

Central Heights Elementary School

Student & Parent Handbook 2019-2020



"NURTURING KNOWLEDGE FOR NOW AND
FOR THE FUTURE"

120 LEXINGTON DRIVE
Billings MT 59102
Telephone: (406) 281-6209
Mrs. Kyra Gaskill, Principal

In addition to this School handbook of procedures specific to our school, a district level Student/ Parent Handbook is available on the district website and on our website. 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. In addition, 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 Student/Parent Handbook. In addition they by be located by accessing the district's website at www.billingsschools.org and clicking on District Policies.

Contents of Student/Parent Handbook of Board Policies and Procedures

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

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- 3125: Education of Homeless and Children in Foster Care
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- 3606: Transfer of Student Records
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- 3608: Receipt of Confidential Records

Dear Parents and Guardians,



It is with great pleasure that we welcome you and your child to Central Heights Elementary School. This school year promises to be full of positive learning experiences.

Central Heights has excellent teachers, staff, parents, and community members that are all committed to the educational development of your child. We work hard to create a safe and friendly environment with the expectation that all children can and will learn. You play a key role in the education of your children and we need your support and presence at school.

Our goal is to increase the number of students that are proficient in math and reading as measured by the district and state assessments. Our staff is highly trained and motivated to make this happen. However, each student needs to apply their maximum effort in order to make maximum gains.

We believe that optimum learning occurs when educators and parents work as a team. We look forward to having you involved in your child's education and hope to see you at school often. There are many opportunities for parental involvement at Central Heights School. Please take advantage of these opportunities by joining the PTA, volunteering to work in a classroom, or offering to help in the library or on a special project.

This "Parent and Student Handbook" has been prepared to help you be informed about school policies, procedures and schedules. We hope that you will take the time to review this important information and to keep it on hand for future reference.

We look forward to meeting all of you. Please don't hesitate to call or visit the school with any questions or concerns that you may have.

Best regards,

Kyra Gaskill

Central Heights Principal

Central Heights Mission Statement

Central Heights School provides a safe and caring environment for students and staff and utilizes best practices to educate and promote growth in all students.

District Mission Statement

"Billings Public Schools Community strives to inspire, educate and empower students to be responsible and innovative global citizens who achieve their full potential."

Beliefs

We believe:

...about students

- All students are valued and respected
- Students learn in diverse ways and at different rates
- Personal responsibility is the basis for successful learning and positive behavior
- Student success is achieved through shared responsibility
- Positive relationships lead to higher achievement, mutual trust and a safe school environment

...about home & community

- Parents and families have the greatest influence on, and responsibility for, their student's learning and behavior
- Positive role models are essential for learning
- Community engagement strengthens learning and promotes a sense of pride in ownership

...about the District

- District decisions will be based on what is best for students
- High expectations lead to high achievement
- A highly effective staff creates an environment for student success
- Efficient and transparent resource management is essential for the successful operation of the school district
- Embracing diversity and culture contributes to a strong learning community
- Responsible change promotes progress
- Students should have access to equitable learning opportunities

District Goals

Student Achievement

- Optimize learning for each student through rigorous, engaging, diverse and equitable opportunities

Highly Qualified Staff/Staff Development

- Establish and maintain an excellent, diverse and well-trained staff, supported by professional development that reflects student need

Resource Management

- Maximize efficient and transparent allocation of resources to support student achievement

Facilities

- Develop, maintain and enhance efficient facilities that promote a safe and healthy instructional environment

Community Engagement

- Engage our community, maximize community investment and meaningful collaboration to enhance student learning

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:

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

Central Heights School daily lunch & breakfast schedule 2019-2020

8:20 a.m.	First Bell Rings
8:25	School Begins
11:00 - 11:35	Kindergarten Lunch
11:15 - 11:50	1 st Grade Lunch
11:30 - 12:05	2 nd Grade Lunch & Primary Life Skills
11:45- 12:20	3 rd Grade & Intermediate Life Skills
12:00- 12:35	4 th Grade Lunch
12:15- 12:50	5 th Grade Lunch

K- 5th grades eat for 20 minutes; play for 15 minutes. Students need to line up quickly as soon as they hear the whistle blow and their teachers will meet them at the outside doors.

