



On behalf of Bench Elementary “Welcome to the Hive!” We are the Bench Bees with the vision of “Creating lifelong learners who strive to succeed in our changing world.”

As part of the Billings Public Schools, Bench holds high expectations for success and achievement of the whole child --- academically and socially for all of our students. Children can also expect to receive full consideration for building their self-concepts. Verbal praise, smiles, words of encouragement, acceptance, and recognition are used generously and genuinely.

This handbook is published so that all students and parents may have a ready reference to information, which is necessary to the understanding of the daily operation of Bench Elementary. It is important that all students and their parents or guardians review the information in the handbook, so there may be as few misunderstandings as possible.

Students, you will find our academic standards necessarily high, and you will be expected to strive to become a lifelong learner as well as a respectful and responsible citizen. Make the most of your opportunities; you are laying the foundation of your future.

Parent participation and support during the school year is also an important component in the education of children. We encourage parent membership in the PTA. By working together we will be able to have your child reach their full potential. We look forward to a positive partnership with parents in fostering excellence in education.

In a few written pages it is difficult to cover all areas adequately, so we have kept our comments to the more common rules and regulations, and briefly touched on programs and opportunities for student participation. Please feel free to come in and discuss any questions, suggestions, or concerns you may have about school policies or opportunities. The faculty of Bench is always willing to help you.

Sincerely,

Cindy Brown, Principal  
updated August 2023



## District Policies and Procedures

In addition to Bench's School handbook of procedures specific to our school, the following Student/Parent Handbook establishes the obligations of all students in the Billings Public Schools. It is your obligation as a student 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 are enforceable as the "law" of the school district. 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 as agents of the Board of Trustees. The assurances afforded by district policy are provided to you by district administration and staff. Since printing these policies and procedures are quite costly and since the policies and procedures are available online, we are not printing a hard copy. However, if you would need a hard copy of any policy and/or procedure, the school office will be able to assist you. To access the District website go to [www.billingschools.org](http://www.billingschools.org). Once you reach the home page, click on *School Board* then *Policies and Procedures*. You will be able to access a specific policy and/or procedure.

## CALENDAR DATES OF IMPORTANCE

<b>Title I Meeting/Open House</b>	Aug. 21, 2023 3:30-5
<b>First Day of School</b>	Aug. 22, 2023
<b>Fall Pictures</b>	September 22, 2023
<b>Last Day of School</b>	May 31, 2024
<b>PIR Days NO SCHOOL</b>	Oct. 19-20, Jan. 15, April 8
<b>Vacation Days</b>	Sept.4, Nov 22-24, Dec 22-Jan 1, Feb.19, Mar. 25-29, May 31
<b>Parent/Teacher Conferences</b>	Nov 1-3 (ALL GRADES) Dismissal at 12:00 pm

## LUNCH/RECESS DISMISSAL TIMES

GRADE	LUNCH	LUNCH RECESS	DAILY DISMISSAL (WEDNESDAYS 1 HOUR EARLIER)
K	11:00-11:20	11:20-11:40	2:15
1ST	11:20-11:40	11:00-11:20	2:15
2ND	11:40-12:00	12:00-12:20	2:15
3RD	12:20-12:40	12:40-1:00	2:15
4TH	12:00-12:20	11:40-12:00	3:00
5TH	12:40-1:00	12:20-12:40	3:00

This schedule may be adjusted to accommodate the needs of students and staff during the school year.

## **SCHOOL HOURS**

Students are let into the building starting at 7:50. Please note there is no supervision prior to this time, so please make your best effort to drop students off after 7:50. School starts at 8:15.

After school is dismissed, we request that students leave school immediately unless asked to stay by a teacher or attend a supervised extracurricular activity. If a student is asked by a teacher to stay longer than 10 minutes after school, the student will call his/her parents for permission to stay. We ask that children not wait on the playground for siblings or friends who are dismissed later, as we have no after-school supervision. Students should not return to the playground areas until the students have gone home. If an emergency arises, arrangements can be made through the principal.

