

# Arrowhead Eagles

## Parent-Student Handbook 2019-2020

Building knowledge, character, and community in each child.



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### ***Billings Public Schools Mission Statement:***

Our mission in partnership with our community, is to educate individuals of all ages to become caring, competent, and contributing members of the community and the world.

## **WELCOME TO ARROWHEAD ELEMENTARY**

On behalf of the entire staff, I am pleased to welcome you and your child(ren) to Arrowhead Elementary School. Education at Arrowhead Elementary is designed to meet the needs of each individual student. As part of Billings Public Schools, Arrowhead holds high expectations for success and achievement, both socially and academically, for all of our children.

### **Arrowhead staff believes that:**

- v Each child is a unique and special individual. All children can and will learn and each requires differing amounts of time and practice.
- v The most successful children are those whose parents play a supportive role in their education.
- v Engaged students and positive motivation strategies maximize learning opportunities.
- v The best education takes place in a safe, orderly, and caring environment.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we are not enough. You, the parents, play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, your support for the school, and your presence at school are all vital! Parents count! Come to school, meet us, talk to us, join the PTA and volunteer your time and energy. Your involvement will show your children that you value their education and support schools. Let's work together!!

This parent handbook has been prepared in order to let you know about school policies, procedures, and schedules. I hope that you will take a few moments to review this valuable information. Please do not hesitate to contact the office if you have any questions or comments regarding your child's educational experience at Arrowhead Elementary.

Warmly,  
*Pam Meier*, Principal

## **BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL**

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- v Take an active role in the school's PTA
- v Attend open houses, school programs and functions
- v Get to know your child's teacher
- v Volunteer to help in your child's class or on field trips
- v Attend parent/teacher conferences
- v Be supportive of the school and school projects
- v Encourage your child to complete all homework
- v Visit the classroom
- v Develop an open line of communication between the school and home
- v If a problem arises, deal with it in an appropriate manner, never speak negatively about the school or staff member in front of your child
- v Make sure your child gets enough rest and arrives to school on time
- v Provide necessary school supplies

## **ADDRESS/TELEPHONE CHANGE**

It is imperative that every student maintains a current address and working telephone number record at the school. Please notify the school office immediately if you have a change of address or telephone number during the school year.

## **APPEARANCE**

We believe that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for both boys and girls. However, we recognize that students' mode of dress and grooming is a manifestation of their personal style and individual preference.

We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness. With this in mind, students must dress in a manner that supports a serious, student-friendly, and safe environment for learning. Dress that is **distracting** or contrary to school rules is not permitted. Therefore, the following guidelines shall be followed in reference to students' dress:

- Shorts and skirts need to be fingertip length or longer.
- Shorts and skirts that show the torso, stomach, or midriff are not allowed.
- Undergarments (briefs, shorts, bra, etc.) must **not** be visible.
- See-through and fishnet fabrics are not permitted.
- Off-the-shoulder, halter-tops, muscle shirts, low-cut tops, short tops, or spaghetti strapped shirts are not allowed unless there is a shirt/top underneath.
- Hats, bandanas, sweatbands, and head coverings are not to be worn in the building.
- Proper athletic shoes must be worn on P.E. days.
- Brightly colored hair, facial paint, body stickers and other displays that **disrupt the learning/teacher process** are not appropriate.

The teacher and/or principal reserve the right to consider a student's attire inappropriate or distracting. Students who violate the dress code will be asked to change their clothes.

## **ATTENDANCE AT SCHOOL**

Regular attendance is essential to success in school. A student not only misses work on the day of absence but also is not prepared for the next day because of missing instruction. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. If this is the case a letter will be sent to the parents at the end of the semester expressing concern.

If a student is absent because of an emergency or illness, please call the office before 9:00 a.m. on the day of the absence. If communication with the school is not made by this time, the office will contact the parents. The school appreciates knowing that your child is safe and you are

aware of his/her absence from school. At the request of the parents or teacher discretion, make-up work may be picked up at the office at the end of the school day.

