

ORCHARD ELEMENTARY SCHOOL

120 Jackson
Billings, MT 59101
281-6216

Mr. Dustin Gaugler, Principal



STUDENT-FAMILY HANDBOOK
2023-2024

ATTENDANCE MATTERS!

Orchard Mission Statement

Be Respectful Be Responsible Be a Graduate

Welcome to the 2023-2024 School Year

Dear Orchard Parents and Guardians:

On behalf of the entire staff, I am pleased to welcome you and your child to Orchard Elementary School. This will be my fifteenth year in education and my eighth as an administrator at Orchard Elementary.

As a learning community, we at Orchard Elementary hold high expectations for success and achievement, both socially and academically, for all of our students. We strive to enrich those students who need an extra challenge, and encourage and nurture the students that need to gain more self-confidence academically and socially.

As your principal, I firmly believe that every child has the right to come to school and to feel safe. Respect for self, peers, and adults will always be expected. We will be working school wide on being kind, honest, safe, respectful and responsible at all times in school and out in the community.

When your child is at school our focus and dedication is to:

- a. Provide a safe, orderly, and nurturing environment for your child.
- b. Provide an opportunity for each child to learn.
- c. Continue to implement and enforce our No Bullying Policy.
- d. Enhance student learning by implementing the use of technology in the classroom.
- e. Frequent monitoring of your child's progress in Reading and Math through assessment, teacher documentation and observation and provide interventions as needed.
- f. Differentiate the curriculum to meet student's needs especially in the areas of math and reading.

We all want the best for your child/children, but we are not enough. You, the parents, must play a key role in the education of your child. Parents count! Come to school, meet us, talk to us, join the PTA and volunteer your time and energy. Your involvement will show your child that you value his/her education. Let's work together!

Sincerely,

Dustin Gaugler

Dustin Gaugler



The Crest

As far back as the 13th century, the use of heraldic symbols stood for honor, loyalty and achievement. The crest was an ornament to be worn proudly as an insignia of noble heritage. Over time, its rich symbolism served to identify and distinguish highly accomplished institutions of learning. So it is with deep respect for the honored heritage of quality education at Orchard Elementary School that we introduce our very own crest and the richness of its meaning.

Knowledge and Understanding – The book signifies knowledge and the illumination denotes understanding. Our school is passionate about the rigor of its academic curriculum and quest for human knowledge. Understanding is our command of the knowledge and wisdom we possess.

Crossed Arrow – In American Indian culture, a crossed arrow symbolizes friendship. Relationships are essential. We need each other to accomplish our goals and maximize our full potential in academics and in life. At Orchard Elementary, we strive to make our school a welcoming environment to all families and community members.

Huskies, 1918 – The school was established in 1918, and the husky was selected as the mascot.

Torch – A core value at Orchard Elementary is to ignite a lifestyle of learning and service to others. The flaming torch represents a passionate vision of learning handed to each generation of students from their teachers and mentors.

Laurel Wreath – In Greco-Roman days, the laurel wreath was the victor's crown. Fittingly the wreath encompasses the entire crest, (every student will be victorious in achieving their full potential at Orchard Elementary) signifying our overarching mission that every student at Orchard Elementary will achieve their full potential academically and as a global citizen. Knowledge is the crown that nobody can take away.

Visiting School/Security of Doors

Since the home has an important part in shaping a child's educational growth, the development of a common understanding between the home and the school is extremely important. We welcome you to our classrooms, as we are eager to learn anything that will help us understand your child better. The teacher and your child need some time to get acquainted, but after the first few weeks, you are invited to come and see how your child is adjusting to school life. Teachers need to prepare for lessons and have assigned morning duties before classes begin. Please don't visit your child's classroom or teacher without a scheduled appointment. Make an appointment to visit the classroom and remember that you must check in at the office before going to any classroom.

Building security is one of our top priorities. In an effort to keep the students and staff safer during the school day. Our school has two entrances, #3 and #8 through which parents/family members, community volunteers, and visitors can freely enter. Both entrances have been equipped with keypad/camera systems, which will allow our school staff to grant entrance to anyone coming to visit.

