

Bitterroot Elementary School

Student / Family Handbook **2018-2019**

**1801 Bench Blvd.
Billings, MT 59105
281-6205**

<http://bitterroot.weebly.com>



"Bitterroot Elementary School values relationships that encourage students to be respectful, motivated and responsible learners."

BOARD OF TRUSTEES

Tanya Ludwig – term expires May, 2020

Janna Hafer – term expires May, 2020

Greta Besch Moen, Ph.D. – term expires May, 2019

Joseph Raffiani – term expires May, 2021

Bruce MacIntyre – term expires May, 2019

Mike Leo – term expires May, 2021

Brian Yates – term expires May, 2019

TBD – High School –

Russell Hall – High School – term expires May, 2020

Mr. Greg Upham – Superintendent

Brenda Koch – Executive Director, School Leadership

Dave Cobb – Executive Director, School Leadership

Billings Public Schools Student/Parent Handbook

In addition to this handbook of procedures specific to our school, a district level *Student/Parent Handbook* is available for you. It is your obligation as a student/parent in our district to know the contents of both and to understand that both the district's *Student/Parent Handbook* and the school's student handbook carry the weight of and contain adopted policies of the school district.

Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to you by district administration and staff. Both rules and assurances are contained in the district's *Student/Parent Handbook*.

The following policies and procedures are found in the district's handbook. They may be located by accessing the district's website at www.billingschools.org, scroll over the *Parents* tab, and click on *District Handbook*.

Contents of District Handbook of Board Policies and Procedures

(Please find the following policies, procedures and forms in the district's Student/Parent Handbook.)

Policy 3120 Attendance Policy and Removal of Student during School Day
Procedure 3120-P1 Attendance-Compulsory Attendance
Procedure 3120-P2 Attendance Policy and Removal of Student During School Day
Policy 3200 Student Rights & Responsibilities
Procedure 3200-P1 Student Due Process Rights and Responsibilities
Procedure 3200-P2 Freedom of Expression
Procedure 3200-P3 Student Publications
Policy 3205 District-Provided Access to Electronic Information, Services & Networks
Procedure 3205-P1 District-Provided Access to Electronic Information, Services & Networks for Students
Form 3210 Equal Educational Opportunity
Policy 3224 Student Dress
Procedure 3224-P1 Student Dress – Gang Activity or Association
Policy 3225 Sexual Harassment/Intimidation of Students
Policy 3231 Searches and Seizures
Procedure 3231-P1 Searches of Students and Their Property
Policy 3235 Video Surveillance
Procedure 3235-P1 School Busses, Schools, and Vehicles
Policy 3250 Student Discipline
Form 3250-F1 Student/Parent/Principal Agreement for Eliminating Guns and Other Weapons From Schools
Procedure 3250-P1 Hazing
Procedure 3250-P2 Student Conduct Procedure
Procedure 3250-P3 Student Drug Abuse
Procedure 3250-P4 Tobacco Free Building
Procedure 3250-P5 Gun-Free Schools
Procedure 3250-P6 Detention
Policy 3416 Administering Medicines to Students
Procedure 3416-P1 Procedures for Administering Medicines to Students
Policy 3431 Emergency Treatment
Policy 3600 Student Records
Procedure 3600-P1 Maintenance of School Student Records
Procedure 3600-P3 Withholding Records for Unmet Financial Obligations

BITTERROOT SCHOOL
Staff Directory
2018-2019

Mr. Kevin Croff	Principal	406 281-6205
Mrs. Christy Zimmerman	Secretary	406 281-6205
Mrs. Nicole Redmond	Kindergarten	406 281-6981
Ms. Sydney Nutting	Kindergarten	406 281-6992
Mrs. Marie Garcia	Kindergarten	406 281-6977
Ms. Kaiya Bisping	First Grade	406 281-6983
Ms. Darby Hansen	First Grade	406 281-6991
Mrs. Caitlin Dimock	First Grade	406 281-6993
Mrs. Erin Miller	Second Grade	406 281-6986
Mrs. Alyce Richardson	Second Grade	406 281-6988
Ms. Paige Squire	Second Grade	406 281-6985
Mrs. Priscilla Barrera	Third Grade	406 281-6994
Ms. Keyleigh Hennessy	Third Grade	406 281-6979
Ms. Theresa Nalewaja	Third Grade	406 281-6973
Mrs. Kristin Grant	Fourth Grade	406 281-6987
Mr. Dustin Martin	Fourth Grade	406 281-6980
Mrs. Tiffany Frenk	Fifth Grade	406 281-6976
Mrs. Jana O'Donnell	Fifth Grade	406 281-6984
Mrs. Jennifer White	Fifth Grade	406-281-6978
Miss Kelsey Amini	Learning Center	406 281-6974
Mrs. Sandy Williams	Learning Center Para-Pro	406 281-6974
Mrs. Jill Darland	Learning Center Para-Pro	406-679-6974
Mrs. Sandra McNeese	Read 180/Reading Interventionist	406 281-6975
Mrs. Monica Anderson	Librarian	406 281-6982
Mrs. Deb Neese	Counselor	406 281-6989
Miss Lauren Goetz	Health Enhancement	406 281-6996
Mrs. Elisa Olson	General Music	406 281-6996
Mrs. Denise Maurer	Band	maurerd@billingsschools.org
Mrs. Cassidy Waiksnis	Orchestra	waiksnisk@billingsschools.org
Mrs. Kristin Garsjo	Speech	406 281-6990
Mrs. Kayla Bettise	Art	bettisek@billingsschools.org
Mrs. Lynette Wichman	Instructional Para-Pro	406 281-6205
Mr. Skip Steinhauser	Foster Grandparent	406 281-6205
Mrs. Shirley Fitzgerald	Foster Grandparent	406-281-6205
Mrs. Kelly Weber	Head Custodian	406 281-6205
Mrs. Joan Winters	House Keeper	406 281-6205
Mrs. Katie Schultz	General Duty Assistant/Crosswalk Guard	
Mrs. Brittany Anton	General Duty Assistant/Crosswalk Guard	
Mrs. Bree Amundson	General Duty Assistant	
Ms. Chris Martin	Lunch Accountant-Sodexo	406 281-6995
Ms. Malia Halstvedt	CST Therapist	406 281-6997