Our office hours are 7:30-3:30 pm Monday through Friday.

## **TARDINESS POLICY**

Being on time for school is very important. If a student is late 10 minutes each day, they miss 1,800 minutes of instructional time. That is 30 hours of lost learning or approximately one whole week of learning time. Studies confirm that missing 30 hours of instructional time impacts a student's academic performance. We expect our students to be at school when the bell rings at 8:15 am. Students who arrive late disrupt the class and cause a loss of instruction time. If the tardy problem is habitual, the Montana Code 20-5-106 on Truancy and our district procedures will be followed. Also, students who are habitually late may be placed on an individual plan.

## **ATTENDANCE "3 IS THE KEY"**

Bench Elementary is participating in the "3 is the Key" campaign sponsored by the United Way. It is critical for students to be in attendance. The goal we have set for our students is three or fewer tardies or absences for each trimester. Research shows that 10 or more absences in a school year significantly impact a child's overall academic performance. If a child is to be tardy or absent, parents or guardians are required to notify the school (281-6203 Opt. 1) by 8:30 am. If we do not hear from the parents/guardians, a call will be made to the child's home to verify the reason for the absence.

Students reporting to class after the final bell must check in with the office before they are admitted to class. Students may not leave the school building or grounds under any circumstances during the school hours. If your child is leaving the building for a doctor's appointment, lunch with parent etc., please send a Seesaw, Remind note to school to your child's teacher and come to the school's office to pick up your child. All students must be checked out through the office by an adult.

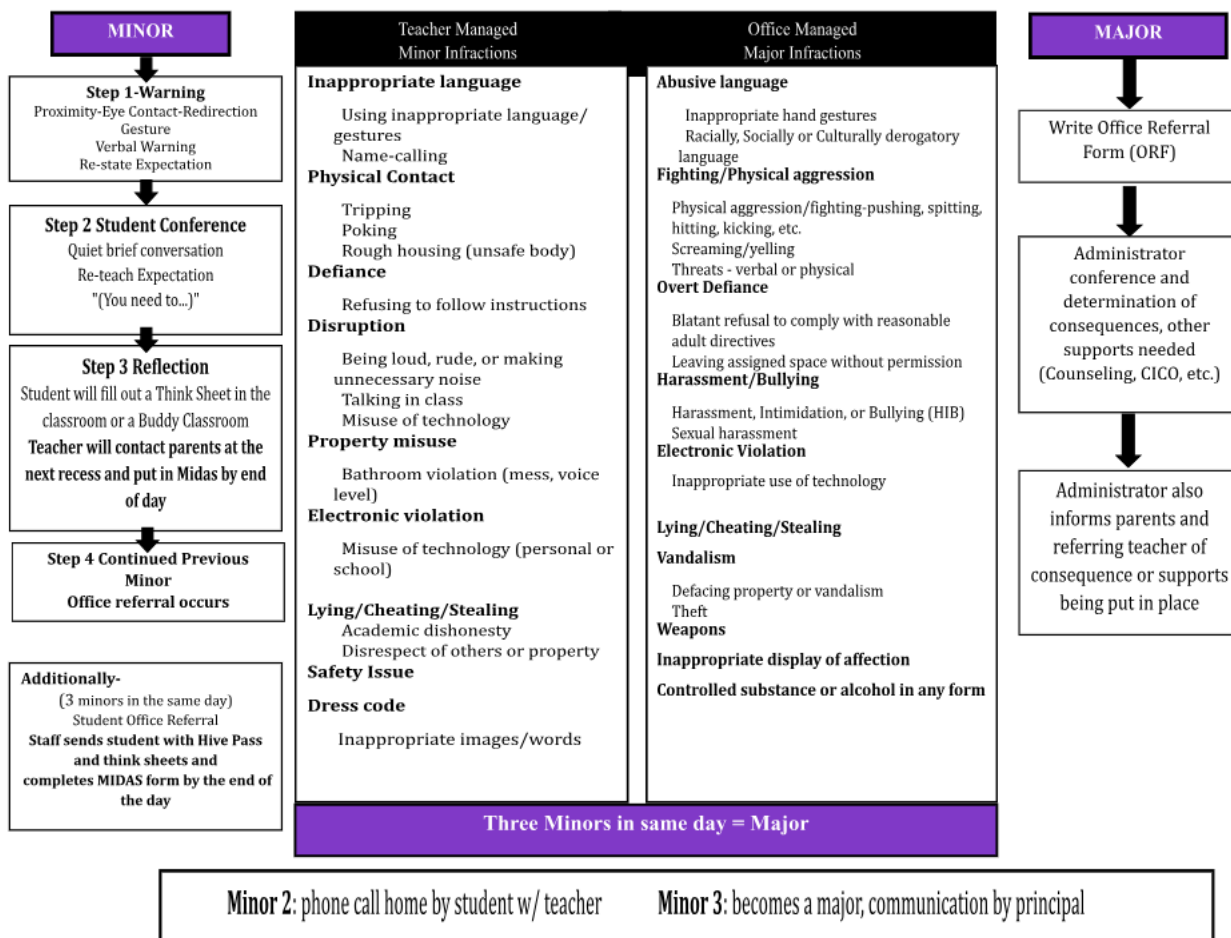
If your child is absent and homework is requested, please contact the office. Due to the importance of classroom instruction time and teacher duties, homework will be available for pickup after school.