As an extra precaution, a photo ID will be required when picking students up before our regularly scheduled dismissal time. Our school has always been a safe place for teaching and learning, and these measures have been taken to increase the level of safety and security. While this may be an inconvenience, we ask that you be patient and understanding. We know that student and staff safety is important to everyone. Thank you for your continued cooperation.

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. Developing a positive relationship with the school will increase your child's awareness of the importance of school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Attend open houses, school programs, and other functions.
- Make sure your children arrive on time every day.
- Get to know your child's teacher.
- Develop an open line of communication between the school and home.
- Volunteer to help in your child's class or on field trips.
- Attend parent/teacher conferences.
- Be supportive of the school and of school projects.
- Encourage your child to complete school work.
- If a problem does arise, handle it in the appropriate manner.

Teacher Qualifications

All regular classroom teachers, all Title 1 teachers, and all paraprofessionals working with students at Orchard Elementary are highly qualified.

Daily Schedule

Students coming to school to eat breakfast may arrive no earlier than 7:30 a.m. Breakfast will run from 7:30 a.m. – 7:55 a.m. Please visit with the teacher or principal if there is a special situation to consider.

Parents/guardians are welcome to eat breakfast with their child, but will not be allowed in the hallways, after the morning bell. The following daily schedule meets or exceeds state accreditation requirements:

Grades	1 st Bell	Tardy Bell	Dismissal Bell
K-3	7:55	8:00	2:00
4-5	7:55	8:00	2:45

PLC's will occur on Wednesday afternoons for all grade levels. During this time, our staff will be engaged in conversations focused on existing school improvement plans such as consistency and alignment of curriculum; use of data to design instruction; examining student work; review of assessment strategies and grading practices; and, staff development related to specific District and site goals. The focus will remain on student achievement and ways to prepare our students for graduation and beyond.

Wednesday Dismissal Bell

Grades K-3	1:00 PM
Grades 4-5	1:45 PM

After school is dismissed, we request that students leave the school grounds immediately, unless asked to stay by the teacher or attending a supervised extracurricular activity. If a teacher asks a student to stay longer than 15 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 at a later time, as we have no after school supervision. Students are not allowed to go home with friend or take rides home from other parents if the office has not received a note from the parent. If an emergency arises, arrangements can be made through the principal.

The school would like to know your child's arrangements. Please notify your teacher if they will be picked up, walk, etc. If this arrangement changes throughout the year, please send a written note to your teacher. Your child's safety is important to us.

No Dogs on Campus Policy

We are committed to providing a safe environment for all students, staff, and visitors. To ensure the safety and well-being of everyone on our campus, we have established a "No Dogs on Campus" policy. This policy helps us maintain a clean and safe learning environment for everyone.

Why No Dogs on Campus?

Safety: Dogs, no matter how friendly, can sometimes become scared or anxious in new environments. This can lead to unpredictable behavior and potential accidents, especially around young children.

Allergies: Some students and staff may have allergies to dogs. Having dogs on campus could trigger allergic reactions and discomfort for those individuals.

Distractions: Dogs can be a lot of fun, but they can also be very distracting. We want students to focus on their studies and not be interrupted by furry friends.

We kindly ask all students, parents, and visitors to adhere to our "No Dogs on Campus" policy. While

we do not allow pets on campus, we do make an exception for service dogs. If you have a service dog, please inform the school administration in advance.

Tardy Policy

We are working hard at Orchard to stress the importance of being responsible citizens and workers. Arriving on time is a skill for which they need to take ownership – with your assistance and encouragement. A student that arrives between 8:00-9:30 will be considered tardy, any later arrivals will be considered as a ½ day absence. Any student who arrives late must report to the office to obtain a tardy slip, which is given to the teacher. Tardiness or absences for a doctor or dentist appointment will be excused when the appointment slip is presented upon returning to the building. However, for reporting purposes, it will be considered an absence if they miss more of the morning or afternoon class time.