### **BEFORE / AFTER SCHOOL**

Some of the routine expectations of students and parents include:

1. Students will enter the school at their playground door.
2. Parents are asked to depart from their child(ren) at the playground door.
3. Students use the front door for tardies and lunch payments only.
4. Parents will be notified if students are kept after school longer than 15 minutes.
5. Students are to go straight home after school.
6. Student use of the telephone is limited to emergency and school-related business only. (Playdates should be arranged at home before or after school.)
7. Primary students cannot wait on the playground for their older siblings to dismiss.

### **BICYCLES/SKATEBOARDS/SCOOTERS**

Students (and parents) should follow the following regulations when riding a bike to school:

1. Wear a helmet.
2. Ride on the right side of the street with traffic.
3. Only one child to a bike.
4. Dismount when crossing the street.
5. **Walk** bicycles on school grounds and sidewalks.
6. **Do not ride bikes on the school campus.**
7. Park and lock bikes in the bike racks.

If students continue to disregard the bicycle safety rules, the parents will be notified and the student will not be permitted to ride his/her bike to school.

**Skateboards and scooters are not allowed because of safety, lack of storage, and possible theft.**

### **BIRTHDAY TREATS AND SPECIAL OCCASIONS**

Birthdays and special occasions can be acknowledged in the classrooms. A reasonable treat for each member of the class, passed out at the end of the school day, is acceptable. Please do not plan activities or events that would be disruptive to the learning process and cause other children to have hurt feelings because they may not be receiving the same privileges.

To avoid hurt feelings, we ask that you send invitations for parties, etc., **directly to the homes** rather than distributing them at school. A school directory published by the PTA is available with PTA membership and contains the phone numbers and addresses of Arrowhead families

that have given their permission for this information to be included. Otherwise, the school is unable to release this information to anyone who asks.

### **BREAKFAST**

Breakfast is available starting Monday, August 26 from 7:50-8:15. Entrance for breakfast will be at Door #3, by the dumpster. Students may eat breakfast and then participate in morning walking. Breakfast will not be served after 8:10.

### **CELL PHONES for STUDENTS**

Due to the safety concerns of parents whose children walk home from school, students are allowed to have cell phones at school. However, these guidelines will be enforced:

1. Cell phones must be OFF during the school day.
2. Cell phones must remain in the student's backpack all day.
3. Cell phones may be used after 3:00, outside of the school.

Cell phone watches or gizmos will be treated like cell phones and follow the 3 points above unless approval is given by the principal for medical reasons.

If these guidelines aren't followed, consequences are as follows:

1<sup>st</sup> time: warning

2<sup>nd</sup> time: cell phone is taken to the Principal and given back at the end of the day; parents are notified

3<sup>rd</sup> time: cell phone is taken to the Principal; parent is notified and asked to pick up the phone from the Principal at school

### **CODE OF CONDUCT**

The Arrowhead staff believes that the conduct of the student should be based on several ideas:

- Ø Teachers have the obligation and the right to teach.
- Ø Students have the right to learn in their classroom.
- Ø Students do not have the right to disrupt the teaching and learning of others.

### **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 developmental. Counselors promote positive 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-5. 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.

## **DISCIPLINE**

In order for 420+ people to learn, live and work together in a productive, safe environment, appropriate behavior is required. Schools are established for the benefit of all students.

The educational purpose of the school is accomplished best in a climate that supports positive student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated. The school system, the school, and each class has established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption.

The classroom teacher through discussions handles minor problems in a routine manner with the student. Repeated disruptive incidents or severe infractions will be handled by an office visit. In most cases, parents will be contacted by phone or email. Your cooperation and understanding are essential.