POLICIES AND PROCEDURES

Absences

When a child is absent or tardy, please call the school at 406-281-6205 prior to 9AM to report that information. A message on the voicemail system will remind you about the specific information we need.

ASSIGNMENT BOOKS (GR. 4-6)

Every student in grades 4 and 5 will be expected to purchase, maintain, and utilize a planner. Students purchase these on the first day of school for \$5.00. Students who lose their book will be able to replace it at a cost of \$6.50. For safety reasons, students should NOT put their home address or phone number in the assignment book; rather they may put their teacher's name and Bitterroot's address, (1801 Bench Blvd) and phone number, (406-281-6205).

ATTENDANCE AT SCHOOL

All students are expected to attend school regularly and be punctual for all classes. Parents are asked to call the school by 9:00 AM if their child will not be in attendance that day. Students may not leave the building during school hours until an authorized adult has physically signed them out at the office. Students reporting to class after the 8:20 bell must pick up an admission slip from the office before they will be admitted to class.

Students who arrive on time are better prepared for the day and for learning. If a student incurs multiple tardies, contact with parents/guardians will be initiated regarding attendance. Staff and administration are more than willing to problem solve with families to find a solution. Chronic tardies may result in a study time over lunch recess to work on skills missed. A student who is late 10 minutes each day of school for a week, misses nearly an hour of instruction. This can quickly add up to many hours of instructional time each year. There is no question that missing hours of instruction impacts a student's academic performance. A Minneapolis study found that students who were in class 95 percent of the time were twice as likely to pass state language arts tests as students with attendance rates of 85 percent.

The Montana legislature has defined truancy as 10 unexcused absences in a semester. For school systems such as ours on trimesters that translates roughly to 6.5 absences a trimester. The county truancy officer (sheriff's deputy), may be called to pick up students and/or issue citations to parents with children who have excessive numbers of tardies or absences.

BEFORE AND AFTER SCHOOL CARE



Please be sure your daycare provider contact information is updated and is listed on your child's Student Information Sheet that will go home the first week of school. If emergency contacts change during the school year, let us know right away. It is important for you to have arrangements made so children do not arrive at school before 8:05am unless it is for a special school activity or to receive help. If a child needs to come early for help, their teacher will give them a pass the day prior to the help session. Parents and/or daycare providers should be prompt in picking up the children as close to dismissal times as possible. We cannot allow primary students being dismissed at 2:20 (1:20 Wed.) to wait for siblings in intermediate grades to dismiss at 3:05 (2:05 Wed.). We do not have supervision available during that time. There are several daycare providers in our school area.

BEHAVIOR POLICY

Students at Bitterroot School are expected to follow the behavioral guidelines set up in individual classrooms, as well as school wide procedures. Early intervention is very important when problems occur. Severe problems are almost always preceded by minor infractions. **Any behavior that causes extreme interruption to the educational process, disturbs the orderly learning environment, can be interpreted as harassment or causes physical harm to other students and/or to staff will be dealt with as defined in School District #2 Severe Behavior Policy.**

All teachers, specialists, and noon supervisors will expect appropriate behavior from students at all times. The following behavior policy will be used for most minor infractions:

1. **STEP 1: WARNING:** This will take place at time of infraction or shortly after and should include the following:
 - a. An explanation of what the inappropriate behavior was.
 - b. Relate the behavior to the Bitterroot School Rules.
 - c. Discuss what should have been done and what type of appropriate behavior is expected if a similar situation arose again
 - d. Explanation of what can be expected if the behavior is not corrected
2. **STEP 2: TIME-OUT** in an appropriate location for up to 15 minutes based on the infraction. The student will be given an opportunity to think through the problem and figure the best way to play/handle the situation. Prior to returning she/he must be able to communicate what the problem was, and how better to handle the situation next time.
3. **STEP 3: NOTIFICATION TO THE TEACHER AND/OR PRINCIPAL**
 - a. When a student is sent to the principal it is generally after several interventions from the teacher or specialist has occurred.
 - b. Every student is allowed to tell his/her side of the story.
 - c. When other students are involved they may be questioned.
 - d. A determination is made if school rules were violated and who is responsible.
 - e. The principal will then determine an appropriate consequence, and a plan to re-integrate the student back into the classroom environment.
 - f. Students receiving lunchtime detention/consequences will serve supervised lunch time and recess away from peers. This may be in the lunchroom or office or other designated area during the noon recess the day of, or the day immediately following the behavior incident (these records will be kept in the office).
4. **STEP 4: IN SCHOOL SUSPENSION (ISS)**