***Excessive and unexcused absences and tardies will be turned over to the truancy officer.

Attendance and Absences

All students are expected to attend school regularly and be punctual for classes. Parents or guardians are required to notify the school by 8:45 a.m. if the child is to be tardy or absent. If we do not hear from the parents/guardians, we will call the child's home to verify the reason for the absence. The district's automated call will go out at 10:00 a.m.

- It is very important for your child to develop a habit of prompt and regular attendance. Good habits acquired now will carry on through.
- Please keep your child home only if he/she has a cold or disease symptoms and notify the school of the absence as soon as possible.

Billings Public Schools Truancy Plan

After the first unexcused absence, a Truancy Plan will be initiated on the student as follows:

- Step 1: Call parent, document time, date, number, who was reached and response.
- Step 2: Call parent, document time, date, number who was reached and response.
- Step 3: Call parent, document time, date, number who was reached and response.
- Step 4: Referral to Truancy Center to dispatch Truancy Deputy for home visit to parent/guardian/person responsible for child's truancy violation. On the first visit, the Truancy Deputy will give a Truancy Violation Form (Form D) and obtain signature of parent/guardian/person responsible for receipt of violation.
- Step 5: Letter sent to home. In the letter home, it will specific that the parent has to make an appointment to meet with the school representative(s) (Form B available on the Billings Public Schools website). A school/parent strategies contract will be completed at this time (Form C on the Billings Public Schools website).
- Step 6: Second visit – Upon completion of the Truancy Deputy home visit, parent is responsible for making an appointment with Truancy Center Director to fill out the Expectation Form (Form E).
- Step 7: Continued truancy will result in a referral to the County Attorney office for possible prosecution.

Permission to Leave School

Students will not be allowed off school grounds, once they have arrived at school. If the student must leave the building because of illness, medical appointments, time with parent, or any other emergency the parent or guardian must come into the office to check the student out of school. Students will not be called from class until the parent/guardian is in the school office.

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. Students are not allowed to return to school to play on the playground until after 4:00.

Students will not be allowed to leave the school with another parent or student unless the office has been notified.

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 license number, serial number, and brand name should be recorded at home. This will make identification of the bicycle easier if the bicycle is stolen. Heelys and roller blades will not be allowed on school grounds.

***Students in kindergarten and first grade are discouraged from riding their bicycles to school for safety reasons.

Custody Alerts

Please notify 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.

Student Dress

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 an expression of their personal style. We believe that students and parents can choose apparel that demonstrates individuality, as well as appropriateness for the school setting. With this in mind, students must dress in a manner that supports a serious, businesslike and safe environment for learning. Dress that is disruptive to the learning environment or doesn't align to school rules will not be permitted. The following guidelines will be used to determine whether a student's dress is appropriate:

- Shorts need to be at least fingertip length.
- See-through and fishnet fabrics are not permitted.
- Students may not wear skirts that are shorter than mid-thigh.
- Students must wear shirts/blouses. Off the shoulder, halter tops, muscle shirts, tube tops, low-cut

- tops, or spaghetti strapped shirts are not allowed.
- Shirts must meet the top of the waistband so that when walking the midriff is not showing.
 - Undergarments must not be visible.
 - Colored hair or highlights such as green purple, orange, etc. is discouraged.
 - Tennis shoes should be worn for Physical Education classes.
 - Flip-flops are discouraged, as they are not safe footwear for playground activities.
 - Heelys are not permitted on school grounds.
 - Temporary tattoos are discouraged.
 - Clothing that advertises tobacco, alcohol, or drugs are not allowed.

***The administration reserves the right to consider a student's attire inappropriate or distracting. Students who violate the dress code will be asked to change their clothes or will be sent home to change or wash their hair. Persistent dress code violations will result in disciplinary actions.

Weather

During inclement weather, such as very cold or wet weather, students will remain inside during recess. Students should dress for the weather each day, as there are only a few days each year that outside activities will be restricted. As a general guide, winter weather below 0° F and rain showers more than a sprinkle will result in the children staying inside.

Physical Education

Physical education is a state requirement for all students in 1st-5th grades. A doctor's note is required for exemption from the course. Tennis shoes should be worn for physical education class. Flip-flops will not be allowed.