The goal is to have a few rules that are well enforced, and this will ultimately lead to self-discipline. The cooperation among parents, teachers, and the principal provides the control that is necessary for a learning oriented environment, which promotes invitations to learning, laughter, and healthy living. Arrowhead has developed the following **general school-wide rules** for this purpose:

**Be safe**

**Be respectful to ALL**

**Be kind to ALL**

**Focus on learning**

Specifically, this includes:

1. "Hands Off" policy – student must keep their hands and feet off of others and their possessions at all times.
2. No drugs, weapons (real or toy), tobacco or alcohol are permitted at school.
3. Respect the rights, feelings, and property of everyone. Abusive or aggressive language and mannerisms towards students or staff members will not be tolerated.
4. Act in a safe manner. Stay where an adult is in charge, obey playground and school rules, and leave snow, rocks, and found objects on the ground.
5. Help keep the school and grounds safe and clean.

## **DISMISSAL**

Dismissal for K-3 is 2:15 and 4-5 at 3:00 except PLC Wednesday which is 1:15 for K-3 and 2:00 for 4-5. Many times parents are not able to pick up their primary child(ren) at 2:15, dismissal time. We are then asked to keep them until their older siblings are dismissed at 3:00. In an

emergency situation we are able to help but will not be able to do this on a regular basis. Our primary teachers have planning, staff meetings, and curriculum work to complete during this time and are not be able to supervise the students. Thank you for understanding.

### **DROP OFF and PICK UP OF STUDENTS**

This is a safety issue that plagues many schools. We have witnessed double and triple parked vehicles, children running in front of vehicles, unattended vehicles blocking our delivery entrance, and upset drivers. When the pavement becomes icy, these issues are magnified.

The increased traffic at morning drop off and afternoon pick up times adds to the normal street congestion. Space in the parking lot is limited and while the current loading and unloading area in front of the school is not perfect, it does work if **everyone is patient and follows the rules**. Parking down at the baseball field also alleviates congestion as well as parking on 38<sup>th</sup> Street.

Parents who transport their children should be aware of and observe the special signs in the area around the school. Within several blocks of the school there are signs that require a driver to slow to a speed of 15 m.p.h. **We ask that you do not pull into the teacher parking lot when dropping off or picking up students. Please do not stop in the middle of the street or at the bridge to let your child out.** This is a very hazardous practice. If you drop your child off on the other side of the street, please require him/her to cross the street at the crosswalk.

### **ELECTRONIC DEVICES**

As part of the district's Acceptable Use Policy 3205 students may not use personal electronic devices (MP3 players, Ipods, etc.) on school property unless approved by a teacher or an administrator for educational purposes. Bringing these items to school creates problems and distracts the learning environment. The school is not responsible for the theft of any item brought to school.

### **EMERGENCIES AND HEALTH ISSUES**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone (connected and working)
4. Emergency phone number of a friend or relative (connected and working)
5. Medical alert information
6. Authorized person(s) allowed to pick up your child(ren)

Parents should make the school aware of any medical problems a child might have. In the event of an injury at school, parents will be notified.



## **EVACUATION PROCEDURE**

In the event Arrowhead Elementary School has to be evacuated, our designated relocation is the Lillis Center which is a part of St. John's Lutheran Home. It is very important that school records include current home and work phone numbers. We ask you to use the following procedures if you hear information related to an emergency situation at Arrowhead Elementary School:

1. Listen to information on the radio or television.
2. **Please DO NOT call the school.** We have limited telephone lines that must be used to respond to the emergency.
3. **Please DO NOT come to the school.** The situation may require that emergency personnel and vehicles have access to the building.
4. **You will be notified of any emergencies via the district's automated phone system.**

## **FIRE/LOCKDOWN/PLAYGROUND DRILLS**

Fire drills will be held regularly. When the fire alarm sounds, the students will leave the building in an orderly and quiet way. Students leave the room by the route designated by the teacher.

Lockdown drills are designed to protect the students and staff from intruders in the building.

Playground drills help students to practice vacating the playground in case of an outside emergency.

## **HOMEWORK**

Homework may be assigned on a regular basis in grades 3-5. If your child is spending hours on homework, please contact your child's teacher.

If your child has been absent from school please communicate with their teacher in regards to makeup work. Consider the amount of time and preparation taken by the teacher to get work together. If your child is absent for an extended period of time, the work will be gathered according to teacher discretion.