The student may need to be removed from the classroom environment and placed in In-School Suspension. This will be for serious disruptions, defiance, or actions that could affect the safety of

others (See School District # 2's Severe Behavior Consequences). These in school suspensions are served in one hour blocks for up to a day.

5. **STEP 5: OUT OF SCHOOL SUSPENSION (OSS) / TRUANCY CENTER:** For 5th graders, out of school suspension is served at the truancy center located in the Lincoln Center building uptown. Parents will be responsible for transportation. This is the most serious consequence reserved for only the most serious infractions.

*Note: the principal reserves the option to modify the above procedures as is appropriate to the individual circumstances of each event.

BICYCLES

Children in grades 2-6 are encouraged to ride their bicycles to and from school when the weather allows. Second graders are the youngest students who may do so without direct parental supervision.

Bicycle racks are provided and bicycles should be locked in a rack during school hours. Students must walk their bicycles on the school grounds or sidewalks around the building.

If your child rides a bike, please be certain they are aware of the following safety practices:

- 1) A bike should be ridden on the right-hand side of the street. Bicycles are vehicles and should be operated as such, subject to traffic signs, signals and regulations.
- 2) A bike should be ridden alone. It isn't safe to ride double.
- 3) Ride in single file when there is a group.
- 4) The bike should be in good working condition, including tires, steering, brakes and drive mechanism.
- 5) Ride the bike courteously. A bicycle can inflict injury, just like a car, if it is mishandled.
- 6) Walk your bike through pedestrian crosswalks and on and near school grounds.
- 7) Ride on the streets, not on lawns.
- 8) It is a good idea to register your bike with the city.
- 9) **Please remember, HELMETS ARE REQUIRED BY CITY ORDINANCE.**



If students disregard the bicycle safety rules, the parents will be called and the student will not be permitted to ride his/her bike to school. The school assumes no responsibility for bicycles at school.

BIRTHDAYS / SPECIAL OCCASIONS

Individual classrooms may recognize students' birthdays at school and ask that parents limit birthday celebration items to treats for the classroom. Healthy treats are preferred and are best for all the learners involved in the celebration.



Please do not have flowers, presents, limousine pickups, balloon bouquets etc., delivered to the school for students, as this can be very disruptive to the learning environment. If a parent wants to send a small treat on the child's birthday for the end of the school day please arrange ahead of time with the teacher. Treats should be quick and easy. Please provide extra-special birthday surprises and memorable gifts outside of the school day.

To avoid hurt feelings, we ask that birthday party invitations be sent directly to homes instead of being distributed at school, unless you choose to invite the whole class.

BREAKFAST PROGRAM

Breakfast is served every morning from 7:45am-8:10am and is optional. Students eating breakfast must use the front doors. When students are finished eating, they join the morning choice. Please do not send your children to school before 8:05 a.m. if they are not eating breakfast at school.

Current breakfast prices are:

Student Paid	\$1.25	Student Reduced	\$.30
Adult Breakfast	\$1.70	Ala Carte Milk	\$.60

BUILDING EVACUATION

If we ever need to evacuate students from Bitterroot School, our primary off campus evacuation site is Medicine Crow Middle School. Our secondary site is the LDS Church on Wicks Lane.

CARE AND USE OF SCHOOL PROPERTY

Students are urged to do their best in helping to maintain the appearance of the building, grounds and equipment. Defacing walls, school property or books will be considered a serious offense and the student will be assessed the repair or replacement cost.

CELL PHONES / DIGITAL DEVICES

Although the school discourages students bringing cell phones (please see **ELECTRONIC DEVICES** and **PERSONAL PROPERTY**), parents who want their child to have a cell phone at school (for safety reasons when walking/biking home after school) must be certain that it is turned off while at school. The phone should remain in the student's backpack during the school day. Students at Bitterroot may not carry cell phones during the school day. Classroom and office phones should be used instead. Students

must wait until they are off of school property before they can turn their phone on to use it. If a student fails to follow these procedures, the cell phone (electronic devices) will be confiscated and kept in the office until the end of the day, following infractions will require that a parent or guardian come to school to pick it up. The school is not responsible for the security of expensive digital devices.

COLD AND SNOWY WEATHER

Please dress appropriately for weather conditions. Cold and snowy weather dictate that the students wear coats, boots, hats, gloves, and snow pants. On days that the wind chill is below zero, students will remain inside the building for recess. At the teacher's discretion or if the temperature should rise above zero degrees wind chill later in the day, the students may go outside for recess and should therefore come prepared to go outside.

