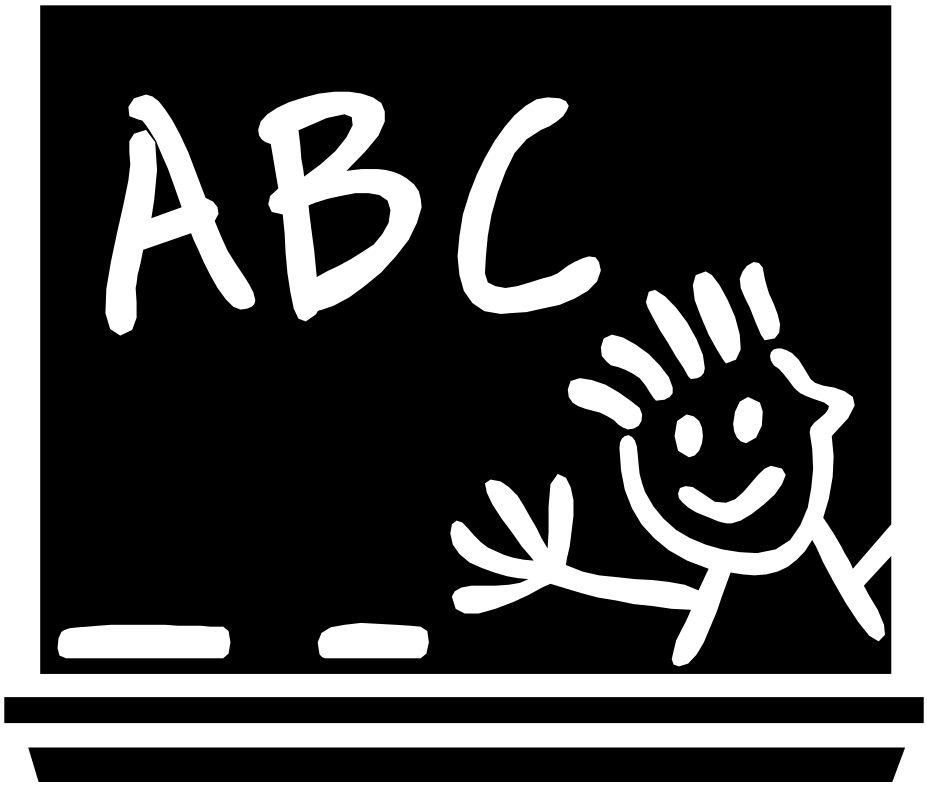
# Plentywood Elementary School

# PARENT/STUDENT HANDBOOK




## 2019 – 2020

# PLENTYWOOD ELEMENTARY SCHOOL

## Plentywood, Montana

## Parent/Student Handbook

## 2019 – 2020

Dear Parents and Guardians:

The administration and faculty would like to take this opportunity to welcome you and your child to the Plentywood Elementary School! We look forward to working with you to provide a positive and productive learning environment for your child. With a dedicated and committed staff with many years of educational experience, we encourage you to get to know your child's teacher. I know that you will find them to be very concerned about your child's progress and success. It is our goal that together we can help your child to be successful and to recognize the full potential of their talents and abilities!

It is extremely important that you read and discuss the contents of this handbook with your child so that you both have a clear understanding of its content. It is the intention of this handbook to outline policies and procedures to be used at Plentywood Elementary School. 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 to your teacher, the guidance counselor, an administrator, or come to the office. At all times we should do what is best for this school and each other.

Once again, welcome to Plentywood Elementary School as we kick off another exciting school year. We look forward to meeting you and working with you throughout the coming year.

Sincerely,

Rob Pedersen,

K-4 Principal

## GOALS

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program at Plentywood Elementary School are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

## MISSION

Plentywood Schools seek to cultivate responsible, confident citizens who respect themselves and those around them, who value diversity and honesty, and how have the courage to be compassionate as they become empowered throughout a lifetime of learning.

## VISION

Plentywood Schools will graduate citizens who value respect, responsibility, honesty, compassion, and courage.