Central Heights Breakfast Schedule

7:45-8:10

We would love for students to join us for breakfast. If they are coming to breakfast they need to be in the cafeteria by 8:00 to allow time to eat. All students are dismissed from breakfast at 8:10.

SCHOOL HOURS

All teachers are at school by 8:00 a.m. If you need to contact one of the staff members, please do so before school begins at 8:25 a.m. or after school ends: Grades K-3rd 2:25p.m., Grades 4th-5th 3:05 p.m..

School starts at 8:25 every day K-5th grades

Dismissal times every day except Wednesdays

2:25 pmK-3 Dismissal

3:05pm 4-6 Dismissal

Every Wednesday all students have early dismissal

1:25 pmK-3 Dismissal

2:05pm 4-6 Dismissal

Our secretary, will be on duty from 7:30 a.m. to 4:00 p.m. There will be someone in the office until 4:00 each day. It is expected that students will **NOT** arrive at school before 8:15. They are expected to leave the school grounds upon dismissal and report to their designated destination. It is important to follow the above schedule since supervision at school is from 8:15 a.m. to 3:10 p.m.

The best time to talk to teachers is before or after school or through email. Messages will be taken during the school day so learning is not interrupted.

After school plans for students must be made in advance of the school day. Please let your student know where they need to go after school before they come to school each morning. If their transportation is different than what you have told us, you need to give the teacher that information in writing or the student will be sent home using their normal mode of transportation. The office gets a tremendous amount of phone calls right before dismissal time and we do not always have time to deliver them before the students leave for the day. Students are not allowed to ride the bus home after school with friends.

School Lunch Prices for 2019-2020

Student

Breakfast: Full Paid \$1.30 Reduced \$0.30
Milk \$.60

Adult:

Breakfast: \$1.70

Students

Lunch: Full Paid \$2.75 Reduced \$0.40

Adult:

Lunch: \$3.50

District Policy states that no child is allowed to charge a school lunch.

- Application forms are available at the office for free and reduced lunches.
- Parents are welcome to buy lunch and eat with their child. We ask that you notify us by 9:00 a.m. that day so we can order your lunch.
- Children leaving the building for lunch must have written permission from the parent.
- Trading and/or sharing food in the lunchroom is not allowed. **POP IS STRONGLY DISCOURAGED IN SCHOOL LUNCHES.**

IMPORTANT DATES

In order to provide teacher training, the school district implements early out days every Wednesday. K-3 Dismissal- 1:25 4-6 Dismissal- 2:05

The students will be dismissed at 12:00 noon for Parent/Teacher Conferences.
Last Day of School - May 29th @ 12:00 dismissal.

Parent/Teacher Conferences: 12:00 dismissal
November 6,7,8

P.I.R. Days (No school for students):
October 17,18
January 13
March 30

Vacation Days:

Sept. 2
Nov. 27-29
Dec. 21- Jan. 1
Feb. 17
April 9-13
May 1 & May 25

ADMISSION

A completed enrollment form, birth certificate and an immunization record are required for admission to the Billings Public Schools. The name of any student registering with the District shall be recorded as shown on the birth certificate. A student's name, as recorded from the birth certificate, shall not be changed on District records unless the District is presented with legal evidence that the proper authorization has been granted by law for the name change.

ATTENDANCE

If you have a change of address or phone number (or other information pertinent to your child) please make it a point to contact our office. (281-6209) Accurate information is a necessity!!

Students are expected to attend school regularly and be punctual for classes. Parents are asked to call the school office (281-6209) to report absences or tardies by 8:45 a.m. If we do not receive a call, an automated call system will contact you. If we cannot reach someone, we may contact the Truancy Office to have someone check the safety of the student. Students who are tardy must check in with the office to receive an admittance slip before going to class.

Students who are absent or tardy miss valuable learning time and can get behind academically. If a student misses school regularly, the office may ask for a doctor's excuse.

