

SCHOOL YEAR 2017 - 2018

Hello and welcome back to school. I am anxious to start another year of gaining knowledge with your child. I look forward to meeting each of you and visiting about the education of your children. Your child's education is as important to the staff of Absarokee Elementary as it is to you and we value communication between parents and the school.

The handbook has been designed to help each child reach their full potential. Whether the teacher is helping them use the planner to keep track of assignments, the child is using it to organize their long term projects, or the parents are gaining information from it, the handbook and planner are a tool that will help on the way to success.

The pages of the handbook are filled with important information regarding school schedules, procedures and code of conduct (new this year is restorative practices). Your signature on the pages found within the packet indicate your child's acknowledgement to abide by the guidelines found within. 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. Volunteers are always needed and we welcome your time at the school. 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 to make an appointment to discuss the issues.

Sincerely,
Meredith Feddes
Elementary 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 which 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 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.

WHO'S WHO IN THE ELEMENTARY SCHOOL

ADMINISTRATION

Meredith Feddes Principal

Dustin Sturm Superintendent

ELEMENTARY SCHOOL BOARD

Diana Scollard, Chairperson

Clayton Young

Donna VonNieda

Garth Pelton

Justine Dawson

PARA-EDUCATORS

Finis Sandlin

KITCHEN STAFF

Tammy South: Head Cook

Sherri Cross

Tracy Esp

Margit Arthun

CLASSROOM TEACHERS

Emily Oyler Fanus Kindergarten

Darcy Sturm 1st Grade

Jaime Holbert 2nd Grade

Jessica Griffin 3rd Grade

Jake Davenport 4th Grade

Warren Boeck 5th Grade

PHYSICAL PLANT ENGINEERS

Jimmy Lester: Head Maintenance

Laurie Cappon

Margit Arthun

Sandy Johnson

Olivia Mondragon

SPECIALIZED PERSONNEL

Katrin Chandler Resource Room

Lynn Conner: Speech/Language

Jodi Heard Counselor

Debbie Seibert Band/Music

Sam Harrington Art

Heidi Gunderson Library

Joan Howe Title I

Bill Nicholson School Psychologist

Finis Sandlin Keyboarding/Computers

Meredith Feddes P.E.

BUS ROUTE DRIVERS

Donald Arthun

Matt Holtz

Ralph Milliken

SCHOOL TELEPHONE NUMBERS

Elementary School 328-4581

Elementary Fax 328-4575

High School 328-4583

High School Fax 328-4077

COMPUTER IT

Jimmie Lester

IMPORTANT DATES

Aug 21 Teacher PIR Day (NO SCHOOL)
 Aug 22 Teacher PIR Day (NO SCHOOL)
**** Aug 23 FIRST DAY OF SCHOOL**
 Sept 4 Labor Day (NO SCHOOL)
 Sept 27 Early Out 2:29 (Staff Inservice)
 Oct 18 Early Out 2:29
 Oct 19 Teacher Convention (NO SCHOOL)
 Oct 20 Teacher Convention (NO SCHOOL)
**** Oct 26 END OF FIRST QUARTER**
 Oct 27 Tournament Day – (NO SCHOOL)
Nov 2 Early out 1:29
P/T Conferences (1:30-7:30 p.m.)
 Nov 3 PIR (NO SCHOOL)
 Nov 22 Early Dismissal 1:29
 Nov 23 Thanksgiving Vacation (NO SCHOOL)
 Nov 24 Thanksgiving Vacation (NO SCHOOL)
 Dec 25 – Dec 29 Christmas Break (NO SCHOOL)
 Jan 1 New Years Day (NO SCHOOL)
 Jan 2 Vacation Day
**** Jan 12 END OF SECOND QUARTER**
(END OF 1ST SEMESTER)
 Jan 31 Early Out 2:29 (Staff In-Service)
 Feb 16 Tournament Day (NO SCHOOL)
 Feb 19 Presidents Day (NO SCHOOL)
 Feb 28 Early Out 2:29 (Staff In-Service)
 Mar 5 (NO SCHOOL)
**** Mar 16 END OF THIRD QUARTER**
Mar 28 Early Out 1:29
P/T Conferences (1:30-7:30 p.m.)
 Mar 29 Teacher P.I.R. Day (NO SCHOOL)