## Bench School-Wide Matrix

Updated 1/19/23

Settings	Be Respectful	Be Responsible	Be Safe
<b>Hallways</b>	Keep everyone's learning in mind Only wave or smile at others	Go straight to destination and back	"One foot blue, one foot white" Carry all materials safely
<b>Cafeteria</b>	Use a 3 foot PAX voice to visit with others. Use your manners	Clean up after yourself and others Stay in your seat until dismissed	Raise your hand if you need something
<b>Playground</b>	Be kind with your actions and words Solve conflict with others	Use and return equipment appropriately	Pay attention to recess whistle Stay on playground and within designated boundaries
<b>Bathroom</b>	Respect privacy of others	Go, Flush, Wash, Leave Keep bathroom clean	Report any issues to an adult
<b>Entering Building/Dismissal</b>	Keep everyone's learning in mind Greet others in the morning	Stay with your teacher	Check out with your teacher
<b>Classroom</b>	Use kind words and actions Follow directions	Complete school work Come to school on time	Keep hands and feet to yourself Ask for permission before leaving

## Bench's Flowchart and Infractions- as of 5/11/23



### APPEARANCE AND DRESS

We expect our students to be dressed neatly and appropriately at all times. Students are reminded that their appearance impacts the learning environment. Here are guidelines for your reference:

- Hats shall be removed inside the building.
- Students are not to wear: “doo” rags, skull caps, bandanas or any gang symbol
- Shoes are required.
- Undergarments should be fully covered including bra straps, waistbands, and tops of “boxers”.
- Tops should cover the front and back. See-through garments are not appropriate.
- Shorts/skirts must be at thumb tip of the student’s hand or longer.

### SAFETY TO AND FROM SCHOOL

The majority of our students ride the bus to school. For those that do walk, bike or scooter, please go over these safety rules with your child:

1. Learn the safest route to and from school.
2. Always use intersections where there is a stoplight or crosswalk guard. Check traffic from both directions.
3. In areas where sidewalks are not available, walk on the left side of the street, facing oncoming traffic.
4. Go directly home, immediately after school is dismissed.

5. Never accept rides or gifts from strangers. Report to your teacher, principal, bus driver, crosswalk guard, police officer, or parents, 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, and what he/she was wearing. Remember to contact the police anytime help is needed.

### **DROP OFF, PICKING UP, OR PARKING**

In order to try to alleviate potential traffic accidents and problems, we ask that drivers do the following:

- Please escort your child to the sidewalk and avoid stopping in the street or having your child cross the street except at the crosswalk.
- Drop off your child on the school side of Milton and Rex Lane. Ensure they are safely getting to the sidewalk. The parking lot is the safest area to drop off or pick up your child.
- Bus Zone – Please do not use the bus zone from 7:50-8:10 for dropping off or picking up your child.