CONFIDENTIAL INFORMATION

Any student information parents provide to the school is for school use only. We do not give out names, addresses, phone numbers, etc. All information of student placement in special programs and services is also confidential. This information is available only to school personnel who are involved with the student's program and their parents.

CONFLICT RESOLUTION

We all face conflict on a daily basis, students as well as adults. Young people do not always have the skills, confidence, or emotional maturity to handle these difficult situations. As children develop, it is our responsibility to teach necessary skills to resolve conflict constructively. Without these skills a small problem can quickly escalate to something more significant. Students will be taught a variety of choices for small conflicts; walk away, tell the aggressor to stop, go to another game, apologize when appropriate, share and take turns, make a deal (compromise), wait and cool off. Students are encouraged to talk to an adult about big problems that compromise safety or for problems that they were unable to resolve on their own. The school counselor teaches classroom lessons that support development of these and other important individual skills.

COUNSELING SERVICES

Elementary school counseling services are an integral part of the total school program and complement learning in the classroom. Services are child-centered, proactive, and developmentally appropriate. Counselors promote intellectual, behavioral, and emotional growth. These uniquely qualified professionals work directly with students in individual and group counseling sessions. Classroom guidance lessons are presented in grades K-6. Counselors also consult and collaborate with parents, teachers, and other professionals in the community. School counseling services are intended to enhance the potential of all elementary students.

CSCT (Comprehensive School and Community Treatment Team)

AWARE's Comprehensive School and Community Treatment (CSCT) program provides additional supports for young people who are struggling with behavioral and emotional issues in school. AWARE staff work closely with teachers and other school personnel to provide assessment, program planning, skill-building activities with the youth, one-to-one therapeutic support, and therapy based on the youth's individualized action plan. In addition, consultation, training and support are offered to school personnel. The teams' goal is to work with clients, their families and their educators to prepare a plan that helps children live in the least-restrictive setting possible, while at the same time providing them with the supports they need and the education they are entitled to.

Crisis Procedures

Every day you entrust us with the safety, health and wellbeing of your children. Once a student departs from home for our campus, we are legally responsible for that child until they cross the threshold of their home at the end of the day. (Unless students are picked up by a parent, or returned home by bus.) If there is an emergency or crisis at your child's school our district's automated call out system will be activated to notify you with specific information and directives you will need to know. This information might include a location and time for you to pick up your child.

Please do not go directly to your child's school during an emergency until you are notified that it is safe to do so.

REMEMBER...Schools will do what is necessary to keep our students safe.

PARENTS CAN HELP SCHOOLS BY:

- **Filling out the Student Information Forms** that are sent home from school with your child. The information on these forms will be used in emergencies. (Please note that only those people listed on the forms will be allowed to pick up your child at a Parent/Student Reunification.)
- **Informing your child's school of any phone number changes**, as the numbers on the forms will be the numbers called in an emergency. If you do not fill in a phone number, communication between you and the school may be delayed. It is especially helpful to identify which two phone numbers you want called first, as these numbers will be used by our district's computerized telephone system.
- **Notifying the school of any pertinent health information** about your child. This information will be helpful if your child is in need of emergency medical attention.
- **Following directives during an emergency:** Although it may be your first instinct to go to the school, it just takes a few extra panicking people to disrupt the response procedure that the staff and students have been trained to follow, possibly creating additional safety hazards for everyone involved.
- **Allow school personnel to reunify you and your child:** This action will prevent disruptions of safety procedures and insure student accountability at the relocation site and this will allow for speedier reunification of families and students.
- **Arrive at a Parent/Student Reunification station, with a picture ID ready to show.** Although many school staff will recognize you, there may be volunteers who are helping with this process. Please share this information with any person you've listed as having permission to pick up your child.

BY EDUCATING OURSELVES AND WORKING TOGETHER, WE CAN ALL BE SAFER

DAILY SCHEDULE

Students eating breakfast are welcome to school at 7:45. All other students may arrive at 8:05 and make their way to morning choice in the classrooms. The bell rings at 8:20 a.m. signaling the start of the school day. Children who arrive in classroom after 8:25 a.m. are considered tardy and need to report to the office for an admission slip. All primary (K-3) children are dismissed at 2:20 p.m. and intermediate (4-6) children are dismissed at 3:05 p.m. On Wednesdays this schedule changes to 1:20 for primary students and 2:05 for intermediate. No K-3 students may remain at school or on the school grounds between the two dismissal times.

Teachers' hours are 7:50 – 3:50. The best time to call or visit with teachers is prior to 8:15 a.m. or after dismissal times. You may call the office and leave a message for a teacher to return your call when they have time if that is more convenient for you. We do not forward calls to teachers during class time to avoid interrupting learning.

DRESS CODE

Important Update (June, 2015):

Due to numerous injuries and significant lost learning time we are no longer allowing flip flops to be worn to school. They often break at school and are not safe for play on the playground equipment or use on the stairs in the annex.