## ADMINISTRATION

Mr. Rob Pedersen, Superintendent of Schools/K-4 Principal – Office Phone 765-1803, Ext. 104

## PLENTYWOOD SCHOOLS BOARD OF TRUSTEES

Mr. Chris Wiens, Chairman

Mr. D.J. Dixon, Vice-Chairman

Mrs. Danielle Anderson, Trustee

Mrs. Kaela Carpenter, Trustee

Mr. Shane Kleppen, Trustee

Mrs. Amy Buchnowski, District Clerk

## STARTING AND DISMISSAL TIMES

| | |
|---|---|
| Grades K-2 | 8:15 a.m. – 3:27 p.m. (M-Th); 8:15 a.m. – 2:07 p.m. (F) |
| Grades 3-4 | 8:15 a.m. – 3:33 p.m. (M-Th); 8:15 a.m. – 2:13 p.m. (F) |

## RECESS SCHEDULE

| | |
|---|---|
| Grades K-3 | Morning Recess: 9:45 – 10:00 a.m. |
| | Lunch Recess: 11:45 a.m. – 12:10 p.m. |
| | Afternoon Recess: 1:45 – 2:00 p.m. (M-Th) |
| Grade 4 | Lunch Recess: 11:45 a.m. – 12:10 p.m. |

## ATTENDANCE POLICY

The primary responsibility for good attendance for the students in grades K-4 rests with the parents/guardians. Parents/guardians are required Montana State Law (20-5-103, MCA) to assure that their children attend school regularly. The District recognizes the importance of monitoring the parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly. **Regular school attendance is a vital part of a successful school experience.** In order to maximize the educational benefits for each child, students need continuity of instruction, classroom participation, and sequential learning experiences. These can only occur when your child is in school. To ensure your children's educational success, please consider not scheduling family trips during school time. Please plan them in the summer or during holiday breaks.

Advanced makeup work is not required, but it is heavily encouraged. If you know that your child will be absent from school ahead of time, please send a note to the teacher or the office to get the makeup work. Children returning to school from being absent are asked to present a note to their teacher signed by the parent with the reason(s) for the absence.

- Reporting Student Absences (**Call 765-1803**) ~ 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 as soon as possible (preferably by 9:00 a.m.) on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent the same day. However, the fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence.

- Excused Absences ~ Excused absences may constitute personal illness, illness or death in immediate family, medical appointments, or emergencies. **Please try to make appointments at times other than during school hours.** In cases where doubt occurs concerning the validity of an excuse, the administration may require verification of medical conditions contributing to the absence.

- Excessive Absences ~ Once the teacher observes that the student's absences are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. If this parental contact does not rectify the problem, the administration will make parental contact to establish a meeting with the parent(s) and teacher to discuss the seriousness of the problem. If this meeting does not rectify the problem, then the administration will have no alternative but to contact the proper authorities including the Department of Family Services. **Excessive absenteeism may be a significant factor in the decision of retention of a student.** Under normal circumstances, missing more than ten (10) days in a semester is considered excessive. ***Excessive absenteeism cases may also be referred to the Sheridan County Attendance Committee (includes administration, Sheridan County Sheriff's Office, Sheridan County Superintendent of Schools, & Sheridan County Attorney).***

- Tardiness ~ Please make every attempt to have children in school and on time. School begins promptly at 8:15 a.m. Excessive tardiness will lead to disciplinary consequences for the student. Under normal circumstances, more than four (4) tardies in a semester are considered excessive and will result in consequences.

- Leaving or Returning to School During the Day ~ Children needing to leave the school at any time during school hours must bring a signed note from their parents/guardians to their teacher in advance. It is preferred that parents check out and pick up their child at the main office. Students returning to school during the school day need to check back in at the main office before returning to class. No student will be allowed to leave the school with anyone other than a parent or legal guardian unless the office has been satisfied that the absence is sanctioned and appropriate.

## STUDENT DRESS

The Plentywood Elementary School believes that dress and appearance are primarily the responsibility of students and their parents. Dress for all students is to be neat, clean, and appropriate for school and school activities so as to not disrupt the educational process. Any form of dress which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. If dress or appearance is in question, the school will contact the parents. Students are not allowed to wear coats or snow boots in the building throughout the school day.