Student Messages

Please understand that the office is a very busy place especially in the afternoons. Please advise your child of any after school arrangements prior to the school day. When we are asked to deliver messages to your child, we will make every effort, but we can't guarantee that it will be delivered to them before they are dismissed. Sending phone calls to the classroom is a disruption of the learning environment. Our office hours are Monday through Friday 7:30 AM to 3:30 PM. Please remember, after school plans must be made before 1:15 PM on regular school days, and 11:00AM on early out days. If you have an emergency we will try our best to accommodate you and your child's needs.

Cell Phones

Cell phones are discouraged for students at the elementary level. Each classroom has a phone for student use, as well as the office. If you feel it is necessary for your child to carry a cell phone, then it needs to be turned off and kept in the student's backpack during the school day. If a student is using their cell phone during the school day, it will be confiscated and returned to the parent.

Items from Home

We request that student not bring toys, games, balls, electronics, or any other personal items from home. These items can cause a significant disruption in the educational environment and the school cannot be responsible for lost or stolen items.

Lost and Found

There is a table near the office that will be used for missing items. Students and parents are encouraged to check the Lost and Found regularly. Items that are not retrieved within a reasonable amount of time will be donated.

Visitors, Gifts, Birthday Treats and Invitations

For the protection of the students, all parents, visitors and guests are asked to check in at the office and pick up a visitor badge.

Parents are always welcome to visit your child's classroom. Please schedule your visit with the classroom teacher at least one day in advance. If you need to bring a forgotten lunch, band instrument, or birthday treats, we ask that you leave them at the office with your child's name and teacher) and we will deliver them to the classroom in order to minimize the disruption to instructional time.

When flowers or gifts are delivered to your child at school they will be kept at the office until the end of the day to eliminate classroom distractions. Your child will be notified of the gift as soon as possible. It is their responsibility to pick the gift up at the end of the day.

Students are not allowed to pass out birthday invitations to classmates during the school day. If you are unable to mail the invitations, please give them to the teachers who will then place the invitation in the student's mailbox.

Birthday treats should be store bought and individually wrapped.

Grading and Homework Policy

We now have a district wide grading policy based on proficiency scales for the students in elementary school based on the Montana Common Core Standards.

4.0: In addition to Score 3.0, in-depth inferences and applications that go beyond what was taught.

3.0: The student exhibits no major errors or omissions regarding simple or complex information and process.

2.0: There are no major errors or omissions regarding the simpler details and processes. However, the student exhibits major errors or omissions regarding the more complex ideas and processes.

1.0: With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.

0.0: Even with help, no understanding or skill demonstrated.

When your child is absent from school for three or more days, homework will be sent home, as the classroom teacher believes 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 every day your child misses they will have a day to make up their assignments. This gives the classroom teacher an opportunity to go over the missed lessons with your child.

Concerns About Content and Request for Opt-Out/Alternative Assignment

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. In addition, students may have access to numerous optional resources such as a book club or a teacher's classroom library. Billings Public Schools continues to follow Montana laws which state that parents have the right to request and opt-out for topics of human sexuality, or those that offend the parent's beliefs or practices. Objections to lessons and/or materials must be brought to the teacher's attention first through a conversation to see if the objections can be resolved by providing more information about the lesson and the intended learning objectives. If after the dialogue an opt-out or alternative is requested, then that request will be submitted in writing using the District Alternative Material Request Form. If an objection is submitted, the teacher will then work with their building principal to select an alternative option from the appropriate course/grade level guidelines to provide the student with an independent study opportunity as allowed by state law and local policy. Those independent study opportunities will be in line to the level (resource, lesson, unit, course) of which the parent is objecting. If you have any questions or concerns, please contact your student's teacher and/or principal for more information. The District Alternative Material Request Form can be found at the following weblink: <https://bit.ly/44gjUe4>

“Wednesday Watch” Student Take Home Envelopes

In order to help with communication with our families, as a staff, we will all send home “Wednesday Watch” student take home envelopes every Wednesday. The envelope will contain all announcements, newsletters, conference schedules, student work etc. The student should return the envelope on Thursday with parent initial.

