to drop off and pick up students.

Parents should escort any child who must cross the street for entry into the building. Remember to use designated crosswalks at all times.

SCHOOL CLOSURE

Any school closures due to inclement weather will be announced on area radio stations; 95.1 FM, 101.1 FM, 93.1 FM, or 98 KEYZ AM. The district website www.sidneyps.com, will also post school closures or delays. The information is also given to KUMV-TV, KXMD-TV and KXGN-TV and they will try to broadcast the closure if they are able to. Unscheduled closures due to equipment failure or weather may also occur. ***Also, please check our Facebook page at "Central Elementary School in Sidney, MT" for any school closings or other important announcements.***

SCHOOL PARTIES

School parties are planned for October, December and February, as well as other special occasions. The teachers will organize these events indicating what to bring, how to dress, and activities planned. Individual teachers will send out information with the students.

SCHOOL PHONE

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. After-school arrangements for students should be made in the morning before they come to school. **Students will not be called to the phone.** Since office telephones are constantly in use for school business, students may not use an office phone to call home unless there is an emergency. Parents are encouraged to contact teachers through e-mail or the school office when they have questions.

Teachers will return calls when they have planning time. Parents are encouraged to use the staff E-mail system to leave messages for the teachers. Please visit our website at www.sidneyps.com.

SEXUAL HARASSMENT

Sexual harassment, sexual intimidation, and sexual misconduct are all forms of discrimination and are prohibited in the district. If you have questions or concerns, contact your school's Title IX Coordinator Karen Pollari at 406-433-2330 or the school's principal. See policy 3225, 3225P, 3225F2

SPORTS PARTICIPATION AND ACADEMIC ELIGIBILITY

Academics are a priority before sports here at Central School. In order to participate in school sponsored sports, students must be in good standing academically. Students will be unable to participate in sporting events if they are receiving 2 D's or an F in any subject area(s) on the Thursday before a sporting event. The principal and or teacher will be in communication with the coach on which students will not be allowed to attend the specified sporting event. This can be a case by case basis and is up to the discretion of the principal.

STUDENT CONDUCT ON SCHOOL BUS

Riding a school bus to and from school is a privilege. In order to facilitate the safe transportation of students, the bus driver needs to be able to concentrate on the responsibilities of driving. The following regulations have been established to promote safe travel on school buses and will be followed by all bus students/passengers.



Students shall:

1. Immediately obey the requests and/or directives of the bus driver.
2. Riders shall be on time for buses. Students not on time or those who delay bus departure from the scheduled pickup site may be left.
3. Enter the bus in an orderly manner and immediately be seated.
4. Remain seated while the bus is in motion.
5. Keep all parts of the body inside the bus at all times.
6. Keep the aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous and respectful to the driver and fellow passengers.
9. When leaving the bus, leave in an orderly manner and be alert to other traffic which might be present.
10. Conduct themselves on the bus as they would in the classroom.

The Board has authorized the use of audio/video cameras on all District owned buses to ensure the health, welfare, and safety of our students and staff. In signing the bus agreement, you are hereby notified as to District policy regarding the use of surveillance on buses. Additionally, the District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record if needed. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Consequences: Bus drivers have the responsibility to insure that students behave in such a manner so as to not become a safety liability to other passengers. Bus Drivers will direct all discipline issues for their

routes to the Transportation Supervisor. All violations will be reported to the transportation supervisor and appropriate building principal. Any violation of bus rules, as listed above, will result in a warning to the student and parent/parents for the first offense and suspension from the bus for the (same) second offense for a maximum of two school days. The transportation supervisor and appropriate building principal will determine if further discipline action is needed. Misbehavior resulting in a third offense will be written up and submitted to the school superintendent with a recommendation for permanent termination of bus privileges. If the superintendent's recommendation is termination of service, the termination may be appealed to the Board of Trustees. During the appeal process, suspension of transportation services will remain in effect until the District Trustees have met with the parents at the next regular School Board meeting. No further appeal shall be allowed.

(Note: Extreme misbehavior will result in the immediate suspension of bus services and a recommendation for termination of bus privileges.)