## HOMEWORK

A school day is planned so that most children can get a portion of their work completed at school. However, it is often that extra work may have to be completed at home. Completion of homework assignments in a timely manner is the responsibility of the student. Teachers in each classroom will administer their policy for missed assignments, the time allowed, and what penalties may be administered. Parents are welcome to contact their child's teacher if there are any questions.

## PLAYGROUND/RECESS

Teachers or paraprofessionals are on playground duty at 8:00 a.m. in the mornings and at recesses throughout the day. Children who are not bused to school are asked not to arrive on the playground earlier than 8:00 a.m. and to leave the school grounds immediately after dismissal.

Since children will be expected to play outside except during inclement weather (usually temperatures below 0 degrees Fahrenheit, although sometimes students will go out for even 5-10 minutes when wind chill temperatures aren't severe), they should be dressed appropriately to fit the weather conditions of the day. Please check your child's attire before they leave for school each day. Students are required to wear warm winter coats, winter caps, gloves/mittens, snow pants, and snow boots to school when the outside temperatures are below freezing (32 degrees Fahrenheit). Students without the required clothing habitually will be sent to the principal for consequences. During extremely cold and inclement weather or heavy rainy weather, students will remain in their classrooms in the mornings after 8:00 a.m. and during recesses. The National Weather Service website is used as a reference as well in determining unsafe weather conditions, which includes their wind chill chart. Outdoor recess will not normally occur when the wind chill drops below -15 degrees Fahrenheit. ***(See Plentywood Elementary – Weather Color System)***

# Plentywood Elementary – Weather Color System

## LEVEL 1 (Green)

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|---|---|
| Temperature Range → | 50 degrees F and above |
| Clothing Requirements → | No restrictions (school dress code) |

## LEVEL 2 (Blue)

| | |
|---|---|
| Temperature Range → | 32 degrees F to 50 degrees F |
| Clothing Requirements → | Long sleeved outerwear<br>Snow boots/pants if playing in H20 |

## LEVEL 3 (Yellow)

| | |
|---|---|
| Temperature Range → | -15 degrees F to 32 degrees F<br>(wind chill temperature used) |
| Clothing Requirements → | "Fab 5" required (snow pants, snow boots, gloves/mittens, winter coat, stocking caps) |

## LEVEL 4 (Red)

| | |
|---|---|
| Temperature Range → | - 15 degrees F and below<br>(wind chill temperature used) |
| Clothing Requirements → | N/A (NO OUTSIDE RECESS) |

Students will be allowed to remain in the classroom during playground times due to health conditions upon receipt of a note from the parents on a short term period. This privilege is not to be abused. Exemptions from playground activity more than a few days will only be allowed if a documented note from a physician is produced by a parent to the teacher.

The following rules for the playground are expected and will be enforced:

- No "tag" is allowed on the playground equipment and no more than one student on a slide at a time.
- Students are to play safely and with kindness. No tackling or sliding on the ice.
- Balls are not to be kicked at any time. Balls are not to be thrown against the school or others.
- Snow/water/ice is not to be thrown or kicked at any time. *This will result in an automatic detention with the principal.*
- Bicycles, skateboards, or rollerblades are not allowed.
- Food or beverages are not allowed on the playground.
- No high-heeled shoes are allowed on the playground padding.
- *No games that are violent-themed or promote violence are allowed.*
- Students are not to leave the playground area without permission from the adult on duty.
- Line up <u>as soon as the bell or whistle is heard</u> and enter the building in an orderly fashion.
- *No equipment that is deemed unsafe, such as baseball bats, are permitted on the playground.*

The consequences that are normally followed when playground rules are not adhered to are:

1st Offense: Warning given

2nd Offense: Recess privilege(s) lost

3rd Offense: Student is sent to the Principal

**Major offenses at any time will result in the student being sent to the Principal!

## SCHOOL BREAKFAST/LUNCH PROGRAM

The Plentywood School serves nutritious meals every school day. Parents are requested to make deposits into their child's computerized account on a regular basis if a child is to eat any meals at the school. We prefer not to sell lunch or breakfast tickets on a daily basis. At the close of the year, any unused funds are carried over to the next school year. Reminder slips are usually sent home when a student's account is overdrawn by $10.00 or more. A maximum of $10.00 in charges will be allowed.

