

SUNNYSIDE INTERMEDIATE SCHOOL

“Providing a learning community that prepares children for a lifetime of success.”



STUDENT & PARENT HANDBOOK 2024-2025

SUNNYSIDE INTERMEDIATE SCHOOL STAFF

2022-2025

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Ms. Sara Rhatigan..... Grade 4
Mrs. Kayla Haxton..... Grade 4
Mrs. Shelia Neuwerth Grade 4

Mrs. Ashley Gauer..... Grade 5
Miss. Shelbi Darlington..... Grade 5
Mrs. Morgan Hinebauch Grade 5
Mrs. Jennifer Thompson.....Grade 5
Mr. Parker Barsanti.....Grade 5
Mrs. Shantell Wirtzberger.....Grade 5

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Mrs. Christina EdmondsResource Room
Miss Morgan Evans.....P.E. Instructor
Mrs. Lori Alisch..... Music
Mrs. Jade Miller Librarian
Mrs. Jeri Zorn School Nurse
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Paraprofessionals

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Mrs. Raechel Holland – Speech
Miss Samantha Pittman
Mr. Joshua Woods
Mrs. Heather Finneman
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WELCOME TO SUNNYSIDE INTERMEDIATE SCHOOL

INTRODUCTION

This handbook provides information to students and parents about common practices designed to make Sunnyside Intermediate School a safe and positive learning environment for all students. State law gives the school the responsibility for student behavior not only in the school building, but at any school activity, on school buses and on the way to and from school. Any changes to this handbook will be announced after approval by the Board of Trustees.

SCHOOL DAY

Sunnyside Intermediate School classes start at 7:55 am and end at 3:45 pm Monday through Thursday. Scheduled "Support Fridays" will be half day opportunities, 7:55 am to 12:00 pm, for students to get extra support.

The school doors open at 7:30am for breakfast. Office hours are 7:30am to 4:15pm, meaning there is no student supervision prior to 7:30am or after 4:15pm. We strongly encourage students to arrive after 7:30am.

Lunch Schedules

1st lunch 11:30 am – 11:50 am with recess from 11:50 am – 12:10 pm
2nd lunch 11:50 am – 12:10 pm with recess from 11:30 am – 11:50 am
3rd lunch 12:10 pm – 12:30 pm with recess from 12:30 pm – 12:50 pm
4th lunch 12:30 pm – 12:50 pm with recess from 12:10 pm – 12:30 pm

STUDENT CHECK-OUT PROCEDURE

Should it become necessary for you to remove your child from school during the school day, **you will need to stop at the office first and complete the Student Dismissal Log. For your child's safety, only those authorized on the enrollment form will be allowed to check out the student.** Your child will then be allowed to leave school. Upon returning to the building, parents must check in their child at the office before he/she goes to class.

Students are not to leave campus for lunch unless accompanied by a parent/guardian. To ensure the whereabouts and safety of all children, a parent/guardian must check their child out at the office to take him/her to lunch. Lunch checkouts must be done prior to lunch beginning.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

The safety of children is a priority at Sunnyside Intermediate School. Because there is no supervision on the playground before 7:30am, we ask that children do not come to school any earlier than 7:30am. All students assemble in the morning on the East playground. Buses drop off students on 14th Street each morning. For safety reasons, we ask that all parents drop their children off on 13th Street in front of the school office. They can proceed directly to the East playground or into the school building, depending on the drop off time.

All students should be picked up from school by 4:00pm each afternoon. We ask that all parents, students and visitors use the crosswalks when they cross the streets. If parents park across the street from the school, please use the crosswalk and come to the school property to greet your child. If you wait in your vehicle, your child may get excited and run into the street or between vehicles without looking and then run into traffic. Please stress with your child the importance of always using the crosswalk. Thank you for your help on this important safety issue.

PLAYGROUND SUPERVISION

To provide a safe environment for Sunnyside children, playground supervision of students is arranged during all recesses and before school begins at 7:30 am. There is no playground supervision before 7:30 am nor after school dismissal; we ask that students who walk to school arrive after 7:30 am and leave immediately after school is dismissed. Parents who permit their children to be on the school playground during times when there is no supervision do so at their own risk.

ATTENDANCE, TARDINESS, TRUANCY

To maximize education, regular school attendance and punctuality are important practices for all students.