### **CROSSWALK GUARD**

There is a crosswalk guard assigned to assist students at the corner of Milton and Lake Elmo. The guard is assigned at the following times: 7:45 a.m. - 8:15 a.m. and 2:00 p.m. - 3:15 p.m. Students are expected to use the crosswalk at all times.

### **BUSES**

School buses arrive at school approximately at 7:50 a.m. and depart at 2:20 p.m. and 3:05 p.m. The bus drivers cannot wait for individual students. Riding on the school bus is a privilege for those who need transportation, and student passengers must conduct themselves in an acceptable manner.

### **BUS POLICY**

1. Behavior at the bus stop and on the bus must conform to normal school behavior (i.e., children should wait at their bus stop in a calm, mannerly fashion and sit in their seats in the same manner that they would in class.)
2. No guest riders are permitted. Only students with tickets may board the school buses, and these students must board and depart the bus only at their assigned stops.
3. Bus drivers are authorized to take the following disciplinary actions:
  - a. Verbal Warning
  - b. Seat Assignment on Bus
  - c. Written Warning (Discipline Report)\*
  - d. Revocation of Riding Privileges Until Further Notice (Discipline Report)\*

\* A copy of the Discipline Report will be given to the rider to take home. The parents will receive a telephone call or letter from the Director of Transportation regarding the matter. emailed to the parent/guardian. We strongly recommend that parents read, with their children, the Parent's Transportation Handbook. Bus policy will be strictly followed for the safety of each child. The Director of Transportation (281-5581) is the contact person for any problems involving your children, bus stops, and bus safety.

### **BICYCLES, SKATEBOARDS & ROLLERBLADES**

Due to the very heavy traffic on Lake Elmo, Wicks, and Main Street, it can be very unsafe to ride on these roads. Only 2nd - 5th grades are allowed to ride their bikes to school. Because of safety issues, kindergarten and first grade students are not allowed to ride "wheel" transportation to school. Older students and their parents should make careful decisions about riding bicycles to school and should carefully go over safety rules.

Bicycle racks are provided, and bicycles/scooters should be left in the racks, locked, during school hours. Bikes will not be kept inside the school and are the responsibility of the student. The license number, serial number, and brand name should be recorded at home so that identification may be more positive, if the bicycle is stolen.

If you ride a bike/scooter:

1. Ride 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.
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 the school grounds.
7. ***Wear a helmet. It is now a city law that all under 16 must wear helmets when riding bikes.*** If a student consistently does not wear his/her helmet, the school may request that the student not ride the bicycle to school.

Heelys, rollerblades, scooters, and skateboards are not allowed on school grounds. They may be used only to the school grounds perimeter.

### **BOYS AND GIRLS CLUB AFTER-SCHOOL PROGRAM**

For children K-5<sup>th</sup> the Boys and Girls club provides after school care and students stay there until picked up by a parent/guardian. Information can be obtained by contacting Glynn at [gmaddox@bgcyellowstone.org](mailto:gmaddox@bgcyellowstone.org)

### **BREAKFAST & LUNCH**

Breakfast and lunch are available at school through Sodexo. As of this printing, school lunch is free. Students may pay for seconds at the kitchen. Students are allowed one carton of milk with their lunch. If students are bringing cold lunch, please do not bring carbonated drinks.

### **MULTI-TIER SYSTEM OF SUPPORT (MTSS)**

Bench Elementary School uses the Multi-Tier System of Support (MTSS). MTSS is a proactive process that enables learning for all students by providing both prevention and intervention services. MTSS is the practice of providing targeted instruction matched to each student's individual needs, academically and behaviorally. We use assessments to determine the student's learning and performance needs in order to make important educational decisions to guide instruction.