Mar 30–Apr 2 Spring Break (NO SCHOOL)
 April 25 Early Out 2:29 (Staff In-Service)
**** May 23 END OF FOURTH QUARTER**
(END OF 2nd SEMESTER)
Last day - 10:30 dismissal

SCHOOL HOURS

<u>KG – 3rd</u>	<u>4th – 5th</u>	
8:20am	8:05am	School Begins
10:00am	-----	Morning Recess
11:30am	11:25am	LUNCH
1:35pm	2:10pm	Afternoon Recess
3:15pm	3:20pm	School Dismisses

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
2. Address
3. Telephone
4. Date and Place of birth
5. Photograph
6. Participation in activities or sports
7. Dates of attendance, previous school attended
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 even one 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.

SCHOOL BREAKFAST AND LUNCH

Hot lunch is available to all students at Absarokee Elementary School. Below are the costs for hot lunches:

Grades K – 6: \$ 2.25 daily or \$ 45.00 for 20 meals **Grades 7 – 12:** \$2.50 daily or \$ 50.00 for 20 meals **Adults:** \$3.25 daily

Breakfast Grades K-12 \$20.00 for 20 meals or \$1.25 daily **Adult Breakfast** \$1.60 **Extra Milk** - \$.50 **Seconds** - \$1.00

If your child regularly eats breakfast at school, please consider adding breakfast payments to your child's account. *School board policy states that students are not to charge lunches.* Please be sure that your child has lunch money if he/she plans on eating hot lunches. Free and reduced price lunches are available to qualified individuals based on income. If you feel that you qualify, please contact the school.

ACTIVITY TICKETS / ATHLETIC FEES

K-5 \$25.00

(5th grade students participating in athletics are required to purchase an Activity Ticket as well as pay an Athletic Fee)

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 1st birthday and the 2nd 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.*

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).

Please be advised that designated district staff will not dispense or administer any medication without written parental permission and a valid prescription.

STUDENT DROP OFF AND PICK UP

Please note: supervision of students does not begin until 8:00 AM and 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 can not 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. 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.

EMERGENCY WEATHER CONDITIONS

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.

SPECIAL CONSIDERATIONS

Please be sure to send your child to school prepared for Montana weather. The guidelines for "snow attire" can be found on the Behavior Matrix page at the end of this handbook.

Students who have flu symptoms including a fever 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. Students are expected to go home after they are dismissed from school. Only bus students will be supervised.

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.

TELEPHONE USAGE

Students will not be allowed to use the telephone unless permission is given by their homeroom teacher or school personnel. Students will be called to answer the phone only in extreme emergencies. Routine messages will be delivered to the students by the office. Students should make arrangements for after school activities, parent-pick up, changes in routine, etc. prior to the school day.

The use of CELL PHONES is NOT PERMITTED during regular school hours (8:00 a.m. - 3:15 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, a parent will be called, and the phone will be released to a parent only.

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 the privilege of 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.

VISITORS TO SCHOOL

Parents and other approved visitors are welcome to visit our classrooms, however we do ask that you to 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, obtain permission to visit, and get a visitor's pass before going down the hallway and/or entering a classroom for any reason. Pupils 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.

LOST AND FOUND

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

DRESS STANDARDS

Students are to dress in appropriate clothing and safe footwear (pajamas, slippers, and "heelies" 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: finger tip length, original factory hems, and in good repair. Spandex, leggings or biker shorts will not be allowed. Skirts must be finger tip length. Hats, bandanas, scarves or any other head covering are not worn in the building during school hours or during inside school activities.

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. All students participate in PE on scheduled days unless excused by written permission from parent or physician. Written excuse must include nature of excuse and day/s for non-participation. Written release from physician is needed to reinstate a student who has been excused due to a serious injury.

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.

BAND INSTRUMENTS

Band instruments are to be kept on the shelving outside of the band room. Students are not to take their instruments to their classes or leave them in the hallway near their lockers.

ELEMENTARY 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.

PERSONAL BELONGINGS

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

GRADES, REPORT CARDS, PROGRESS REPORTS for 4th & 5th Graders

Report cards will be issued within one week of the end of the nine week period, with the exception of the final reporting period, when report cards will be handed out in homerooms on the morning of the last day of school.