The staff at Central Heights School work very hard to bring the best possible education to your child. In order for your child to do well in school, he/she needs to be here every day and on time. You can help your child be here every day by scheduling appointments and vacations for non-school days or after school. It is state law that students must be in school, on time. Excessive absences or tardies will be referred to the Truancy Center. **Five** absences in a quarter are considered excessive.

BICYCLES

Bicycle racks are provided, and bicycles should be left in the racks during school hours. Provisions should be made for locking bicycles while they are at school. The serial number, and brand name should be recorded at home, so that identification may be more positive, if the bicycle is stolen. **Students in kindergarten and first grade are discouraged from riding bicycles to school.** If you ride a bike:

- 1) It should be ridden on the right-hand side of the street. Bicycles are vehicles and should be operated under traffic regulations, signs, and signals.
- 2) Ride the bicycle alone. Do not ride it double.
- 3) Ride in single file when there is a group. Not more than two should be abreast on a clear, unoccupied street.



- 4) Walk your bike through pedestrian crosswalks and on the school ground.
- 5) Ride on the streets and sidewalks only; ride only to school ground perimeter; walk your bike to the rack and walk the bike on the sidewalk surrounding the school or school lawn.
- 6) For your own safety you must wear a helmet. It is now a city law that all persons under 16 must wear helmets when riding bikes. Please remove your helmet once on the school grounds.
- 7) If students disregard the above safety rules, parents will be notified, and the student will not be permitted to ride his/her bike to school.

BIRTHDAYS AND SPECIAL OCCASIONS

Any flowers, balloons, or gifts delivered to the school must be paid for prior to delivery. Students can pick up these articles at the end of the day. If birthday invitations must be passed out at school, students will give invitations to the teacher who will pass out the invitations to all students in the class. If you are unable to invite the entire class, invitations should be sent by mail to avoid any bad feelings of children not included.

Limousines are not allowed at school to pick up students.

BUS INFORMATION

1. Good conduct aboard the bus is of extreme importance. Riders should regard the bus as another school room and act accordingly.
2. Drivers are authorized to take the following disciplinary actions:
 - a. give verbal warning
 - b. make assignment of seat on bus
 - c. issue warning to be taken home by the student for parents to
 - d. revoke riding privileges until further notice
3. Parents are responsible for their children until the children are picked up by the bus and after they depart from the bus.
4. If a child rides the bus to school, they must also ride the bus home after school unless they have a written note from parents or guardians.
5. You will not be allowed to request that your child be dropped at a different stop or ride a different bus to accommodate play dates or daycare after school.
6. Students may not have guests ride the bus.



see

CELL PHONE

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 3:05, 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:

1st time: warning.

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

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

CUSTODY ISSUES

A dispute between divorced or separated parents often leads to a request for the school to monitor the child to prevent a parent from seeing the student. Non-custodial parents are entitled to school visits, conversations with teachers, copies of report cards, and other reasonable involvement at school. Our ability to intervene in these situations is very limited unless there is a legal document. **The school must have a copy of the custodial portion of a divorce decree and/or a copy of any restraining orders** before we can become involved. That information will be shared with the people the student is involved with at school.

DISCIPLINE

Discipline is an integral part of the learning process. A safe, orderly school in which every child can learn is vital for the students and staff. The following rules are based on the need for every student to respect other students, adults and themselves:

General School / Playground Rules

- Students will maintain safe play and work practices.
- Students will maintain appropriate behavior to and from school.
- Students should not arrive to school before 8:15.
- Keep hands, feet, and objects to self.
- Students will not destroy school and or other property.
- Abusive, obscene, derogatory or profane language will not be tolerated at school.
- Students may not use tobacco, alcohol, or drugs on the school grounds.
- Students who must take medication during school time will need to have a medication form on file in the office. If the medication is a prescription, the school must have a form signed by the doctor.

- Students may not leave the school or playground during the school day without specific permission from the office and parents.
- No toys or personal items are to be brought to school.
- Students should go home directly after school.
- Candy, and/or pop should not be brought to school without the permission of the classroom teacher.
- Weapons of any kind are not permitted on school grounds. Students, who bring any type of implement that could be used as a weapon, will be suspended.
- Students need to follow directions the first time they are given.
- Everyone at Central Heights is treated with respect.
- Name calling or teasing are not permitted.
- Fighting is not permitted.
- Use equipment properly.