## **HOT LUNCH**

A school lunch program is maintained by the school district. Daily lunch tickets are available, however, the school encourages the purchase of monthly or weekly lunch tickets to solve the problems of long ticket lines each day. Free and Reduced lunches are available for those who qualify.

The month's menu will come home near the end of each month. If your child does not want to eat what is on the menu, you may send a cold sack lunch from home. Children can buy milk. We want the students who eat in the lunchroom to enjoy their meal, but insist that their conduct is exemplary at all times.

The lunch accountant sends notices home with students when their lunch ticket is about to expire, or the parent can follow their child's lunch history by logging into [www.mymealtime.com](http://www.mymealtime.com). It is the policy of Sodexo not to allow hot lunch "charges".

## HOURS

School hours are: 8:15–2:15 for grades K-3.  
8:15–3:00 for grades 4-5.  
PLC Wednesdays: 8:15-1:15 for grades K-3.  
8:15-2:00 for grades 4-5.

**Children should arrive at school by 8:15 a.m.** If children arrive between **8:00 a.m. and 8:15 a.m.** students will join their friends for "Walk and Talk" time on the playground. They will enter the school at 8:15 a.m. and instruction begins promptly at 8:20 a.m.

## LOST and FOUND/KIDS KORNER

Kids Korner is located just inside the front door of the school, between the gym doors. It has announcements posted, brochures, forms, and registrations for out-of-school activities. Lost and Found is located near the back lunchroom door; students are encouraged to check Kids Korner and Lost and Found for information and whenever a personal item has been lost. A couple of times a year, all lost and found items are placed on a table in the entryway for students and parents to look over. At the end of each semester, all items are boxed up and sent to a local charity.

## LUNCHROOM

Students are encouraged to eat lunch at school; however, sometimes you and your child will choose to have him/her go home. If your child is going home for lunch, a note needs to be sent to the school so that we know where your child will be going during the lunch break.

## LUNCH SCHEDULE

Grade	Start Lunch	Start Recess	Back to Class
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K Appel, Brown, Risser, Stapleton	11:05	11:25	11:40
1 Blakeley, Jenks, Tiezsen, Zalenski	11:30	11:50	12:05
2 Huskey, Sery, Stevenson	11:55	12:10	12:30
4 Cunningham, Gray, Moore	11:35	11:50	12:10
3 Fagan, Gleason, Hergenrider	12:00	12:15	12:35
5 Eagle, Martin, Ziegler	12:20	12:35	12:55

### **LUNCHROOM RULES**

The purpose of the following rules are to provide an orderly, healthy, and pleasant lunchtime atmosphere at school. Children are expected to use good table manners while showing respect and courtesy for others. Eating at school is a privilege. Parents are informed if there are continual problems. Assigned seating is also an option for students or classes that need a more structured eating environment. Lunchroom expectations are as follows:

A peanut-free table is set up for kids with severe peanut allergies.

- v Use quiet and normal conversation tones
- v Stay in your seat
- v Hands and feet to yourself
- v Raise hand to ask for something
- v Clean up your area
- v Walk at all times, enter and exit quietly
- v Never touch, handle, or waste other people's food
- v Parents may eat with their children at the visitor table but friends will not be able to join them.

### **MANNERS AND RESPECT TO ALL**

It is our goal as teachers, as well as parents, to empower the children in our care by expecting and stressing respectful behavior. People usually rise to the expectations of the people around them. At Arrowhead, respect and manners are important to all of us. Each week a new manner is emphasized. It is our hope that by stating and explaining the need for such behaviors that our children will begin to have a renewed and improved regard for themselves and others. It is through the combined effort of home and school that we can help our children understand the importance of treating others as we ourselves like to be treated. The underlying principles are:

1. Manners are the way you behave.
2. Manners are the way you treat others.
3. Manners are the actions and words that show people you care.
4. With good manners, you are polite, thoughtful and considerate.