In addition, we ask that you carefully consider all the activities during the school day prior to sending your child with any open toed shoe. They are often a poor choice for PE, evacuation drills, or just running and playing at recess.

(Required by Board Policy 3203)

Students are reminded that their appearance significantly affects the learning environment and may even be a safety concern in some instructional areas of the school.

Students are not to wear: “doo” rags, skull caps or bandanas EXCEPT for special teacher sponsored events. Nor may students wear apparel that may create a material or substantial disruption to or distraction from the educational process; be destructive to persons or property; represent or encourage gang activity; advertise alcoholic beverages, drugs, drug paraphernalia or tobacco products; display sexual connotations; contain spikes or chains; exhibit offensive or suggestive language or graphics; or be considered offensively revealing or distasteful.

Undergarments and shoes, (not slippers) are required. Undergarments should be fully covered including bra straps and waistbands and tops of “boxers”. At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shorts, etc.

Bare midriff, see-through and backless garments are not appropriate nor are tops tied together by strings across the back or around the neck such as the “bandana” or “halter” tied tops. Students should keep their chests and backs significantly covered. Spaghetti straps, muscle shirts, (for either boys or girls), tube tops, tops with straps that do not cover undergarments, are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Shorts/skirts, as a general guide, should not be shorter than the middle fingertip of the student’s hand when the arms are hanging at the student’s sides.

may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., for any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.

DROPPING OFF AND PICKING UP CHILDREN

have some buses that come through our drive-through area in front of the school along Kyhl, we ask that you do not drop off or pick up students here. Other than breakfast, our drop off and pick up area is along Bench Boulevard. We also ask that when driving along Bench Blvd., you pay close attention to the crosswalk area where students are crossing. We appreciate your consideration and patience with this situation. We make these requests to keep our children safe. Having children walk an extra several yards is worth the extra effort to keep them safe.

ELECTRONIC DEVICES

As part of the district’s Acceptable Use Policy 3205 students may NOT use personal electronic devices on school property, unless approved by an administrator for educational purposes. This includes cell phones, iPods, MP4 players, PDAs, digital cameras and other personal electronic devices. If cell phones are brought to school with parent permission, they are to remain “**off**” in the child’s backpack while on school property. The use of these items during school hours, without staff approval, will result in confiscation. Parents will be notified and arrangements will be made for pick-up.

EMERGENCY AND HEALTH SERVICES

It is important that the school be able to contact parents in case of an illness, emergency or accident at school. Therefore, it is critical that school records include current home, work and cell numbers, and numbers of designated relatives and emergency contact people. According to state law, all children must be up-to-date on their immunizations to be in school. Parents should advise the school of ANY allergies, chronic illnesses, or serious physical or emotional problems of their child.

FIELD TRIPS

Occasionally classes take trips off campus to provide enriching activities that support the school curriculum. Parents will be informed by written notice of such upcoming trips. If, for any reason, a parent wishes to exclude a student from such a trip, a call or note to school is in order. Although it is not mandatory, teachers will often send home a permission form to participate in school activities off campus and ask that parents sign and return the form. It is also to be understood that field trips are a privilege that is



earned, not a right. Students who misbehave frequently at school may not be allowed to attend field trips.

FIRE and EMERGENCY DRILLS

Fire drills will be practiced during the school year. When the fire alarm sounds, students must leave the room in an orderly and quiet way. Each classroom has a designated route and an alternate route for fire drills. Students are to walk, not run. During a fire drill there is to be no talking. Children will stand quietly on the playground until the signal is given to return to the classroom. Fire drills are required by law and are important preparation in the case of emergencies. Other emergency drills include, Lock-Down, Evacuate to Off-Site Location, and Shelter in Place.

FIRST AID AND FOLLOW-UP



Nurses hired by the Billings Public School system provide targeted Health Services in our schools. Each nurse serves multiple schools and is available on an on-call basis. Guidelines for first aid procedures have been developed by the Health Department and adopted by the school district. First aid is immediate and temporary and parents are responsible if further care is required.

GRADING SYSTEM

K-5 students and parents will receive standards-referenced report cards in English Language Arts and Math; at this time all other subjects will be reported as in the past. Standards-referenced grading and reporting will provide better communication to students and parents on what each student knows and is able to do according to the identified standards within the proficiency scales. Proficiency scales clearly articulate to what degree students are to know a concept, so teachers may accurately and reliably monitor and support student progress.



HEELYS / ROLLER BLADES / SKATEBOARDS / SCOOTERS

Heelys, roller blades, skateboards and “rip sticks” may not be ridden on school grounds. Nor can the school be responsible for storing these items. Experience shows there are numerous safety hazards and dangers to students using these “small wheel devices” on the streets and bike paths to and from school. Like bicycles, helmets are required if students ride these items to or from school. The major problem with skateboards is the lack of room to store them in the building or secure them outside. If you choose to have your child get to school this way, please have a plan to secure the equipment outside.