Attendance Policy – Truancy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

For the purpose of this policy "truant" or "truancy" means the persistent non-attendance without excuse, as defined by this policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

In general, students enjoy school and have very good attendance. Class begins at 7:55am and ends at 3:45pm. The Sunnyside Intermediate staff makes a firm commitment to begin active learning in class at 7:55am. Being on time is a life skill we want to instill in our students. We encourage you to get your child to school on time to ensure a good start.

If your child is going to miss school, please call the school **each day your child is absent. For your convenience we have 24 hour phone service so you may leave a voice mail if you are calling outside of regular office hours. If we have not been called by 9:00am, we will need to contact the parent/guardian.** Students that arrive late must check into the office upon arrival at school.

"Teachers will begin instruction at 7:55 a.m., and immediately following the classroom's designated lunchtime in the afternoon, all tardies are reported to the office where a log is kept.

The Missing Children Information Program requires us to attempt to notify the parents of their child's absence. The police department and/or social services will be contacted if a child is chronically absent without a satisfactory reason.


SCHOOL BREAKFAST AND LUNCH PROGRAM

Havre Public Schools provides a nutritious breakfast and hot lunch program. Those students wishing to bring a cold lunch may do so. We encourage students to drink milk, fruit juice or water with their cold lunches, energy drinks are prohibited. If you wish to have that type of meal, you may take your child off campus to a restaurant or picnic in a park.

Serving time for breakfast will be from 7:30 to 8:00am.

Havre Public Schools is participating in a universal breakfast and lunch program for the 2024-2025 school year. All children attending HPS will be able to receive the first breakfast and lunch at no charge. Charges will apply for milk taken without a hot lunch. Please check the school website for updated prices.

Sunnyside Code of Conduct

	Bus & Bus Stop	Play Ground/ Indoor Recess	Hallway	Class- room	Cafeteria	Bath- room	Assemblies
Be Responsible	<ul style="list-style-type: none"> • Be on time • Dress for the weather • Enter and exit the bus by walking • Report problems to the Driver 	<ul style="list-style-type: none"> • Bring what you need (hat, coat, ball, etc.) • Put equipment away • Use the restroom before going outside • Clean up after yourself 	<ul style="list-style-type: none"> • Have a pass as required • Get to class quickly • Shut lockers carefully and quietly 	<ul style="list-style-type: none"> • Be prepared for class • Complete all work on time • Check for missing work and complete as soon as possible 	<ul style="list-style-type: none"> • Eat, be neat, quiet talk • Clean up your area and throw garbage away • Ask to leave 	<ul style="list-style-type: none"> • FLUSH the toilet • Wash your hands with soap and water • Put trash in the garbage • Get in, get out 	<ul style="list-style-type: none"> • Listen to the presenter • Eyes on speaker • Sit up straight facing forward • Be mindful of those behind you • Polite clapping
Be Safe	<ul style="list-style-type: none"> • Stay seated on the bus • Keep all objects and body parts inside the bus windows • Use sidewalks and crosswalks • Be alert around the bus and loading zone 	<ul style="list-style-type: none"> • Enter and exit the building in an orderly manner • Watch out for others • Use equipment and play games following the rules 	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Keep hands, feet, and objects to yourself • Use only assigned locker 	<ul style="list-style-type: none"> • Move in a safe manner • Keep hands, feet & objects to yourself • Treat school property with care • Follow all safety plans & procedures 	<ul style="list-style-type: none"> • Always walk in the cafeteria • Wash/sanitize hands • Enter and exit in an orderly manner • Stay in your seat 	<ul style="list-style-type: none"> • Report spills, messes and problems to the custodian or an adult • Take care of your business and get back to class 	<ul style="list-style-type: none"> • Enter and exit in an orderly manner • Follow directions by your teacher • Keep hands, feet and objects to yourself
Be Respectful	<ul style="list-style-type: none"> • Show respect to the Driver and all passengers • Use appropriate language • Throw your trash away and keep your seat clean 	<ul style="list-style-type: none"> • Play fairly and cooperatively • Allow others to play • Use good sportsmanship • Take turns • Be considerate of others 	<ul style="list-style-type: none"> • Use quiet voice • Use appropriate language • Respect others and their property • Remove hats • Think before speaking- is it kind, true and necessary 	<ul style="list-style-type: none"> • Listen and follow directions • Show respect for people & property • Be cooperative • Follow all teacher expectations • Be helpful to others 	<ul style="list-style-type: none"> • Use manners – please and thanks • Hands feet and objects to yourself • Wait your turn patiently • Scrape your tray and stack it the right way 	<ul style="list-style-type: none"> • Allow for the privacy of others • Use appropriate voice levels • Be respectful to people and school property 	<ul style="list-style-type: none"> • Treat all guests and speakers with courtesy • Be quiet and attentive during presentation. • Polite clapping when it is time • Stay in your own space
Be Educated	<ul style="list-style-type: none"> • Enter and exit the school by walking quietly • Help others who are not aware of bus expectations 	<ul style="list-style-type: none"> • Follow equipment rules • Know where you need to go 	<ul style="list-style-type: none"> • Be in class, not in the hallway • Get where you need to be quickly • Follow directions 	<ul style="list-style-type: none"> • Participate every day • Ask questions • Ask for help when needed • Use class-time wisely 	<ul style="list-style-type: none"> • Eat a variety of foods • Make healthy and nutritious food choice • Know your lunch number 	<ul style="list-style-type: none"> • Know what good hygiene is • Practice good hygiene 	<ul style="list-style-type: none"> • Gain new knowledge from our assemblies • Understand your role during the presentation as a listener • Ask relevant questions