Central Heights utilizes a system of learning tools called refocuses **when appropriate**. Sometimes behaviors warrant an Office Referral and not a refocus. A refocus is a strategy to turn a disruptive moment into a learning moment. A refocus is given after the student is prompted with a request. If a student receives a second refocus in the same day, the refocus sheet will be sent home and signed by the parents. The signature does not mean that you agree, only that you have seen the refocus form. If the request is not followed, the student will fill out the refocus form and the behavior will result in a loss of privileges. In the event a child is unwilling or unable to follow the accepted standard of behavior, appropriate discipline measures will be taken.

DRESS CODE

Billings Public Schools recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to insure proper and appropriate conditions for learning along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, employees or others.



It is expected that Central Heights students come to school appropriately dressed. Students must dress in a manner that supports a serious, business-like and safe environment for learning. Clothing that advertises alcohol, drugs, tobacco products, uses profanity, is derogatory, has sexually suggestive connotations, or is otherwise offensive cannot be worn to school.

- Shorts and skirts should be fingertip length. Short tops with exposed midriffs, fishnet t-shirts, tank tops with oversize armholes, low cut tops or halter-tops are not appropriate.

- Shorts or pants that are oversized and create a safety hazard for the student or are in danger of falling off are not appropriate pants to wear to school.
- Undergarments must not be visible. (bras, underwear, etc.)
- The administration reserves the right to consider a student's attire inappropriate or distracting. Students whose clothing or grooming is inappropriate, will be asked to correct the condition or parents will be called to bring a change of clothes to school.
- Hats are not to be worn in the building.
- Any shoes with wheels are prohibited.

ELECTRONIC DEVICES

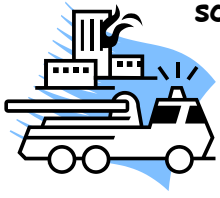
As part of the district's Acceptable Use Policy 3205 students may not use personal electronic devices on school property, unless approved by an administrator for educational purposes. This includes cell phones, MP3 players, PDAs, digital cameras, and other personal electronic devices. If the student does have a cell phone, it must remain powered off and in the child's backpack. The use of cell phones during school hours will result in confiscation. Parents will be notified and will be required to pick the phone. The school is not responsible for the theft of any electronic devices.

EMERGENCIES

It is important that the school be able to contact parents in case of illness, emergency, or accident. Therefore, it is important that school records include current home phone numbers, the phone number of a designated relative or neighbor, numbers where parents can be reached at work and the name and number of the student's family doctor. If a student is injured, staff will provide immediate care and will contact a parent immediately so the parent may arrange treatment of an injured student. If a parent or guardian cannot be reached and when in the judgment of the principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital. Once the parent is located, the parent or guardian is responsible for continuing treatment or for making other arrangements.

EMERGENCY PLAN

This school's Emergency Procedures Plan fits with the Crisis Plan for all Billings Public Schools. It coordinates with emergency personnel throughout the city. During this school year, your child will participate in regular fire drills and one other disaster drill. This helps assure that your child and our teachers know what to do in the event of an emergency.



In most emergency situations, your child(ren) will remain in school and be cared for by school staff. When an emergency involves the building, such as broken gas line or a broken water main, a fire, a sudden loss of utilities, unauthorized people in the building, students and staff will be moved to a safe, alternate location. You will be notified by an automated system where the students are located. We ask that you use the following procedures if you hear information related to an emergency situation at Central Heights School:

1. **Listen to information on the radio or television.** We will keep the media accurately informed of an emergency and provide current information, including when to pick up your child.
2. **Please do not call the school.** We have limited telephone lines that must be used to respond to the emergency. Call the Superintendent's office at 281-5065 if you need information.
3. **Please do not come to school.** The situation may require that emergency personnel and vehicles have access to the building.