HOMEWORK



Homework that is properly designed, carefully planned, and geared to the development of the individual students meets a need and has a definite place in the educational program. It gives students an opportunity to develop responsibility, improve work

habits and practice skills, which affect school achievement. Homework also helps you follow your child's progress in learning. You can help your child succeed by:

- Providing a quiet place to work
- Setting a specific study time each day
- Expecting him/her to complete all assignments

If your child should have what you believe to be an excessive amount of homework or doesn't know how to complete the work independently, please contact the classroom teacher. This will help determine if your child is using class time wisely or might need extra help at school. As a rule-of-thumb, homework is given when additional practice is needed, when making up missed work, or when the length of the assignment precludes its completion during the school day.

Homework practice helps students develop skills in how to study, organize their time, complete tasks and get the most out of what they read.



INCLEMENT WEATHER

your child comes dressed appropriately for the weather. Please send the appropriate coats, snow pants, boots, mittens, hats, etc. during cold weather. Our policy is that children go outside unless it is below zero wind-chill. If it is raining hard or in certain other situations, we keep the children inside. Occasionally, teachers will take the children out, even in cold weather, for a few minutes to give them some fresh air.

LOST AND FOUND

A "Lost and Found" area is maintained at Bitterroot School. Students who find items should bring them to the office. The "Lost and Found" area is located in the hall outside of the gym and parents are encouraged to frequently check for missing items. Unless it's a favorite, your child may not know something is "lost". Each quarter, we will donate any leftover, "unwanted" items to people in need.

LUNCHROOM PROGRAM

Bitterroot School has 35 minute lunch periods. Generally, 15 minutes of recess followed by 20 minutes in the lunchroom. (This may be adjusted for the older students.) A school lunch program is provided by Sodexo Marriott Foods, a private contractor. Price lists and information will go home with each child the first day of school and monthly menus will be sent home. A child may choose to purchase a hot lunch or bring a lunch from home.

Current lunch prices are:

Student Paid	\$2.75	Student Reduced	\$.40
Adult Lunch	\$3.50	Ala Carte Milk	\$.60

Students are not allowed to charge a school lunch. However, if a child is not able to pay for the meal, he or she will receive either a peanut butter or cheese sandwich along with a carton of white milk. There will be NO CHARGE to the child for this lunch.

Parents are welcome to join their child for lunch, but we need to know ahead of time that you are coming. Our hot lunches are prepared at the middle school and delivered to us every morning. **On the day you plan to eat school lunch, please phone the school before 9:00 a.m. so that we can include you on the count.**

For those students who bring a cold lunch from home, **milk is available for 60 cents a carton.** There is not a microwave in the gym for students to heat up lunches so cold lunches need to truly be cold lunches.

Our lunchroom behavior rules include:

- Use quiet and normal conversational tones (restaurant voices).
- Follow directions the first time given.
- Walk at all times.
- Never touch, handle, or share other people's food.
- Leave your individual lunch area neat and clean. Food or garbage is not to be left on the floor or on the table.
- Students may bring any drink you choose in their lunch boxes except energy drinks, pop, or any other "fizzy" drink. We also discourage glass containers as they could easily be broken.
- Please label your child's lunch container, even paper sack lunches.
- We ask that you send containers with your children that they are able to open independently.

LUNCH SCHEDULE FOR 2018-2019

11:10-11:45	Kindergarten
11:35-12:10	First Grade
11:15-11:50	Second Grade
11:40-12:15	Third Grade
12:25-12:40	Fourth Grade
12:00-12:35	Fifth Grade

MEDICATIONS

If medication is required during school hours, it will be administered by the student, under adult supervision. The parent and a doctor must sign a consent form, obtained at the school office. Please bring the medication to school in the **original** prescription bottle with the child's name, medication name, dosage and directions for taking, and the doctor's name. All medication is kept at the office.

MORNING CHOICE

All students are welcome to school at 8:05 for morning choice. A variety of activities are available in the classrooms for students to enjoy until the 8:20 bell signaling the beginning of the school day. We do not have sufficient staff to offer student supervision prior to 8:05 unless students are at breakfast.

P.T.A.

The Bitterroot Parent & Teacher Association is an active group working with school personnel to provide a variety of volunteer help and activities to make Bitterroot School a happy and productive place for our children to learn and grow. Your participation is both welcomed and encouraged. The P.T.A. is composed of parents and staff members. The P.T.A. sponsors many programs for our students and utilizes the talents and expertise of many parents. This is an excellent way to become involved in your child's educational career. The names and contact information for our P.T.A. Board members as well as current volunteer opportunities can be found at <http://bitterrootpta.weebly.com/>. Thank you to the many parents who have made the Bitterroot P.T.A. a very active part of our school community!

PARENT COMMUNICATION

It is very important that school records include current home phone numbers, parent's work numbers, and phone numbers of a designated relative or neighbor (emergency contact). Parents should advise the school of any allergies, chronic illnesses or serious physical or emotional problems of the student. Upon request, the school nurse is available to provide parents with information on medical and financial resources available in the community.

PERSONAL PROPERTY

Children are asked to leave personal items such as toys, electronic games, cell phones, tablet devices, music players, personal sporting goods, etc. at home. We cannot assume responsibility for damage or loss of these personal items. We do, however, encourage students to bring something very personal with them everyday – a good attitude and a willingness to learn!