School to Home Communications

All school to home communications will be done via SeeSaw. Teachers will send home information about how to connect to your child's class during the first week of school.

Parent-Teacher Conferences

We will have Parent-Teacher Conferences on November 1st and November 2nd. Students will be dismissed this week at 12:00 p.m. on Wednesday, Thursday, and Friday. Teachers can then meet with parents from 12:30-3:30 p.m. on Wednesday, and 12:30-6:00 p.m. on Thursday. All teachers and students get out early on Friday at 12:00 p.m.

Parent-Teacher conferences are scheduled to discuss your child's progress, needs, and address any questions or concerns that you might have. Please feel free to schedule individual conferences with your child's teacher as needed. Call the school to arrange a convenient conference time. Please expect to assume an active role in these conferences.

Report Cards

Report cards are issued at the end of the first, second, and third trimesters. The report assists you in understanding your child's strengths and weaknesses. It offers an opportunity for you and the teacher to work together to ensure that success of your child.

Field Trips and Chaperones

Field trips are meant to be an extension and an enhancement of the curriculum that is being taught in the classroom. We welcome parent chaperones and encourage your willingness to be a part of this exciting educational opportunity. Your role as a chaperone is an important one, and the quality of the experience will be largely dependent on your involvement. For this reason, we ask that you do not bring younger children or sibling with you on the field trip.

***Once returning to school, students are to remain at school until dismissal time.

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 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. Our crossing guards are located at State Ave. and Jackson + Frances and Jackson. The crossing guards are on duty from 7:15 a.m. – 8:15 a.m. and 2:00 p.m. – 3:00 p.m.
- When dropping off and picking up your children do not allow them to cross the street in between parked busses or cars. Adults and students need to utilize the crosswalks.
- Parking is not allowed in any of the yellow zones around the school or side streets.

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.

Fire, Disaster, and Crises Procedures

Fire and disaster drills will be held regularly. When the fire alarm sounds, children must leave your room in a quiet and orderly way. Teachers will instruct all students to leave the room and building by using the designated route. For disaster drills, follow teacher/administrative directions. Some of the disaster drills may include tornado, earthquake, and lock down procedures.

***These drills have a serious purpose and no horseplay will be tolerated.

***In the event that Orchard school has to be evacuated, our designated relocation building is *Riverside Middle School at 3700 Madison*. Orchard students will be released from Riverside Middle School to the parent/guardian. If evacuation is deemed to be no longer necessary, students will return to Orchard School.

Discipline

Education can only be effective when teachers are allowed to teach and students are allowed to learn. The goal is to have only a few rules that are well enforced and this will ultimately lead to self-discipline. The cooperation between parents, teachers, and administrator provides the control that is necessary for a pleasant school environment. The following Building Code of Conduct has been developed for school-wide use:

1. Respect and consideration of peers, adults, and school is expected at all times.
2. Abusive and aggressive language towards anyone will not be tolerated.
3. “Hands Off” Policy – Students must keep their hands off of others and their possessions.
4. All students will move in a quiet and orderly manner throughout the building.

Some of the routine expectations include:

1. Parents will be notified if students are kept after school.
2. Students will refrain from possession or use of explosives, dangerous chemicals or weapons on school property.
3. Student use of tobacco, alcohol, or drugs is not permitted.
4. Candy, gum, pop, sunflower seeds, etc. should not be brought to school.
5. Students are to go straight home after school.
6. Students’ use of the telephone is limited to emergency and school-related business only.

Student Behavior and Discipline

One of the most important lessons education should teach is discipline, respect, and responsibility for one’s own behavior. While they do not appear as subjects, they underlie the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. The [Orchard Huskies Behavior Matrix](#) outlines our general expectations in each educational setting. In addition, classroom teachers will establish their classroom rules around our three core values: Be Respectful, Be Responsible, Be a Graduate.

In the classroom, teacher’s response to behaviors and discipline will be consistent with our [Expectation Management Flowchart](#).