### **MEDICINE AT SCHOOL**

School employees may not administer medicine, including pain relievers to any student unless the school has the appropriate form signed by the parents. **All medication (over-the-counter and prescription) must be in the original container.** All medication is kept in the school safe at the office. Students must report to the office for the medication.

### **MORNING WALKING “Walk and Talk Time”**

Arrowhead, along with many other elementary schools in Billings participates in morning walking for students. When students arrive in the morning between 8:05 and 8:15 they will be expected to walk around the designated blacktop area of the playground until the bell rings. There are many benefits to this activity such as:

- Ø Reduced behavioral issues
- Ø Students are more “awake” and prepared for instruction when they enter the building
- Ø Reinforces healthy habits
- Ø Provides a sense of unity
- Ø Helps students stay warm on colder days
- Ø Allows students to interact with others across grade levels
- Ø Opportunity to reinforce Respect & Manners philosophy

Thanks for supporting this activity.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held in early November for all students. Parents who wish to conference at any time during the year are invited to call the classroom teacher.

Formally scheduling a meeting with a teacher to discuss concerns is the **best** way to address issues. Teachers are busy before and after school preparing for instruction, fulfilling outside supervision, attending meetings, etc. so a “drop in” talk isn’t as constructive as a planned meeting. Please be considerate of a teacher’s schedule and the demands of their job.

### **PLAYGROUND GUIDELINES**

[Always Practice Good Sportsmanship](#)

Chosen games or activities will be played by school rules and within the guidelines of safety. Students will not be allowed to endanger their own safety or the safety of others, therefore, certain activities are **not** allowed:

- a. tackle football
- b. pushing or shoving games
- c. tripping
- d. wrestling
- e. riding or jumping on another person's back
- f. snowball or rock throwing
- g. sliding on ice
- h. games with excessive contact

## **Rules are the same during all recesses**

### **Other Rules:**

1. No pushing or shoving.
2. No random chasing.
3. No verbal abuse to adults or students.
4. Do not crawl, stand, or walk across the top of the equipment.
5. Swings:
  - a. Sit on your pockets
  - b. No "underdogs"
  - c. No twisting or lateral (side-to-side) swinging
  - d. No bailing out
  - e. No climbing on swing frames
  - f. Do not ask staff to push you
6. Slide – climb up the ladder, sit and slide down one at a time. Feet first down the slide. No rocks or snow on the slide
7. Jungle Gym – climb up and climb down. No hanging upside down and no chasing games.
8. Tether Balls – play by game rules, no sitting on the ball
9. Wall ball – play by game rules. This is not dodge ball; no one should be standing along the wall. Tennis balls only, no kicking balls against the wall.
10. Four-Square - play by PE (school) rules only.

11. Kickball/Softball – play by game rules, no sliding into bases

12. Snow/Rain:

- a. No climbing on or sliding down snow hills
- b. No throwing snow
- c. No walking/jumping in puddles of water or mud
- d. Stay away from icy areas
- e. No destroying, attacking, or invading snow forts made by others

**Students choosing not to be safe and follow recess rules will have the following consequences:**

First offense – Verbal warning.

Second offense – 5 minutes on the wall.

Third offense - Recess retraining game with Mr. Carter (counselor)

Fourth offense – Loss of recess

### **PLAYGROUND SUPERVISION AT NOON**

The General Duty Assistants are responsible during noon recess. Their duties include:

- Monitoring designated areas of the playground so that all students are following playground rules.
- Encouraging all kids to be active.

The General Duty Assistant's job is difficult and often thankless. Fortunately, our terrific Arrowhead kids make their job easier since the majority of them follow playground rules and interact positively with each other. For those times this doesn't happen, early intervention is very important. Often, severe discipline problems progress from minor problems. Early parental involvement is also important. If a severe problem occurs, the student is accompanied to the school office, and the principal will deal with the consequences for the behavior.

### **PTA**

The Arrowhead PTA is an integral part of our total school program and a large reason for the school's success and outstanding reputation. We are blessed with an association of dedicated, hard-working people who serve the students in many ways and thus serve the school. To function effectively, they need a steady supply of volunteer workers with a broad range of talents and skills. Your participation is both welcomed and encouraged. We urge all parents to become involved.