MTSS is a three-tiered approach, which offers a way to make sure all students in a school receive the instruction they need. At Tier 1 all students are taught from our general education curriculum (core reading and math programs). Tier 2 provides supplemental instruction to specifically identified students. Tier 3 is an intensive level of instruction where instruction may be different from the core program used in Tier I. This process helps ensure the best educational experience possible for all of our students. We are excited about the positive impact MTSS has in our school. We urge you as a parent/guardian to become a vital part of the MTSS process by regularly communicating with your child's teacher.

### **CHANGE OF ADDRESS, PHONE NUMBER OR PARENTAL CUSTODY**

If you have a change of address or phone number (or other information pertinent to your child), please log into your Powerschool Account and make those changes. Having current information is critical to ensure that we can contact you in the event of an injury to your child. In the event you can not be reached it may be necessary to have your child transported by ambulance for medical care. Please inform the school if there is a dispute between divorced or separated parents regarding your child's custody. Current legal documentation



of the child's custody should be given to the Principal. The school is sometimes asked to help restrict parental contact with a child. In such cases, we require a copy of legal documentation in order to comply with such a request. If joint custody of the child is in the divorce decree, the school also needs a copy of legal documentation. This will enable the school to share information about the child with both parents.

### **PARENT CALLS**

The best way to communicate with your child's teacher is through Seesaw or Remind. Teachers will be checking messages during their prep as their focus during the day is instructing students. We understand that occasionally parents need to get a message to a student about a change of plans. Due to additional requirements it puts on our secretary, we are asking that these be kept to a minimum. The office phone number is 406-281-6203.

### **PARENT CONCERNS**

It is courteous and respectful to discuss a problem with the teacher prior to discussing it with the principal. Often times this will resolve the problem and there will be no need to bring it to the principal. However, if you need to discuss the situation with the principal, she has an open door policy. Please call the office to schedule an appointment.

### **PARENT/TEACHER CONFERENCES**

We encourage all parents/guardians to attend the parent/teacher conferences held in the fall. This is a wonderful opportunity to have a face-to-face conversation with your child's teacher and find out how the year is going. Students are dismissed at 12:00 pm on those days.

### **PLAY ITEMS FROM HOME**

We request that students not bring toys, trading cards, electronic devices or any other personal items from home, unless specified by your child's teacher. Too often such items are lost, stolen, or destroyed.

### **PLEDGE OF ALLEGIANCE**

The Montana Legislature passed a law requiring students in grades K-5 to recite the Pledge of Allegiance every morning. Exceptions will be made for students who decline for religious reasons.

### **PUPIL SERVICES/SPECIAL EDUCATION**

Pupil Services is the part of the Billings Education System that provides a variety of individual needs for each student. We have a trained school psychologist, counselor, and speech therapist that work with various students throughout each week. These professionals are trained to evaluate a child's individual needs and help us develop appropriate programs as necessary. This is all done with involvement and consent of the parents and/or guardians. Please don't hesitate to discuss the services available for your child, if you have questions or concerns.

### **SCHOOL COUNSELOR**

Our school counselors provide counseling and informational service to individual students and small groups. Lessons on social skills and related topics are done by the counselor in all the classrooms throughout the year. Parents, too, may request a meeting with the school counselor concerning problems related to their children.

### **HEALTH ENHANCEMENT**

Physical education is a state requirement for all students. A doctor's certificate is required for exemption from the course. All students are expected to participate fully.

### **LIBRARY**



All students receive library class. If a book is lost, you are responsible for the replacement cost at a price agreed upon by the librarian and the principal. A nominal fine will be assessed for the repair of damaged books.

### **TEXTBOOKS**

Students are responsible for books checked out to them. If they are destroyed, lost or stolen, the students must pay for the textbook. Fines will be levied against students turning in books that show evidence of misuse. Report cards will be held until assessed fines have been paid. (See Policy 3520)

### **LOST AND FOUND**

A lost and found service is maintained by the lunch room. Please check this area periodically.