FIELD TRIPS

Parents need to sign permission slips according to the deadlines given by the teacher or their child will not be allowed to participate. Permission must be written and cannot be given by telephone. Parents may not take their child home from field trips unless permission has been given in advance and in writing from the principal. (Parents may only transport their own child) **NO EXCEPTIONS!!**

HARRASSMENT, INTIMIDATION, BULLYING

For full policy please review Board Policy 3210

The District is committed to providing a safe, productive and positive learning environment for all students at all grade levels. A safe and accepting school environment is conducive to and necessary for optimal academic achievement. Like other disruptive behaviors, bullying, harassment, intimidation, hazing and retaliation negatively impact the learning environment. Harassment, intimidation, bullying, hazing, and retaliation are behaviors that will not be tolerated at any grade level. Students and staff are strictly prohibited from taking any action that could be interpreted as bullying, intimidation, harassment, hazing, or retaliation for reporting such action.

Definitions:

A. "Harassment," "intimidation" and "bullying" means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that: 1. causes a student physical or mental harm, damages a student's property or places a student in reasonable fear of harm to the student or the

student's property; 2. is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity or benefit; and/or 3. substantially disrupts the orderly operation of the school.

B. "Hazing" means an act against a student or coercing a student into behavior that creates risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, team, club or organization, or for any other purpose.

C. "Retaliation" means an act or communication intended: 1. as retribution against a person who has reported an incidence of bullying, harassment, intimidation, hazing or other prohibited discrimination; or 2. to improperly influence the reporting, investigation, or discipline that results from an incident of bullying, harassment, intimidation, hazing or other prohibited discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or social contact toward a complainant, or any complainant's or witnesses' relatives, friends, or associates. Generally speaking, retaliation is taking revenge for a perceived wrong; in this context, it could include intimidation, teasing, seeking the sympathies of students, sarcasm, or even disingenuous apologies.

D. "Persistent" may consist of repeated acts against a single student or isolated acts directed against a student or a number of different students.

E. "HIB" means harassing, intimidating, bullying, hazing and/or retaliatory conduct that is prohibited by this District policy.

F. "Electronic Communication" is defined in 45-8-213, MCA, and includes any communication by any electronic device or other means including but not limited to text messaging, sexting, email, or use of social networking.

G. "Sexting" means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.

H. "Staff Member" includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others employed or authorized by the superintendent, school board, or district.

I. "Designated Investigator" is the principal of the school, a staff member or independent investigator appointed by the superintendent, principal, or person responsible for receiving and investigating reports of bullying, harassment, or intimidation.

Reporting:

A. Students who feel they have been subjected to HIB or other students, parents, staff, or other community members who believe they have witnessed such treatment of a student may

report the incident either in writing (via Incident Reporting Form) or verbally. Reports may be made to any employee. Failure to use the designated form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school.

B. Any employee who becomes aware of HIB should attempt to resolve the matter immediately. When an employee is made aware of unresolved incidents they shall fill out or assist the student in filling out an Incident Reporting Form and submit it to an administrator (unless the administrator is the subject of the complaint) within two school days of the incident.

Reporting A. Students who feel they have been subjected to HIB or other students, parents, staff, or other community members who believe they have witnessed such treatment of a student may report the incident either in writing (via Incident Reporting Form) or verbally. Reports may be made to any employee. Failure to use the designated form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school. B. Any employee who becomes aware of HIB should attempt to resolve the matter immediately. When an employee is made aware of unresolved incidents they shall fill out or assist the student in filling out an Incident Reporting Form and submit it to an administrator (unless the administrator is the subject of the complaint) within two school days of the incident. C. If the principal is the subject of the complaint, the report should be submitted to the Executive Director of Human Resources, the Executive Director of School Leadership Support, or the Superintendent. D. Anonymous reports containing adequate detail to investigate will be investigated. E. Incident Reporting Forms are available on the District website, included in the student handbook, and available in each school's main office.

HOMWORK

Homework is assigned on a regular basis. Research has shown that homework is advantageous if it is meaningful, appropriate for the level of the child and given on a consistent basis. The rule of thumb is about ten minutes per grade level. Students should be given homework to reinforce skills, not as a consequence of behavior or to teach new skills. We encourage you to read or practice math skills each night even if a child does not have assigned homework from the teacher. Please bring homework concerns to your child's classroom teacher.