Free and reduced lunches and breakfasts are available to those families that qualify under the government free lunch act. Applications for this Federal Government program are available in the school office. We strongly encourage applications for this fine program.

Breakfast is offered to students every day. The cost is $1.85 for full-price; $.30 for reduced-price; and free for students who qualify. The cost of the breakfast is also taken from the student's account. Breakfast serving time is from 7:45 – 8:15 a.m. which allows students time to eat and arrive for class on time.

Lunches are available at a cost of ***$3.00*** per meal for full-price; $.40 for reduced-price; and free for students who qualify. Milk alone may be purchased for ***$.30*** for students who choose not to eat the school's meal that is offered that day.

Students are allowed to pack a lunch and eat food from home in the cafeteria but the school requests that students are provided with foodstuffs that have nutritional value.

It is a privilege to eat in our cafeteria. We ask that students show respect for lunchroom rules, lunchroom workers, and the rights of others when using this facility. Expected behavior in the cafeteria is as follows:

- Line up in an orderly manner. Do not push or cut in line.
- You will sit with your class after you have gone through the line. As you go through the line, it is not acceptable to express a negative opinion to the cooks or workers. If you have a concern about lunch, please bring it to the administration.
- Talking with your classmates is definitely acceptable as long as the volume does not get too loud. Use good manners and do not exhibit obnoxious behaviors.
- Remain in your seat until dismissed.
- Pick up after yourself.

## PERSONAL BELONGINGS

All clothing and other personal items should have some identification. We are not responsible for misplaced personal items that are brought to school. Please check our lost and found collection areas for lost articles.

## ADDRESS & EMERGENCY NUMBERS

The school must be notified when a change is made in an address or phone number. The name of a relative or neighbor who might be contacted in case of illness or emergency and you can't be reached should also be provided to the school office.

## ACTIVITY TICKETS FOR ALL SCHOOL EVENTS

Activity tickets for students to attend all home activities, except tournaments, in a more cost efficient manner may be purchased at the school office for $50.00.

## BICYCLES

For students who ride to school on bicycles, once they arrive at school the bicycles need to be parked until they leave school in the afternoon. All bicycles need to be parked in the back of the school (north side) in the provided bicycle racks. The use of bicycle locks is encouraged.

## MEDICAL INFORMATION

It is vital that medical information for all students be reported to the school office and their teachers to avoid medical emergency situations. School personnel

especially need to be informed of food allergies or medical conditions. Please keep the school office updated on this pertinent information.

## 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 that information. After school arrangements for students should be made in the morning before they come to school! Students are not called to the phone. Since school office telephones are constantly in use for school business, students are not allowed to use an office phone to call home unless there is an emergency or is deemed appropriate by the administration. Parents are encouraged to contact teachers for questions or conferencing purposes through the voice mail or email. Teachers will respond then they have planning time. For email purposes, it is the first five (5) letters of the teacher's last name followed by the first letter of their first name followed by @plentywood.k12.mt.us

## BIRTHDAY PARTY INVITATIONS

**Birthday party 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 or addresses of students in your child's class. Due to the family privacy act, we are unable to provide this information.

## CELL PHONES, MUSIC DEVICES, PAGERS, & GAMING DEVICES

Our District policy does not allow the use of cell phones, music devices, pagers, or gaming devices at school from the time a student arrives at school in the morning until 3:30 p.m. These devices are to be left in student backpacks if brought to school and turned off or on "silent." However, due to the possibility of these valuable devices being lost, stolen, or used inappropriately, we prefer that they not be brought to school at all. Violations to this policy will result in disciplinary action.

## SCHOOL BUS BEHAVIOR

The safe transport of our students hinges on positive group conduct. Students should instantly obey any command or suggestions from the bus driver. The bus driver has the responsibility and authority to maintain discipline on the school bus.

This authority extends to the extent that a request for revocation of riding privileges may be imposed on a student who habitually fails to follow the rules and regulations.

School bus drivers are asked to report misbehavior on the school bus to the Principal after a warning has been given or parental intervention has failed to result in a behavior improvement. The Principal may call a conference with the student and the parent(s). If the behavior persists after this meeting, riding privileges will be revoked in most situations. Extreme behaviors or actions that endanger a student or others may immediately result in a conference and/or riding privileges being revoked.