Bullying

Our definition of bullying is:

Bullying behavior happens when someone uses his or her power to hurt another. When bullying occurs, there is intent to harm, dominate, and inflict pain, exclude, or otherwise cause the target distress. A person who is bullying uses power (size, age, confidence, and verbal ability) to hurt someone physically or emotionally. The power between the bully and the target is not equal. Bullying occurs when someone or a group keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying behaviors are unfair and one-sided. They usually take place repeatedly and over time.

Bullying behavior often includes the following:

- Physically hurting by hitting, tripping, pushing, shoving, biting, etc.
- Using name-calling, put-down, teasing, mockery, racial slurs, sexual comments, or swearing to insult, intimidate, or make fun of someone.
- Spreading rumors about someone on purpose.
- Excluding someone on purpose from a group activity, or trying to get others not to play with

someone.

- Using cruel gestures or facial expressions.
- Touching or showing private body parts.
- Taking or damaging someone's possessions.

Adults at our school will do the following things to prevent bullying:

- Implement the Bully-Proofing Our School K-6 Program
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Closely observe students in the building, on the playground, and elsewhere on campus.
- Take parents' concerns about bullying seriously.
- Address bullying issues in classrooms as needed.

Students attending Orchard Elementary School will do the following things to prevent bullying:

- Treat each other with respect.
- Refuse to bully others.
- Refuse to let other students be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in games and activities, especially those who are often left out.
- Try to see the other person's point of view.
- Report bullying to an adult.

The consequences of bullying and supporting bullying may include:

- Conference with the teacher.
- Loss of recess privilege.
- Write a report on personal experience with bullying.
- Conference with counselor and/or principal.
- Parental contact.
- Conference with parent, teacher, and principal.
- Participate in social skills instruction.
- Suspension from the bus.
- Suspension from the school.

***Orchard Elementary School is committed to making our schools a safe and caring place for everyone. We will treat each other with respect and we refuse to tolerate bullying of any form. If bullying is taking place, we urge you to notify administration immediately so the situation can be investigated and remediated as quickly as possible.

Reporting:

1. 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.
2. 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 within two school days

- of the incident.
3. 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.
 4. Anonymous reports containing adequate detail to investigate will be investigated.
 5. Incident Reporting Forms are available on the school's webpage at orchardhuskies.weebly.com and available in the main office of Orchard Elementary.

Investigatory Process:

1. All investigations should be initiated promptly, but no later than two school days after the Incident Report has been completed and filed with the school administration.
2. The designated investigator will determine whether HIB has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration.
3. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.
4. The investigation should be performed and concluded within five school days of receipt of a report. Upon completion, if it is found that HIB has occurred, parents of the target(s) and the aggressor(s) shall be notified immediately by the school administration.
5. The school administration will determine whether another entity has jurisdiction over the incident. If instances of HIB rise to the level of possible criminal offense, a school administrator shall immediately notify law enforcement.
6. The school administrator shall determine and implement appropriate consequences, which may include discipline, and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with similar or additional consequences.
7. The school administration shall take all necessary steps to protect the target from further HIB incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – should be escorted.
8. A school administrator will follow up with the target of any HIB to ensure that the negative behavior has stopped and not repeated.
9. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusive findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

Billings Public Schools Elementary Counseling Services

Elementary school counseling services are an integral part of the whole 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.

Hot Lunch Program

We want the students, who eat in the lunchroom to enjoy their meal, but we insist on acceptable conduct and that good manners are used at all times. Students will be allowed to sit and eat with classmates in a relaxed atmosphere in the lunchroom. The following lunchroom rules will allow us to provide an orderly, healthy, and pleasant lunchtime atmosphere:

- Use quiet and normal conversation tones.
- Walk at all times, enter, and exit quietly.
- Never touch, handle, or waste other people's food.
- Leave the individual eating area neat and clean. Food is not to be left on the table or floor.

***All general school rules apply at lunchtime. Parents will be informed if there are continual behavior problems. In extreme cases, arrangements may have to be made for the student to eat in a different location in order to ensure the safety of the other students.