When your child is absent from school for three or more days, homework will be sent home, as the classroom teacher deems necessary. If your child is only absent for one or two days they can make up the work that they have missed when they return to school. For each day your child misses they will have two days to make up their assignments. This gives the classroom teacher an opportunity to go over the missed lessons with your child.

ILLNESS

School District #2 Guidelines for 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.

We do not have the facilities or the staff to care for sick children at school. Keeping your child home when he/she is ill is a benefit to him/her as well as to the other children and the staff.

Please keep your children at home if they have 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 after 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.)
 - Strep Throat
 - Scarlet Fever
 - Other skin infections (draining burns, wounds, and hangnails)
 - Bacterial conjunctivitis (pinkeye): this is defined as a pus-like drainage with eye inflammation.
4. Generalized rashes. These 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 their physician before returning to school.
5. Chicken Pox. Children with chicken pox should stay home until their sores dry up (usually seven 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 of the problem.
7. Symptoms of serious illness. Examples would include uncontrolled coughing, breathing difficulty or 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: fever, persistent cough, eye drainage, or ear pain, the child should stay home.

KEEP THE SCHOOL INFORMED! For your child's safety, remember to provide us with current alternate/emergency contact numbers in addition to the home phone.

IMMUNIZATIONS?

State law requires the following immunizations to be completed for school entry with documentation provided to the school:

- DPT/DT/TD/DTAP- 4 doses, one after the 4th birthday
- Polio - 3 doses, one after the 4th birthday
- MMR - 1 dose on or after the 1st birthday and 2nd dose before kindergarten entry.
- Varicella- 2 doses for kindergarten through 12th grade

INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of class. Purchase of this program is optional.

LICE

The following is Billings Public Schools procedure for dealing with head lice.

Goal: To provide students a health environment that encourages learning and school attendance.

1. When a student is reported with head lice, the school will notify the school nurse to allow for rearrangement of his/her schedule for timely follow-up in a day or so.

• Rationale: Head lice are not a serious medical condition. Immediate action, driving irrational fears and overreactions, is unnecessary. Adult attitudes can be a "problem" with head lice. Head lice are mostly a problem of annoyance. Infested children may experience itching, lose sleep, have a shortened attention span, or be depressed.

2. Students with live head lice will be excluded from class when lice are identified. Parents will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible. Students with nits and no evidence of live head lice will not be excluded from school.

• Rationale: Many nits are more than $\frac{1}{4}$ inch from the scalp. Such nits are usually not viable and very unlikely to hatch and become crawling lice, or may in fact be empty shells, also known as casings. Nits are cemented to hair shafts and very unlikely to be transferred successfully to other people. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice. (CDC Head Lice Information for Schools; 11/10)

3. If the parents cannot be reached, the student(s) will be allowed to stay in the classroom. A letter informing parent(s) of head lice and treatment expectations will be sent home.

• Rationale: Research data does not support immediate exclusion upon the identification of the presence of live lice or nits as an effective means of controlling pediculosis transmission. By the time a child with an active head lice infestation has been identified, he or she may have had the infestation for one month or more and, therefore, poses little additional risk of transmission to others.

4. The principal, as in all other matters of the school, should be involved and supportive of nursing efforts to control head lice in the school population. Teachers will support and actively participate in head lice prevention in their classrooms in collaboration with the School Nurse.

• Rationale: The School Nurse is the key health professional to provide education and anticipatory guidance to the school community regarding best practice guidance in the management of pediculosis. The School nurse's goals are to facilitate an accurate assessment of the problem, prevent overexposure to potentially hazardous chemicals, and minimize school absence.

MEDICATIONS

If your child needs to take any medication at school (including aspirin or Tylenol), you must fill out a medication form in the office and send the medicine in the **original container** labeled with the child's name, the medication's name and the dosage. If the medication is a prescription from a doctor, a physician's signature is required on the medication form. All prescription medication needs to be given by the school nurse under the direction of a physician. All prescription medications are kept by the school nurses.