The following behaviors are expected while Plentywood Elementary students are riding on District school buses:

- Promptly comply with all requests made by the bus driver.
- Refrain from any conduct which makes another student uncomfortable (name calling, taunting, offensive language, harassing, etc.).
- Remain seated throughout the bus ride.
- Keep your feet and hands inside the bus at all times.
- Keep your area clean and pick up after yourself.
- Wear clothing appropriate for the weather conditions.
- Loud noises, throwing objects, fighting, or any other behavior which may distract the driver is not allowed at any time.

## MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the main office staff. The main office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the main office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. These

forms are sent home with the packet of information to parents at the beginning of the school year, but may be also obtained at the main office.

## ***COMMUNICABLE DISEASES***

Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. A student who exhibits symptoms of a communicable disease, such as "pink eye" or fever-related infections which are readily transmitted in the school setting, may be temporarily excluded from school attendance. Students who are found to have a fever at school or show signs of disease such as pink eye will be immediately sent home with their parents. Students who have been prescribed antibiotics must be on the antibiotics for at least 24 hours before returning to school unless they have a statement from their primary care physician authorizing the student's return.

## **SCHOOL VISITS**

All visitors to Plentywood Schools, including parents, need to check in at the office. If materials need to be given to a student, we ask parents to leave them at the office instead of delivering them personally. While parents are normally welcome to visit the school, we ask that visits are kept to a bare minimum so that it is not distracting to the learning of all of our children and our teacher's daily schedules. It is preferred that parents don't accompany their students into the school in the morning after dropping them off but if totally necessary we ask parents to exit the school in a timely fashion and do not linger. Remember that quick goodbyes leave dry eyes! Parents are also asked to not eat lunch in the cafeteria with our students because seating is very limited. Teachers are available before and after school to confer with parents. To make your visit as informative as possible, we recommend you call ahead to schedule a time that would be appropriate for you and the staff member you wish to visit. *Student visitors are allowed with administrative approval but are limited to a ½ day visit with proper behavior.*

## **PROGRESS REPORTS AND CONFERENCES**

You are encouraged to be in contact with teachers at any time during the school year with concerns, questions, or to check on the progress of your child. Grading periods are every nine weeks (per quarter). Midterm reports are also sent home. Keep informed about your child's progress in school. Do not wait until the last week

of the grading period to fix a problem that took eight weeks to develop. Parent-Teacher conferences are in the fall after the completion of the first nine weeks grading period.

## DISCRIMINATION

The Plentywood Elementary School 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. Students are expected to treat each other with respect at all times.

## WILDCAT BEHAVIORS

**W** ork everyday!

**I** nspire others!

**L** ead by example!

**D** o your best!

**C** ooperate!

**A** lways follow directions!

**T** reat others with respect!

**S** mile!

## WEAPONS

Students are not allowed to bring any type of weapon to school. We will not tolerate any behavior that threatens the safety of this building or the people in it. A student violating this rule will face immediate suspension and possible expulsion by the Board of Trustees.

## TOBACCO, ALCOHOL, AND ILLICIT DRUGS

The use, possession, or active promotion of tobacco, alcohol, or illicit drugs will result in immediate suspension, notification of parents, and referral to the local law enforcement.

# STUDENT DISCIPLINE

Students are expected to behave in a manner which demonstrates respect for themselves, others, and their learning. Students will be respectful to and cooperative with staff members, substitute teachers, volunteers, and their classmates. There is not a rule for every possible action that violates the rights of others. Any act that disrupts the learning environment, is disrespectful, causes danger to self or others, or destroys property is not permissible.

Each teacher is responsible for developing guidelines and rules for their classroom. These will be communicated to parents, discussed with students, and clearly posted in each classroom. Teachers will notify parents if a child's behavior becomes disruptive to the learning environment for themselves or others. If a parent is notified of a discipline problem, please discuss the incident with your child. Please contact your child's teacher for advice or for clarification if needed.