Teachers will notify parents of academic and / or behavior concerns in a timely manner.

Scheduled reporting is as follows:

REPORT CARDS	Issued 4 times a year at approximately 9 week intervals.
MID-TERM REPORTS	Issued four times a year midway between report cards. For Grades 4 & 5 only
PARENT CONFERENCES	Scheduled at the end of the first and third quarters.

The following is the Standardized Grading System used for grades 4-12:

A	93 - 100
A-	90 - 92.9
B+	88 - 89.9
B	82 - 87.9
B-	80 - 81.9
C+	78 - 79.9
C	72 - 77.9
C-	70 - 71.9
D+	68 - 69.9
D	62 - 67.9
D-	60 - 61.9
F	Below 60

GRADES, REPORT CARDS, PROGRESS REPORTS for KG – 3rd Graders

Absarokee Public Schools issues report cards twice a year to students in grades K-3. 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.

See *NEXT PAGE* for reporting scale for KG – 3rd

Elementary teachers in grades K-3 are using the same report card format and reporting to you in all content areas using the following scale:

K-3 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. Our teachers work diligently to teach to the learning needs of each student. As 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 Mrs. Feddes. Thank you for partnering with your child's teacher/s to maximize learning and success for your child.

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). 4th grade is also evaluated in Science. Students in grades 2-5 also participate in the MAP Testing program (Measures of Academic Progress) and grades K and 1 use DIBELS (Dynamic Indicators of Early Literacy Skills) This benchmark data for reading, language, and math 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:

THE 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

CURRICULUM AND INSTRUCTION

Absarokee Elementary strives to meet the needs of all learners through its systematic approach to instruction. In addition to the daily 90 minutes of Reading, we offer small group intervention sessions of 30 minutes. Our math program is designed to provide similar supports and enrichment activities. Students move in and out of the intervention groups based on their classroom needs and successes. 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.

ABSAROKEE ELEMENTARY 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 is to call the office in the morning to verify that his/her 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 needed documentation would be 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. All students who arrive late to school must check in at the office and obtain an "Admit" slip before reporting to his/her homeroom.

A student who accumulates three tardies will serve an after school detention. Every three tardies thereafter will be counted as a half day absence each semester and the student will still serve an after-school detention. Should a pattern of tardies develop a conference will be scheduled with the student, parents, teacher, and 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. After going over the ten allowable absences, students will be penalized 2 percentage points (2%) for each day over 10 on a semester grade. 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 in general 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

Parent calls at least 24 hours in advance to notify teacher and principal of absence.

Student obtains a "planned absence" form from office or teacher and has 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 give teachers time to prepare assignments.

All work is due immediately upon the student's return.

PROCEDURE REGARDING ABSENCES FOR ABSAROOKE 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 / medical appointments, bereavement, family emergencies or '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 can not attend extra-curricular activities on the day of an absence from school

ABSAROOKE 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:
 1. advance notice
 2. written note from parent, brought to office for principal's signature
 3. signed note delivered to bus driver as the student boards the bus
 4. in the event of emergency calls from parents, the office will write a note for the student to present to the bus driver
 5. bus driver will not allow "guest" riders who do not follow these procedures

DISCIPLINARY ACTIONS FOR BUS RIDERS

1. First time a problem with a rider occurs:
Driver will talk to student.
Transportation Director or Principal will be notified

2. Second time a problem occurs:
Transportation Director or Principal may recommend suspension from the bus for the rest of the year.

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 8:05, 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 building 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.

EXTRA-CURRICULAR ELIGIBILITY RULES

All elementary students participating in extra-curricular activities will fall under the rules for eligibility as dictated in the Absarokee Extra-curricular Eligibility Rules. Students must have a 2.0 GPA 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. All 5th Graders participating in athletics are required to pay a \$25.00 per year athletic fee and purchase an activity ticket. Students in K – 5th grades may purchase an activity ticket for \$25.00 which allows them entrance to all Absarokee Schools regular season home athletic events.