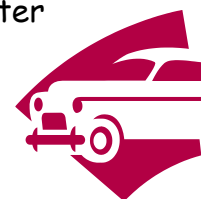
PARENT/TEACHER CONFERENCES



Parents are invited, at any time, to call for a conference with a student's teachers. Parent/teacher conferences are scheduled for all grades on Nov. 6,7,8 to discuss student progress. Noon dismissal.

PARKING LOT

Parents may not park in the parking lot when picking up students after school. School staff will not allow any students to cross the parking lot street without an adult.



or

CENTRAL HEIGHTS PARENTS TEACHERS STUDENT ASSOCIATION (PTA)

The PTA at our school is an important aspect of the total educational program and we encourage your participation. The PTA has been involved in many activities that provide a service to the students and staff. For further information, please contact the school.

REPORT CARDS

Report cards are issued each trimester on the following dates:

1st Trimester Report cards Friday, November 22

2nd Trimester Report cards Friday, March 6

3rd Trimester Report cards Friday, May 29



SAFETY TO AND FROM SCHOOL

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 instruction at home.

- ↳ *Students are taught to use the marked crosswalks and cross the street with the help of a crossing guard, if one is available.*
- ↳ *Due to the availability of bussing for the students We do not have a crossing guard on 24th Street West.*
- ↳ *When dropping off and picking up your children do not allow them to cross the street in-between the parked buses or parked cars. This is an accident waiting to happen. Adults and students are to use the nearest crosswalk when going to and from the car.*

According to Montana Law MCA 20-5-201, which provide in part, 1) a pupil shall: ****(d) be subject to the control and authority of the teachers, principal, and district superintendent while the pupil is in school or on school premises on the way to and from school, or during intermission or recess.

SPECIAL SERVICES AVAILABLE

Reading Specialist

A program designed to give parents information and support in students learning to read and family issues in general.



Intervention Specialist

A program designed to assist primary students who are in need of additional reading support.

Counseling

Central Heights has a counselor to help students, staff, and parents deal with academic, social, physical and emotional issues. The counselor is available upon request and strict confidentiality is practiced and observed.

Extended Studies Program (Quest)

All of our children are gifted and talented in many ways. However, those students who are recommended, and qualify, are eligible for the Extended Studies Program(Quest).

Learning Center



Students who have documented disabilities and qualify for resource services will receive resource help. Each eligible student in special education will have their educational needs met through their own I.E.P. (Individual Education Plan).

Possible special education services are as follows: resource room, speech and language, hearing impaired, physical and occupational therapy, and counseling.

TARDIES

Tardies are not acceptable!! Students that are tardy miss valuable learning time and interrupt the learning of others.

TELEPHONE

1. Parents may call the school to talk to their children or give messages in the case of emergencies. Please take time to communicate with your child at home before and after school.
2. Student use of the phone is limited to school-related business only.

VISITORS

All visitors are required to report to the school office, and sign in, upon entering the building. Visitor badges will be issued to help identify you and prevent unauthorized individuals from entering the building. Parents are welcome and are encouraged to visit the school.

VOLUNTEERS

Central Heights Elementary School considers our parent volunteers a very special resource. Parents will be asked to complete a form for a background check before volunteering. Parents assist in many classroom programs and extracurricular activities.

WEAPONS

At the beginning of each school year and on registration of new students, parents will be given a Student/Parent/Principal Contract For Eliminating Guns and Other Weapons From Schools. The teachers will discuss this contract with the students, send it home and you will be asked to review the contract with your children, sign and return the contract to school. It is important that we have family support with this in order to help ensure the safety of the staff and the students while attending school.

The Board can expel any student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

In compliance with School District 2 policy, Central Heights School is committed to keeping any items out of the school that can or could be considered weapons. Many times children bring items from home that they do not consider to be weapons, but that can potentially endanger the health and safety of other students at school. Pocketknives, slingshots, wooden boards, etc., can injure as well as the more obvious guns and knives. Any item used as a weapon will be confiscated, parents will be contacted, and the incident will be documented and possibly followed with a suspension hearing.