PLEDGE OF ALLEGIANCE

It is a Montana state law requiring students in grades K-6 to recite the Pledge of Allegiance every morning. Exceptions will be made for students who decline due to religious beliefs.

RECESS

At recess students have a choice of activities to participate in such as four square, big toy (alternating days), jump rope, basketball, kickball, etc. Tag, touch or tackle football, or any other game that is, or has the potential of "hands-on" is NOT permitted.

REPORT CARDS

Report cards are issued at the end of each trimester. More timely information is available for students in grades 4 & 5 through Parent Connect in Power School. Parent Connect log-in information and passwords are sent home at the beginning of the school year and are available at any time by calling the office at 281-6205

RESPONSIBILITIES (PARENTS)

At Bitterroot Elementary School, we believe it is the parents’ responsibility to help your children succeed by:

- Making sure your children arrive on time, in good health, and with proper rest and nourishment.
- Knowing and discussing with your child(ren) what Bitterroot School expects of its students and what the consequences will be if they fail to meet those expectations.
- Being aware of your child(ren)’s behavior at school.
- Supporting and following through with school policies and to maintain communication with teachers and other staff members.
- Providing the necessary school supplies.

RESTRAINING and COURT ORDERS

We are obligated to honor any court order as it applies to school. In such a case, the teacher, lunch aides and office personnel are made aware of the restraining order and try to pay special attention during its jurisdiction. In the remote chance of an attempt to violate a restraining order at school, the police would be notified immediately for enforcement of the order. School personnel cannot be everywhere at all times (bathrooms, halls, etc.) but would make every attempt to monitor student safety and call authorities if a child’s safety was in jeopardy.

RESPONSIBILITIES (STUDENTS)

- “Safe Hands and Bodies” Students must keep their hands and bodies appropriately to themselves.
- Respect the rights, feelings, and property of everyone: Abusive or aggressive language and mannerisms toward students or staff members is not tolerated.
- Act in a safe manner: Stay where an adult is in charge, obey playground and equipment rules. Examples include, but are not limited to; leave snow, rocks, and other found objects on the ground, no sliding or playing on unsafe snow hills, no tackle football, no using ropes other than for jumping, no pretending to kick, hit, punch, sword fights, or other unsafe behavior.
- Students move in a quiet and orderly manner throughout the building.
- Hats to be worn outside only.
- Help keep the school and grounds safe and clean.
- Drugs, weapons (real or toy), tobacco, or alcohol are NOT permitted at school.

Responsibilities (Students) cont.

Bitterroot School 2018-2019 Behavior Expectations

I am....	All Settings	All Classrooms	Hallways	Lunch Room	Bathrooms	Playground	Assemblies
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Safe	<ul style="list-style-type: none"> Keep bodies calm in line Report any problems Ask permission to leave Hands To Myself 	<ul style="list-style-type: none"> Enter calmly Maintain personal space Follow computer and Internet procedures Follow classroom safety rules 	<ul style="list-style-type: none"> Walk Stay to the right Maintain personal space 	<ul style="list-style-type: none"> Walk Clean area and tray 	<ul style="list-style-type: none"> Wash hands with soap and water Keep water in the sink One person per stall Leave lights on 	<ul style="list-style-type: none"> Dress for weather Use equipment for intended purpose Participate in school approved games only Stay in approved areas Keep body to self 	<ul style="list-style-type: none"> Walk Enter and exit the gym in an orderly manner Sit appropriately in assigned space
Respectful and Kind	<ul style="list-style-type: none"> Treat others the way you want to be treated Be an active listener Follow adult(s) direction(s) Use kind language Remove hats and hoods when entering the building 	<ul style="list-style-type: none"> Be honest Take care of yourself Respect all materials and equipment 	<ul style="list-style-type: none"> Walk quietly so others can continue learning Smile and Greet Others Quietly Soft Steps Hands To Myself 	<ul style="list-style-type: none"> Eat only your food Use a peaceful voice 	<ul style="list-style-type: none"> Allow for privacy of others Clean up after self Use a peaceful voice Respect property RULE OF 1 1 flush 1 pump 1 paper 	<ul style="list-style-type: none"> Line up at first signal Invite others who want to join in Enter and exit building peacefully Share Use kind language 	<ul style="list-style-type: none"> Be an active listener Voices Off Sit up with bottom on floor Applaud appropriately to show appreciation
Responsible Learner	<ul style="list-style-type: none"> Be an active participant Give best effort Be a team player Do your work 	<ul style="list-style-type: none"> Be prepared Embrace challenges Make good choices 	<ul style="list-style-type: none"> 1-2-3 to lineup Return to class promptly 	<ul style="list-style-type: none"> Use polite manners Leave when an adult excuses 	<ul style="list-style-type: none"> Follow bathroom procedures Return to class promptly 	<ul style="list-style-type: none"> Be a problem solver Learn new games and activities 	<ul style="list-style-type: none"> Raise your hand for questions Keep comments and questions on topic



SAFETY TO AND FROM SCHOOL

Bitterroot staff shares the concern of parents about the safety of students as they travel from home to school and back home. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good safety habits by providing safety instruction at home.