The PTA family membership fee is \$12.00.

## **RECESS**

We expect all children to go out for recess unless permission is given otherwise by the parent or teacher. Our policy is that students need exercise, socialization, and fresh air during their recess periods. Normally at recess, even if it is below zero, many teachers will take the children out for a few minutes. At noon recess we will not go outside if the wind chill is below zero. Students **MUST** always come to school prepared to go outside.

## **REGISTRATION**

All students entering Billings Public Schools for the first time must present: Birth Certificate and a complete and up-to-date Certificate of Immunization. Presence at school will not be granted until these items are turned into the office.

## **RELEASING CHILDREN FROM SCHOOL**

A request to have a student excused from class early should be sent to the office the morning of the dismissal and the teacher must be made aware of the early release. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. **The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and check out the child.** If the office does not recognize the parent/person you may be asked for identification. Also, if you are having someone other than you pick up your child, please write a note stating who will be picking up your child.

A dispute between divorced or separated parents often leads to a request for the school to help protect an enrolled student. Parents are reminded that non-custodial parents are entitled to school visits, conversations with teachers, copies of report cards, and other reasonable involvement at school. We attempt to cooperate with all parents but ask that schools aren't put in a situation where we are caught in the middle of custody issues. We must adhere to the law. We cannot keep a child from being released to a legal parent/guardian unless we have a copy of the custodial portion of the divorce decree, legal document, or court order. This information is then shared with the child's teacher, specialists, secretary and custodial staff. Our top concern is for the welfare and safety of children.

## **REPORT CARD**

Report cards are sent home after each trimester. Please go over your child's report card with your child. After you have done so, please sign the report card *envelope* and return it to the classroom teacher as soon as possible.

## **SAFETY**

On a daily basis, parents entrust schools with the safety, health and well-being of their children. Once a student steps on campus, the school is morally and legally responsible for that child until they 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 computerized telephone system will be activated to call you with specific information 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 whatever they feel necessary to keep the students safe.

### **PARENTS CAN HELP SCHOOLS BY:**

- **Always 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.)
- **Always 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.
- **Always 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.
- **Refraining from going directly to your child's school during an emergency**, until you are notified that it is safe to do so. Although this is a parent's first instinct, several extra panicking people will disrupt the response procedure that the staff and students have been trained to follow, possibly creating additional safety hazards for everyone involved.
- **Refraining from taking your child** in a line that is walking to another location. This action will disrupt the procedure and interfere with student accountability at the relocation site. Instead, follow the instructions you receive on where to meet your child.
- **Arriving 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!!**

## **SCHOOL LAWS OF MONTANA**

### **20-4-303 Abuse of Teachers**

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon



conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

#### 41-3-207 Reporting of Child Abuse

Sections of the Montana Criminal Act of suspected cases of child abuse and neglect must be complied with by all school teachers, officials, and other employees.

Any of the above named employees who fail to report known or suspected cases of child abuse or neglect, or who prevent another person from reasonably doing so, are liable for damages approximately caused by such failure or prevention.

### **SCHOOL-WIDE RULES**

**Be safe**

**Be respectful to all**

**Be kind to all**

**Focus on learning**

### **SICK CHILDREN**

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 usual classroom activities (including going outside), he/she should not come to school.

Please keep your child home if he/she has any of the following symptoms:

1. **Fevers of 100 degrees or greater.** Children should be kept home or will be sent home until the next day for running a fever.
2. **Vomiting and diarrhea.** Children should be without vomiting and diarrhea for 24 hours before they return to school. Vomiting includes two or more episodes in the previous 24 hours.
3. **Bacterial infections.** Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school and should be free of symptoms (sore throat, rash, fever, etc.).
4. **Generalized rashes.** There are rashes covering multiple parts of the body or involve more than one member of the family. Rashes are difficult to identify. Children with rashes may need to be checked by a physician before returning to school.
5. **Chickenpox.** Children with chickenpox should stay home until their sores are dry (usually 7 days following outbreak of the rash).