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: Each year the students in Grades K, 1, children with known hearing loss, all new students, and any parent and teacher referrals will have their hearing checked. Parents are informed of any hearing problems detected. 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 otoacoustic 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. Teacher or Parent referrals can be made to determine if a child qualifies for service

OTHER SPECIAL SERVICE PROVIDERS AVAILABLE THROUGH THE SPECIAL SERVICES COOPERATIVE

TITLE IX and 504

Title IX Coordinator - Catherine Frazer
504 Coordinator - Jodi Heard

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

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: lack of preparedness, yelling out, minor disruptions, put downs, inappropriate tone of voice / attitude, electronic devices, dress code violations, inappropriate comments.

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 as outlined on the *Discipline Grid*.

DISCIPLINE GRID – Last page.

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). Skateboards are not to be used during designated athletic practices. Shoes with "heelies" should not be worn to school at any time.
Please note that 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. Skateboards are not allowed on any steps, benches, or structures of the Cobblestone or any school building at any time.
4. Radios, CD players, ipods, video games, toys, or other electronic devices are not to be brought to school without teacher permission.
5. No cell phone usage permitted during regular school hours (8:00 a.m. to 3:15 p.m.)
Students may use school phones with permission for emergency calls
6. 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.
7. 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

Restorative Discipline

At Absarokee Elementary we have decided to replace the Discipline Grid with a Restorative Discipline model.

Restorative Practices are intentional. Intentionality is done with intention or purpose. Change is Inevitable and Growth is Intentional. The Restorative Practices are a differentiated relational approach to managing student behavior.

Students will be taught to use Affective Statements. Affective Statements are statements in which a person expresses emotion or feeling related to another's actions. As school staff routinely models this communication technique when correcting minor misbehavior, when solving minor conflicts and when praising positive behaviors, students will naturally begin to utilize Affective Statements independently.

Examples of Affective Statement Stems

- | | |
|---------------------------------|---------------------------------|
| I appreciate that you... | I'm so thankful that you.... |
| I'm excited to hear/see you.... | I'm so impressed to see/hear... |
| I'm worried that.... | I'm feeling frustrated that... |
| I'm concerned that.... | I'm angry that... |
| I'm sorry that... | I don't understand why... |

Green Circles: The classroom environment intentionally focuses on building relationships, trust, empathy, respect and a sense of belonging and community in the classroom.

Red Circles: The restorative process provides opportunities to acknowledge those who have been harmed and to repair the relationship by meeting the needs of the harmed. This is about accountability. Accountability is never to a number. Accountability is to a person.

Circle Guidelines:

- *Respect the talking piece...everyone listens and everyone has a turn.
- *Pass if you prefer not to share
- * Speak from the heart...your truth, your perspective, your experiences.
- *Listen from the heart...let go of stories that make it hard to hear one another.
- *Trust that you will know what to say... no need to rehearse.
- *Say just enough without feeling rushed.
- *Honor confidentiality...What is said in Circle stays in Circle.

During Circles we will focus on the Four F's

F-Facts (What happened)

F-Feelings (When it happened, how did it make you feel?)

F-Fix (What do you need to fix the situation?)

F-Future (How can we keep this from happening again? What do you need? When should we check in?)

This is a process to help students from stair stepping their way to detention and suspension. This, however, does not eliminate those as possible solutions to change behaviors which are harming the student, the class or the school.

What if a student or adult wants to request a Restorative Circle?

Circle it!