Disciplinary Consequences:

1. Verbal Warning
2. 1st offense - warning/conference with bus driver
3. 2nd offense - 1-day suspension from bus
4. 3rd offense - 3-day suspension from bus

*violation of any bus rules after the 3rd offense may result in loss of transportation privileges for the duration of the school year

Automatic Suspension (3 days minimum)

1. Fighting, horse playing, putting hands on another student
2. Threatening a staff member or student
3. Endangering the safety of passengers, the driver and/or the public

disciplinary consequences are handled on a case by case basis and at the discretion of the principal

SUBSTITUTE TEACHER BEHAVIOR

It is required that Central School students follow our expectations at all times. When a substitute teacher is present, if a student's behavior is disrespectful and not safe, the student may be sent home at administrative discretion and coded appropriately in attendance.

TRANSPORTATION FEES

- 1.) Eligible Students: students who reside in the Sidney School District and live more than 3 miles from the school they attend or special needs students with transportation as a related service. Transportation provided at no charge. A form is still required to be filled out.
- 2.) *Students who reside LESS than 3 Miles from a school under the following conditions:*
 - a. *Transport between schools (AM and/or PM):* Example: Walk to Central to catch the bus to West Side or vice versa; Catch a bus at the High School to one of the elementary buildings
 - b. *Transport students to Boys & Girls Club at Central after school from another building*
 - c. *Designated Bus Stops:* Examples: North/South Meadow; REA; Frontage road; trailer park next to Redline and the trailer park west of Millers Corner
 - d. *Attached forms are required to be filed at the Transportation Office for these students and arrangements for payment of the appropriate family fee made with the Transportation Department. (See below for fee information.)*

3.) Fees are as follow:

- a. Full fee is \$225 per year or \$25 per month
- b. Reduced fee is \$90 per year or \$10 per month
- c. As per district policy prorating daily is not permitted.

4.) If parent/ parents no longer wish their student to ride the bus it is the parent's responsibility to notify the Transportation Department in order to discontinue billing.

(Note: It is the parent's responsibility to pay all fees on time. Failure to pay fees on time will result in loss of bus transportation until the account is brought current)

PARENTS SHOULD

- 1.) Make plans for weather emergencies. If parents are not home during the day, make prior arrangements for their children should school be dismissed early. Advise the building principal and transportation supervisor of these arrangements.
- 2.) Be sure the school has an emergency phone number where you can be reached.
- 3.) All non-school or home stops will require a written, signed note from the parent prior to the requested change or parent may call the transportation office at 433-6370. (*This includes bringing a friend home*)
- 4.) Non-emergency changes in transportation should be made no later than noon of the same day.
- 5.) Explain to your student(s) that riding a school bus is a privilege and convenience for you. Appreciation for this privilege is best exhibited by guaranteeing that students follow the rules and regulations enumerated above. Failure to follow the rules and regulations may result in forfeiture of the privilege to access district transportation services.

SIDNEY PUBLIC SCHOOLS EQUAL EDUCATION & EMPLOYMENT

As provided in the Constitution of the Great State of Montana, the Sidney Public Schools are committed to equality of educational opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, athletics, counseling, employment assistance, extra-curricular activities and other school-related activities.

The school district is also committed to an equal employment opportunity policy.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Janet Brannan, Title IX Section 504 Coordinator, 200 3rd Ave SE, Sidney, MT 59270 Phone 433-4080.

STUDENT BEHAVIOR

Central Elementary School Behavioral Management Plan

Our goal at Central Elementary School is to provide our students with an environment conducive to learning; therefore, it is expected our students display appropriate behavior on a daily basis. The following behavior management plan will be implemented in an effort to maintain an orderly learning environment and to redirect students' inappropriate behavior. Students can and will learn to modify and manage their behavior

so that it is appropriate for school. We strive to create and reach high expectations for all of our students' behavior and academic progress.

Family involvement in this process will play an integral part in our students' overall success. Please take the time to discuss the components of this plan with your child and sign the form attached acknowledging that you have read and understand the Behavior Management Plan. Teachers will keep families abreast of students' inappropriate behaviors. If necessary, parents/grandparents/guardians will be required to meet with teachers and the principal to develop a specific plan for a child's behavioral success.