***If students are bringing cold lunch, please do not send carbonated drinks.

Health Services

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 on or after the 1st birthday and 2nd does before kindergarten
Varicella – 2nd dose before kindergarten

The immunizations can be acquired at RiverStone Health Clinic as well as through local physicians. Before school begins examinations by physicians are encouraged for students entering kindergarten. Health services in the Billings schools are provided by nurses hired by the billings public School System. Our nurses are available only on an “as needed” basis, so a nurse 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. Please be sure to have your current home, work, and emergency phone numbers on file at the office. Parents should also advise the school of any allergies, chronic illnesses, or serious physical or emotional problem of the student. Upon request, the school nurse is available to provide parents with information on medical and financial resources available in the community.

All kindergarten, first graders, and new students to the school are screened for speech and language problems in the fall.

Our school nurse and volunteers conduct vision screening in kindergarten, second, and fourth grades each year. Kindergarten, first grade, referrals, and students requiring a follow-up are screened for hearing problems by our audiologist. If students have any problems in these areas, the parent is notified.

Medications at School

Teachers and school personnel are not allowed to dispense medication without written parental permission and physician orders. If any type of medication is required during school hours, we must have a signed medication consent form (copies are at the office) from the child's parent or guardian. All medications must be in the original container and will be stored at the school office. Medication containers must be clearly labeled: child's name, medication name, dosage, and directions.

***All children who take "prescription" medication at school must have the medication consent form signed by your physician. No medication will be distributed without the proper signature on the form. Students will come to the office to get their medication.

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.

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.). Examples may include strep throat, pinkeye, scarlet fever, or other skin infections.
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. Chickenpox. Children with chickenpox should stay home until their sores dry up (usually seven days following outbreak of the rash). Give only Tylenol (acetaminophen) to relieve fever.
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.

***If your child develops any of the symptoms of infection or illness listed above during the school day, you will be contacted immediately to pick up your child.**

Early Outs/PIR Days

In order to provide teacher training, the school district implements several of no school for students.

PIR Days (no school for students):

- Thursday, October 19th
- Friday, October 20th
- Monday, January 15th
- Monday, April 8th



**BILLINGS PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR**
Updated 7.17.2023

JUNE 2023						
Su	M	T	W	Th	F	Sa
				1	2	3
4	P	P	7	8	9	10
11	P					

AUGUST 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	P	P	19
20	P	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
Su	M	T	W	Th	F	Sa
1	2	*	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	P	P	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
Su	M	T	W	Th	F	Sa
			PTC	PTC	PTC	4
5	6	7	8	9	10	11
12	13	14	15	*	*	18
19	20	21	*	*	*	25
26	27	28	29	30		

DECEMBER 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	*	23
24	*	*	*	*	*	30
31						

JANUARY 2024						
Su	M	T	W	Th	F	Sa
	*	2	3	4	5	6
7	8	9	10	11	*	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*	20	21	22	23	24
25	*	27	28	29		

MARCH 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	*	*	*	*	30
31						

APRIL 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	P	*	10	11	12	13
14	15	*	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
Su	M	T	W	Th	F	Sa
			1	SD	*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*	28	29	30	*	

JUNE 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7

	First Day of School
	August 22: K-6th, all new 7th/8th and 9th grade students.
	August 23: All K-12 students in session
	Vacation or Holiday
	Elementary End of Trimester

Graduation Date/Times
Sunday, May 26
West 10:00 am;
Skyview 2:00 pm; Senior 6:00 pm

Note: Nov. 1 is Parent Teacher Conferences for Elem. and PLC for MS & HS



	Six-Week Grading Period for MS & HS
	Last Day of School - May 31 is early release for elementary, middle school and high school.
	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal
	PIR Days - Required
	PIR/TRADE days - No school
	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.
	Elementary early release - November 1st and 2nd Parent Teacher Conference
	Middle School Early Release - October 5th Parent Teacher Conferences
	High School Semester Testing - HS early release
	April 9th - No school for Freshman; ACT/ProACT/Career Fair 10th-12th grade