Suggested parent instructions for students traveling to and from school:

- Learn the safest route and know the approximate time that it takes the child to get home from school.
- Use intersections when crossing the street rather than the middle of the block. Where crosswalks are provided, stay between the lines. It is the child's responsibility to make certain that traffic from both directions has stopped.
- If there are no sidewalks, walk on the left side of the streets, facing oncoming traffic.
- After dismissal, students are not to loiter around the school or on the playground; they are to go directly home or to a daycare provider.
- NEVER accept rides or gifts from strangers. Report to the teacher or school personnel, parents, or a police officer any strangers seen loitering on foot or in a car near schools, playgrounds or other places where children assemble. Try to remember the license number of the car and write it down. Try to remember what the stranger looked like.
- We have crosswalk guards at the intersection of Jaque Lane & Bench Boulevard and at Wicks Lane & The Walking/Bike Path.
- Always yield to vehicles.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available to each student on the first day of classes. Additional packets are available in the office throughout the year. Purchase of this program is optional.

SCREENINGS

Students in grades K-5 have vision screenings each year. Kindergarten and 1st graders have hearing screenings and any student requiring a follow-up is screened by the audiologist. Parents are notified if the student has a problem in any of these areas.

SECURITY

Because the safety and security of our students and staff is of utmost importance, all doors will be locked at all times. Students and staff may always exit any door, however the visitor's entrance is through the main door off Kyhl Lane. Visitors will need to press the call button located on the west wall of the entryway and be buzzed in by office staff. Per District Policy, **we require anyone entering the building to sign in at the office.** Similarly, parents and visitors must also check out when leaving. Parents and guardians must come into the school during school hours to sign out students leaving early; we cannot send students out to the car. We appreciate your cooperation and understanding in making our building safe for our students and staff.

SICK CHILDREN GUIDELINES

Sometimes it is difficult to tell if your child is not well enough to come to school. If your child is not able to participate in the usual classroom activities (including going outside), please carefully consider whether they should come to school.

Please keep your children at home if they have any of the following symptoms:

1. Fevers of 100 degrees or greater. Children should be “fever-free” for 24 hours before returning to school.
2. Vomiting and/or Diarrhea. Without these symptoms for 24 hours before returning to school.
3. Bacterial Infections
4. Generalized Rashes
5. Chicken Pox
6. Head Lice or scabies
7. Symptoms of serious illness
8. Thick green or yellow nasal discharge

SMOKING, DRINKING AND DRUG ABUSE

Billings Public School policy and state law forbids the use of possession of any tobacco, alcoholic beverages or illegal drugs on school district property and at any school event. Any students possessing or using these substances shall be subject to immediate suspension from school pending a long-term suspension hearing.

STAYING AFTER SCHOOL

Teachers may individually suggest students remain after school to confer with them or receive extra help. This may be as short as 10 minutes or as long as 30 minutes. Students and/or teachers will inform parents by phone should there be a need to remain after school.

TELEPHONE USAGE

We ask students to limit their use of the school phone to matters of emergencies. Plans for after school activities should be made at home before students come to school. We also encourage students to begin taking responsibility for remembering necessary items for school, rather than relying on a phone call to parents to bring a forgotten assignment or instrument. **Please limit phone messages to students for emergencies only.** Classroom instruction will NOT be interrupted for messages, as all messages will be delivered to students at the end of the instructional day (this should be only in emergency).



TEXTBOOKS

Textbooks will be furnished free of charge by the school district. However, the students are responsible for books checked out to them. If they are damaged, destroyed, lost or stolen, the students, (and their parents) are responsible to replace the book. Textbooks are expensive and we urge all students to treat their books with care. Fines will be levied against students turning in books that show evidence of misuse. A textbook price sheet is sent home in the first day of school packets for parents to sign. Final

report cards cannot be issued to the student until all lost or damaged textbooks and library books are returned or paid for by the parents.

VACATIONS, TRIPS, APPOINTMENTS

We encourage you to plan vacations, trips and appointments at a time when it will not take students away from school. For the safety of our students, each child must be signed out at the office by a parent or authorized adult if leaving during school hours.

VANDALISM AND THEFT

Students involved in vandalism or theft of school property may be referred to the school resource officer, (police) and will be subject to school consequences including but not limited to suspension from school. Students and/or parents will be responsible for making full restitution for any damage or loss.

VISITORS

We invite you to visit the school, and are eager to learn anything that will help to understand your child better. Please contact your child's teacher to make arrangements to visit classrooms. All parents are especially encouraged to visit when special invitations are sent for school or classroom programs (watch the newsletters and website for special events). **For safety reasons please remember to check in at the front office of the school to sign in and pick up a visitor's sticker.** Also for your child's safety, students leaving early are released from the building only through the office. Office staff will deliver items (lunch boxes, money, books, etc.) to the classrooms or hold them at the office for student pick up. This procedure avoids classroom instruction interruptions.