### **ASSEMBLIES**

Behavior at school assemblies should be consistent with our mission of educating and inspiring students to become lifelong learners and respectful, responsible citizens. At all times students' behaviors should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, booing, uncalled-for-clapping, boisterousness, and talking during the program.

### **HOMEWORK**

Homework may be required if your child did not complete work during the school day. If a child is doing hours of homework each evening, be sure and check with the teacher.

### **INVITATIONS, PRESENTS, FLOWERS**

Invitations to student's private events, like birthday parties, should be arranged with the classroom teacher in order to be delivered discreetly. Presents and flowers that are delivered for students will be held at the office until the end of the day in order to not disrupt the learning environment.

### **CELLPHONES AND ELECTRONIC DEVICES**

All cell phones/watches must be turned off at all times and stored in student backpacks. If a student fails to follow the guidelines, discipline procedures will be followed, and the cell phone may be confiscated and kept in the office. After the second offense, confiscated cell phones (ie: electronic devices) must be picked up by parents/guardians. The school is not responsible for the theft of any cellular phone. As part of the district's Acceptable Use Policy 3205 students may not use personal electronic devices on school property, unless approved by a teacher or administrator for educational purposes.

### **INTERNET ACCESS**

Bench is an Internet access school. We have networking that connects us to Local Area Networks (LAN) and Wide Area Networks (WAN). Montana state standards are the basis of our curriculum and teaching at Bench, and networks are tools to enhance and practice our curriculum. Your use of these networks is to be for educational purposes only. Students are to be under the direction of a teacher when using the networks. Please see District Policy 3205 and 3205-P1 District-Provided Access to Electronic Information, Services, and Networks. If a parent prefers no Internet access, please contact the principal.

### **INCLEMENT WEATHER**

We ask that your child come dressed appropriately for anticipated weather. Please send appropriate outer garments, boots, mittens, hats, etc. during cold weather. Our policy is that children go outside unless the temperature or wind chill is below zero. If it is raining hard, we keep the children inside.

## **VOLUNTEERS**

Volunteers are used in the classroom by teachers to help with bulletin boards, correcting papers, tutoring etc. We use volunteers in the library to help shelve and card books. Our P.T.A. needs volunteer help with all its activities. This is a wonderful way to get acquainted with our staff and students. Please contact your child's teacher or call the school if you're interested. A background check is necessary. Please ask for and complete this form at the office.

## **SAFETY PROCEDURES**

Since February of 2018 the following safety procedures have been in place at Bench Elementary:

- All visitors must show ID to gain access to the building. Additionally, they must sign in and get a visitor's pass when on campus-this includes the playground and lunchroom.
- All doors are locked. The front door has a buzzer/video system for secure access to the building.

We understand this makes it less convenient to come to school and volunteer or otherwise be involved here. It is not our intent to restrict or limit parent and community involvement. We are taking these steps throughout the district to ensure that we do everything the experts recommend to keep our students and staff as safe as possible.

## **FIRE AND DISASTER DRILLS**

Fire and/or disaster drills will be held regularly. Parents/guardians will be notified prior to our annual evacuation drill.

## **EMERGENCIES/CRISIS/EVACUATION SITUATIONS AT SCHOOL**

If there is an emergency or crisis at 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. Schools will do whatever they feel necessary to keep the students safe.

## **FERPA Annual Notification**

### **Notification to Parents and Students of Rights Concerning a Student's School Records**

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include: basic identifying information; academic transcripts; immunization records; and attendance records. The cumulative record may include: intelligence and aptitude scores; psychological reports; achievement test results; participation in extracurricular activities; honors and awards; teacher anecdotal records; verified reports or information from non-educational persons; verified information of clear relevance to the student's education; information pertaining to release of this record; and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) grants parents or guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

Parents or guardians of students less than eighteen (18) years of age and students older than eighteen (18) years of age have the right to inspect and copy the student's permanent record. Parents,

guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

5. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **COMMITMENT TO CIVIL RIGHTS**

Billings Public Schools affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the District.