Your name: _____

When did this happen: _____

Today's date: _____

Other person's name: _____

Other person's name: _____

Other person's name: _____

Other person's name: _____

Absarokee Schools Behavior Matrix 2017 – 2018

	Classroom	Hallway	Bathroom	Computers	Assembly or Concert	Athletic Event	Bus	Lunchroom	(Elementary only) Playground	(Elementary only) Playground with snow
BE RESPECTFUL	<ul style="list-style-type: none"> - Take care of your books. - Use appropriate voice levels. - Raise hand to speak. - Stay in your seat until the bell rings. - Respect differences. - Listen to the teacher and classmates. - Be positive. 	<ul style="list-style-type: none"> - 0 voice level - Keep hands off the walls. - Keep floors scuff free. - Move feet for others when seated. - When working, stay out of traffic areas - Watch out for those working 	<ul style="list-style-type: none"> - Use 0 or 1 voice level. - Respect privacy of others. - Leave stall doors open when finished. - Flush. 	<ul style="list-style-type: none"> - Respect privacy of others. - Use respectful language. - Cyberbullying is not tolerated. - Sanitize your hands - Put clamshells away correctly 	<ul style="list-style-type: none"> - Be quiet! - Stay seated. - Pay attention to speaker, - performance. - Turn cell phones off. 	<ul style="list-style-type: none"> - Cheer positively. - Show good sportsmanship to both teams, officials, and guests. - Follow the dress code. - Watch the game! - Pass on the sidelines when appropriate 	<ul style="list-style-type: none"> - Use 1 or 2 voice level. - Keep hands and feet to yourself. - Bullying is not tolerated. - Respect others' space and belongings. 	<ul style="list-style-type: none"> - Use "Please" and "Thank you". - Use 1 or 2 voice level. - Be polite. - Accept what is served. - Be ready to answer server's questions. - Follow adult directions. 	<ul style="list-style-type: none"> - Allow others to play their game. - Encourage others. - Welcome others to your game. - Use kind words. - Go in quickly and quietly. - All equipment stays in hand to and from playground 	<ul style="list-style-type: none"> - Respect other's snow projects.
BE RESPONSIBLE	<ul style="list-style-type: none"> - Be on time. - Complete work and hand it in on time. - Bring needed supplies. - Use work time. - Keep desks organized, clean. 	<ul style="list-style-type: none"> - Pick up trash, paper. - Close lockers quietly. - Keep lockers clean. - Use time wisely. 	<ul style="list-style-type: none"> - Use time wisely. - Use water, soap, paper towels responsibly. - Report if you are out of soap, paper towels, etc. - Report messes 	<ul style="list-style-type: none"> - Use appropriate web sites. - Use for school activities only. - Follow rules as written. - Report problems with computers 	<ul style="list-style-type: none"> - Be on time. - Be prepared, if performing. - Stay for the entire event. - Use restroom and drinking fountain before the event. 	<ul style="list-style-type: none"> - Do your part (ex. in band, concessions, selling, as spectators.) - Clean up your mess. 	<ul style="list-style-type: none"> - Keep lids on food and drinks. - Put trash in the trash can. 	<ul style="list-style-type: none"> - Try all offered items. - Use time wisely. - Scrape tray. - Put silverware in bucket. - Clean up after yourself. - Check the floor for spills and report them. 	<ul style="list-style-type: none"> - Pick up trash. - Help those who are hurt. - Report unsafe activity. - Keep backpacks out of traffic areas. - Stay dry on wet days 	<ul style="list-style-type: none"> - Snow field area: wear boots, snow pants, hat, gloves, coat. - Black top area: wear hat, gloves, coat. - Stay dry if not dressed for snow
BE SAFE	<ul style="list-style-type: none"> - Walk. - Four on the floor. - Keep hands and feet to yourself. - Use materials safely. 	<ul style="list-style-type: none"> - Walk to right. - Walk facing forward - Keep hands and feet to yourself. - Sit with legs pulled in or sit on benches. - Keep lockers closed 	<ul style="list-style-type: none"> - Flush. - Wash hands. - Open doors carefully - Pick up paper scraps 	<ul style="list-style-type: none"> - Personal information is personal! - Keep passwords private. - Report suspicious pop-ups, messages. 	<ul style="list-style-type: none"> - Follow directions. - Keep hands and feet to yourself. - Use good manners. 	<ul style="list-style-type: none"> - Stay in designated areas. - Leave unsafe items at home. 	<ul style="list-style-type: none"> - Stay seated. - Keep hands and feet to yourself. 	<ul style="list-style-type: none"> - Wash hands. - Walk. - Keep hands and arms to side. - Keep tray on counters. - Keep food on tray, in lunch box. - Use silverware correctly. 	<ul style="list-style-type: none"> - Keep rocks on ground. - Use equipment properly. - Dress appropriately for weather. - Ask before leaving - Report broken objects 	<ul style="list-style-type: none"> - Use snow appropriately. - Play safely on snow hills. - Stay off ice. - Stay away from icicles.