6. **Head lice or scabies.** Children with head lice or scabies must be treated with an appropriate product before they can return to school. Please let the school know when there is a problem.
7. **Symptoms of serious illness.** Examples would include uncontrolled coughing, breathing difficulty, wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Children with these symptoms should receive an evaluation from a health provider.
8. **Thick green or yellow nasal discharge.** If the discharge is persisting longer than three days and is accompanied by any of the following symptoms, the child should stay home: fever, persistent cough, eye drainage, or ear pain.

### **TARDINESS**

Promptness to class is very important. All grades enter the school at 8:15 a.m. Students are to be in their seats and ready to work when the bell sounds at 8:20 a.m. Late arrivals disrupt class and cause loss of instruction time. A student who arrives late must report to the office to obtain a late slip, which is then given to the teacher. This allows the office to correct the attendance report and obtain lunch information.

Students who are **consistently** tardy will be referred to the office, and parents will be notified via a letter. If this continues a referral may be made to the truancy officer.

### **TELEPHONE USE for STUDENTS**

The school phone is for business purposes. Play dates must be arranged from home. Students can use the phone if they are remaining after school at the direction of their teacher. Other after-school arrangements are to be made in the morning before leaving home. In order to foster responsibility, students will not be allowed to use the phone for forgotten musical instruments and/or assignments. PLEASE listen to the message provided by your child before returning the phone call to school. Thank you.

### **TEXTBOOKS**

Students will be issued textbooks in all subjects. These are only loaned to the student for the year. Textbooks should be covered and are to be kept clean and handled carefully. Students will be assessed for damaged textbooks and/or lost textbooks. Textbooks can cost in excess of \$50 each, and we ask you to encourage your children to take good care of the books.

### **TRANSFERRING STUDENTS**

If a student transfers to another school, parents should notify the teacher and/or principal as soon as possible. Library books and textbooks must be returned before leaving.

## **TRAFFIC SAFETY**

Safety is important. Children should be encouraged to practice good safety habits. 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 instructions at home. Questions that begin with “What if…” and “What would you do if…” will give your child a chance to respond with thoughtful answers.

### **Suggestions for the students include:**

1. Learn the safest route to and from school.
2. 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.
3. If there are no sidewalks, walk on the left side of the street, facing oncoming traffic.
4. Cross the busy streets at Rimrock Rd. and 38<sup>th</sup> St. West with the Crosswalk Guards that are assigned to these corners before and after school.
5. Go directly home after school is dismissed. If an expected ride did not show up, go to the school office and ask for assistance.
6. Please...
  - Never accept rides from strangers.
  - Report to the office, teacher, crosswalk guard, or parents any strangers seen loitering on foot or in a car near the school, playground, 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 and what he was wearing.
  - Contact a police officer any time help is needed.

## **VISITATIONS at SCHOOL**

Parents are always welcome to visit the school for observation if arrangements have been made with the classroom teacher. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Teachers and students work on a planned schedule and unnecessary interruptions consume time and hinder the educational program.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. They will need to sign in and will receive a “Visitor” sticker to wear. After school begins in the morning, all doors are locked. No students will be permitted to leave the building with a visitor unless this has been cleared through the school office.

The office staff will deliver late lunch boxes, money, books, and band instruments, etc. to the classrooms for the parents to minimize instructional interruptions.

Parents who wish to have a special friend or relative visit the school may do so during the lunch hour, at noon recess or with special permission from the teacher. Please call the school a day ahead of time to inform the office and the classroom teacher.

### **VOLUNTEERS/FIELD TRIP CHAPERONES**

Arrowhead is blessed to have a strong volunteer program. Many of the teachers are excited to have help in their many tasks. **All volunteers working with kids will be asked to sign a “Code of Ethics and Agreement to Confidentiality” form along with completing a background check.**

Some of the ways a volunteer can help are:

- direct work with children during the school day
- a typing, coloring, cutting or phoning task that can be done at home
- choosing a specific undertaking such as Picture Day

### **WEAPONS**

For the safety and peace of mind of students, teachers and parents, no type of weapon (either real or toy), or items made into weapons, may be brought to school. Violation of this policy will result in following the school district consequences and policy. You may recall that students and parents were asked to sign the Weapons Agreement on the first day of school.