When a teacher has exhausted their classroom discipline plan and an issue has not been resolved or student behavior has not been corrected, the student will be referred to the Principal. Major behavioral infractions such as fighting, defiance of authority, abusive language, or inappropriate gestures would be referred immediately to the Principal. After conferring with the classroom teacher, the Principal will meet with the student to determine the appropriate consequence or resolution. This may include, but is not limited to:

- Further one-on-one conferences with the student.
- A conference with the parent(s).
- Before school, after school, or recess detentions.
- Loss of privileges.
- Referral to the school's guidance counselor.
- In-School Suspension.
- A Saturday School session.
- Financial restitution.
- Parental notification.
- Out-of-School Suspension.

- Development of an individual behavioral contract or plan.
- Recommendation of Expulsion

A combination of consequences could be assigned in attempting to direct the student to change his or her misbehavior.

School discipline takes precedent over co-curricular activities. The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school and school activities. Therefore, a loss of privileges may include attending athletic activities, field trips, or other school activities.

The Principal reserves the right to modify consequences at their discretion. Parents or guardians can expect to be involved with the school when there are repeat actions of misconduct. Our goal is to see that the inappropriate behavior stops so that learning can continue. In many cases, this requires the school and parents working together on behalf of the child.

## DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on students may be released by the District to anyone who requests it unless a parent/guardian objects to the release of this information. This objection must be filed within ten (10) school days of the time this handbook is sent home to the parent/guardian(s). Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and school, and most recent previous school attended. An objection of the release of this information is mailed home in the packet of information at the beginning of the school year, but can also be obtained from the main school office.

## SCHOOL CLOSURES/DISASTER PLANS

School closures, because of inclement weather, will be announced on our local Plentywood radio station, KATQ. Unscheduled closures due to equipment failure or other unforeseen situations could occur. There is an emergency procedures plan in place for our school 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.

## COMPUTER/INTERNET USE

Plentywood School computers are provided for students to use for educational purposes only. Computers are expected to be used by students in an appropriate manner or disciplinary consequences will occur. Students using the Internet are required to submit the appropriate paperwork signed by their parents.

## *EDUCATION OF HOMELESS CHILDREN AND YOUTH*

***Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the Plentywood School District. Information regarding the District's Homeless program is available upon request at the District office or through the school's Homeless Children Liaison, Mr. Rob Pedersen (406-765-1803).***

## *TITLE I PROGRAM*

***Plentywood School District # 20 is a Title I served school. Parents may at any time request the professional qualifications of the Title I students' classroom teachers or paraprofessionals. Parents of students in the Title I program will be informed if their child is being taught by a teacher who does not meet the applicable state certification or license requirements at the grade level in which the teacher has been assigned. Students are identified for the Title I program through classroom assessments and teacher referrals for extra assistance in the area of mathematics and reading by the Title I staff.***

# PLENTYWOOD ELEMENTARY SCHOOL FACULTY/STAFF 2019-20

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|---|---|
| Superintendent/K-4 Principal | Mr. Rob Pedersen |
| Guidance Counselor | Ms. Amanda Simonson |
| Kindergarten | Mrs. Milissa Brensdal |
| Kindergarten | Mrs. Kelly Obergfell |
| 1st Grade | Mrs. Dona Osksa |
| 1st Grade | Mrs. Debbie Hagan |
| 2nd Grade | Mrs. Marie Wangerin |
| 2nd Grade | Mrs. Ellen Sedgwick |
| 3rd Grade | Miss Stefanie Knipfer |
| 3rd Grade | Mrs. Deann McCoy |
| 4th Grade | Mrs. Ashley Kroeger |
| 4th Grade | Miss Katie Oliphant |
| Physical Education | Mrs. Rebekah Kukowski |
| Music | Mrs. Jill Stadstad |
| Art/Computers | Mrs. Karleen Harris |
| Library | Mrs. Carol O'Toole |
| Resource Room | Mrs. Misti Murray |
| Paraprofessionals | Mr. Blake Bolke, Mrs. Jamie Maurer, Mrs. Sandi Dixon, Mrs. Jill Stadstad |
| Title 1 | Mrs. Nancy Bennett |
| Speech Therapist | Mrs. Allison Reed |
| School Psychologist | Mrs. Debbie Johnson |
| School Secretaries | Mrs. Kendal Tangedal, Mrs. Paula Bummer |
| Head Custodian | Mr. John Sorensen |
| Head Cook | Mrs. Maria Schwarzrock |
| Transportation Supervisor | Mr. Paul Holdeman |