POSITIVE BEHAVIOR INCENTIVE BOARDS

The Central School MBI team has come up with a system to reward students for displaying positive behaviors. Each grade level has what is called an "Incentive Board". Teachers will allow students to put their names on the board for observing targeted behavior. Once the board is full the rewards are distributed according to what the incentive is for that particular time. An example of some rewards include: eating breakfast/lunch with the principal, extra recess time, candy, gift cards, etc. We are excited for these incentives and want to be able to reward the students for displaying model behavior.

CENTRAL SCHOOL'S BIG 4 POSITIVE BEHAVIORS

- 1) Be Safe
- 2) Be Responsible
- 3) Be Respectful
- 4) Be a Learner

DETENTION

We will have detention for our 3rd - 5th grade students that receive 4 minor referrals in a two week period OR receive their first major referral. After a third referral (Minor) the student will be sent to the office to visit with the principal. The fourth referral will result in detention. If a student is unable to attend the detention they will be required to make it up. Detention will be during their lunch and lunch recess.

NOON BEHAVIOR DETENTION

Students that do not follow school expectations may have to attend "Noon Behavior Detention" to reflect upon their behavior. Students will fill out a reflection paper on what expectation(s) they were unable to follow. Students will attend "Noon Behavior Detention" at the discretion of the principal or teacher and the behavioral referral process.

ADMINISTRATIVE BEHAVIORAL CORRECTION

If a student has repeated misconduct or if the behavior is severe students will be referred to the principal for additional behavior support. Parents will be contacted each time their child is referred to the office with more than (3) minor referrals or with any major referral. When a student's behavior warrants being sent to the office with a referral to the principal, the following consequences will be given:

MINOR REFERRALS

Minor referrals are "reminders" that we need to be aware of our behavior and practice being a safe, responsible, respectful, student. Some examples of minor referrals include, but are not limited to, inappropriate playground use, running in the hallway, dress code, minor throwing, etc. There will obviously be some "gray" areas under this section, and will be handled on a case by case basis at the discretion of the

principal. Teachers may or may not send home minor referrals. 4 minor referrals in a 2 week period equals a major referral and will follow the major procedure matrix for a major referral.

Major 1

Offenses Include: Defiance, Minor Fighting, Disrespect, Disruption, and Petty Theft of materials under \$50, Abusive Language, Tech Violation, Cheating, Destruction of Property and Minor Weapons.

1st Offense	Behavior Detention
2nd Offense	(2) Consecutive Days of Behavior Detention
3rd Offense	1/2 Day ISS (In-School Suspension)
4th Offense	1 Day ISS (In-School Suspension)
5th Offense	1 Days ISS (In-School Suspension)
6th Offense	1 Days OSS (Out of School Suspension)
7th Offense	2 Days OSS (Out of School Suspension)

Major 2

Offenses Include: Bullying, Major Fighting, Sexual Harassment, Major Weapons, Destruction of Property, Theft of materials over \$50, Major Tech Violation.

1st Offense	1 Day of OSS (Out of School Suspension)
2nd Offense	2 Days of OSS (Out of School Suspension)
3rd Offense	3 Days of OSS (Out of School Suspension)
4th Offense	4 Days of OSS (Out of School Suspension)
5th Offense	School Board Review for Expulsion

* Extreme defiance and safety concerns reserve the Principal's right to possible expulsion. see policy 3310

*Major and minor fighting, weapons, and tech-violations will be determined by school Principal. There will obviously be some "grey" areas under these sections. Here are some examples of each.

Minor Fighting-wrestling, pushing, tackling, rough play

Minor Weapons-paper clips, sticks, rocks

Minor Tech Violations-reprogramming computers, messing with screen savers, writing in-appropriate messages on screen savers

Major Fighting-fist fighting and fights intended to or that may cause serious injury to another student

Major Weapons-knives, guns, some tools

Major Tech Violations-website searches, using personal tech devices to view and/or share inappropriate pictures, videos and/or material

UNPAID MEAL DEPT POLICY

- A student is allowed to charge no more than three (3) meals. After a student has charged three (3) meals, the parent must send money to pay the charges or send a meal from home with the child.
- A la carte items may not be charged.
- If a child has money to purchase a reduced price or paid meal at the time of meal service, the child must be provided a meal. School Food Authorities may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

- All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment per state and/or federal guidelines.

See also Policy 8205

VIDEO SURVEILLANCE

The school 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 buildings, grounds and equipment. For more information on video surveillance at school or on the bus please refer to board policy 3235 and 3600.