### **WEATHER**

As a general guide, winter weather with a **wind chill below 0°** determines whether students stay inside or have an abbreviated outside recess time. However, many teachers may take their students outside for a few minutes of recess. Just the act of wiggling into coats, pulling on boots, and experiencing a climate outside of the warmth of the classroom will generate enough exercise to restart the brain.

We also remind parents that if our school needed to be evacuated due to a gas leak or some other trouble, students have to be properly dressed to walk the few blocks to our alternate location; St. John’s Lutheran Home. For these reasons students **MUST** come to school prepared to go outside.

### **WEB PAGE**

Arrowhead Elementary has a webpage that is updated frequently. Parents are encouraged to use this tool to keep updated with Arrowhead events.

School Board policy dictates that all BPS students must be informed of certain policies annually. Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. The assurances afforded by district policy are provided to you by district administration and staff. Both rules and assurances are contained in the district's ***Student/Parent Handbook***. In the past, this district ***Student/Parent Handbook*** has been printed one for each student and distributed at the beginning of the year. Since the cost of this process is quite costly and since this handbook is now available on the District web site along with ALL District policies and procedures, we are not printing a hardcopy this year. However, there are copies available for parents at the school office if you wish to pick one up.

To access the District web site go to [www.billingsschools.org](http://www.billingsschools.org) . Once you reach the home page, click on *Our District* then *School Board* then *District Policies*. You will be able to access a specific policy and/or procedure. For your convenience, listed below are the required policies/procedures that are included in the District-wide Handbook:

Policy 3120 Attendance Policy

Procedure 3120-P1 Attendance-Compulsory Attendance

Procedure 3120-P2 Attendance-Attendance Rules

Policy 3200 Student Rights and Responsibilities

Procedure 3200-P1 Students Rights and Responsibilities-Due Process Rights and Responsibilities

Procedure 3200 Student Rights and Responsibilities-Freedom of Expression

Procedure 3200-P3 Student Rights and Responsibilities-Student Publications

Policy 3205 District-Provided Access to Electronic Information, Services, and Networks

Procedure 3205-P1 Student: Appropriate Use Procedure

Form 3210-F1 Equal Educational Opportunity

Procedure 3224-P1 Student Dress

Policy 3225 Sexual Harassment/Intimidation of Students

Policy 3231 Searches and Seizures

Procedure 3231-P1 Searches and Seizures-Searches of Students and Their Property

Policy 3225 Video Surveillance

Procedure 3235-P1 Video Surveillance-Buses and Schools

Policy 3250 Student Discipline

Form 3250-F1 Student/Parent/Principal Agreement for Eliminating Guns and Other Weapons from Schools

Procedure 3250-P1 Student Discipline-Hazing

Procedure 3250-P2 Student Discipline-Student Responsibilities

Procedure 3250-P5 Student Discipline-Gun Free Schools

Procedure 3240-P6 Student Discipline-Detention

Procedure 3340-P1 Chemical Use and Student Activities

Procedure 3340-P1 Chemical Use Procedure: Questions and Answers

Policy 3416 Administering Medicines to Students

Procedure 3416-P1 Administering Medicines to Students-Procedures for Self-Administration and Administration of Medications

Policy 3431 Emergency Treatment

Policy 3600 Records

Form 3600-F1 FERPA (Family Educational Rights and Privacy Act) Annual Notification

Procedure 3600-P1 Student Records-Maintenance of School Student Records

Procedure 3600-P3 Student Records-Withholding Records for Unmet Financial Obligations

Policy 2050 Entrance, Placement, and Transfer

**We are asking parents and guardians to REVIEW THE SCHOOL HANDBOOK AND DISTRICT WITH YOUR CHILD.**