The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VII / Title IX / Section 504 / Title II ADA concern. Inquiries concerning Title VII / Title IX / Section 504 / Title II ADA may be referred to Human Resource Services, Billings Public Schools, 415 North 30th Street, Billings, Montana 59101, or may be made by calling 1-406-281-5043.

Procedures established and maintained by the Superintendent address questions, concerns, and the resolution of conflicts relating to Title VII / Title IX / Section 504 / Title II ADA that may be raised by a student, staff, parent, legal guardian, volunteer, visitor, or member of the public in Billings Public Schools.

### **FINES AND FEES**

Fines, fees, and school bills not paid may result in withholding of report cards.

### **GUNS AND WEAPONS POLICY**

For the safety of Bench students and staff, guns and weapons are banned from our school. No student shall possess any weapon or gun on school property or at any school event. This is in accordance with school district policy formulated for student safety and state law. Any weapons' violation will result in notifying authorities and initiating long-term suspension proceedings against any student who violates this policy.

### **HEALTH SERVICES/ IMMUNIZATIONS/ MEDICATION**

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

**DPT - 4 doses, one after the 4th birthday**

**Polio - 3 doses, one after the 4th birthday**

**MMR - 1 dose after the 1st birthday;**

**2<sup>nd</sup> dose after 4<sup>th</sup> birthday**

**Varicella (Chicken pox) - 2 doses**

The immunizations can be acquired at the Riverstone Health Clinic as well as through local physicians. Before school begins examinations by physicians are encouraged for students entering Kindergarten.

Nurses hired by the Billings Public School System provide health service in Billings' schools. Our nurse is available only on an as needed basis, so is not always at school when minor injuries or illnesses occur. The nurse, secretary, or principal will attend to a sick or injured child who reports to the nurse's office. They will make the determination whether the child is able to go back to class or needs to go home. Our first aid is immediate and temporary. If there is some question about the sickness or injury, parents will be consulted. Parents are responsible, if further care is required.

Parents should also 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.

If any type of medication (even aspirin) is required during school hours, we must have a signed permission slip from the child's parent or guardian. A prescription medication must have a signature from a doctor on the form that the school provides. All medications must be in their original container and will be stored in our office. If a child must have asthma medication with him/her at all times, a consent form must be signed. Medication containers must be clearly labeled: child's name, medication name, dosage, directions for taking, and the Doctor's name

The school nurse and volunteers provide vision examinations for grades K, 1st, 3rd, 5th, new students and referred students. Scoliosis (curvature of the spine) examinations are performed on all 6th grade students. Hearing examinations are provided for grades K, 1st, new students and referred students. Dental examinations are provided for all grades (light and mirror exam by dental hygienist). 5th & 6th grade students will take part in a growth and development class and AIDS education.

### **INSURANCE (SCHOOL)**

School insurance is available to all students. Purchase of this program is optional.

### **LAW – ABUSE OF TEACHERS**

Law 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.

### **SMOKING, DRINKING, AND DRUG ABUSE**

Smoking or use of tobacco in any form by students and all school personnel is not permitted at any time or any place on the school grounds or in the school building. Any student possessing or using alcoholic beverages or illegal drugs in the school building or on the school grounds, or while representing Bench Elementary shall be subject to immediate suspension from the activity and/or school pending a hearing before school district administration.

### **TRANSFER AND WITHDRAWAL SLIPS**

The office must be notified about any transfer or withdrawal from Bench two days before the student leaves. All school property, such as textbooks or library books must be returned. All fines and dues must be paid. Also, a parental release of records must be signed at your new out-of-district school to request Bench records.

### **VANDALISM AND THEFT**

Students involved in vandalism or theft of school property or when vandalizing from school property can be referred to the juvenile authorities and can be subject to suspension from school. Students and/or parents will be responsible for making full financial restitution for any damage or loss. This is considered a serious offense.

### **SENATE BILL 99/BOARD POLICY 2310 PROCEDURE 2**

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy.

In addition, students may have access to a classroom teacher's library. If you have any questions or concerns, please contact your student's teacher for more information.