STUDENT EXPECTATIONS

Pony Pride Brand

Our goal is to create the best learning environment possible for children. To achieve this goal, students can and will be taught the guidelines for success. These guidelines are:

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Educated

We want a safe, caring, orderly school in which children can receive the best education we can possibly deliver. To assure each student a safe, secure, and predictable school environment, students are required to follow the **Pony Pride** guidelines which cover all common areas and the classroom. Students are expected to be honest and accept responsibility for their actions.

Students who behave appropriately will be positively rewarded with praise and a variety of incentives. School wide behavior incentive programs may be implemented at various times during the school year.

PAX

Our aim is to provide the best possible learning environment for children and to promote PAX VALUES, which encompass peace, productivity, happiness, and health. To achieve this, students will be taught and expected to adhere to all **PAX Visions** in both common areas and classrooms

“I am a PAX Leader, as you will see. So, I better my world, and I better me.

I strive to improve PAX each day. I am proud to be a PAX Leader-at school, at home, and at play.”

We strive to create a safe, caring, orderly school in which children can receive the highest quality education. To assure each student a safe, secure, and predictable school environment, students are required to follow the PAX Visions which cover all common areas and the classroom.

Students who exhibit appropriate behavior will be positively reinforced with praise and various incentives. School-wide behavior incentive programs may be introduced at different times throughout the school year."

DAILY STUDENT EXPECTATIONS

3 things that need to be at school

- Jacket/Coat
- Gym Shoes
- Water Bottle

These items are always needed throughout the day and the need can come without warning.

Daily Planners

Sunnyside provides each student with a daily planner and has common expectations on how to use them. Students are expected to use planners throughout each day for every class. They go over them in the mornings and at the end of the day. Students are expected to take them home each evening and share with parents so that everyone is aware of academic and calendar events. The front cover has each students' codes and passwords so that they can have access to schoolwork at home.

These planners are a source of communication between the school and the parent. Please ask your child each evening, "Where's your planner?"

Homework

The practice at Sunnyside is that all classwork that does not get completed becomes homework. Other homework may include long term projects and assignments.

The following are ALWAYS Homework:

- Individual Reading. Library books, class novels, or even a book from home. 15-20min each evening.
- AR Quizzes. Students are expected and rewarded for AR achievement. AR quizzes are online and can be taken at home.
- Math practice through online platform and/or paper copy.
- Spelling may include spelling packets, sentences, vocabulary, and studying for the test each week.

Cleaning

Students are expected to clean up after themselves and to maintain a clean school environment. An organized Desk and Locker free of clutter and trash is expected. Students have a responsibility as a group to keep the classroom clean and clutter free. Students also have a responsibility to keep the hallways, lunchroom, gym, and playground clean and trash free. Such responsibilities include wiping desks and tables, hand sanitizing, and picking up trash. Gloves, wipes, and cleaners are available in each classroom.

SUBSTITUTES AND GUEST TEACHERS

Substitutes and guest speakers are a gift from the community, and they offer much needed support to our building. Student behavior is expected to be at the utmost.

Expectations are the same as with the classroom teacher and may include:

- Following Directions
- Being respectful and obedient
- Maintaining the classroom seating chart
- Completing work as assigned

MINOR BEHAVIOR WARNING

Minor Behavior Warnings will be earned when early interventions are unsuccessful or if behaviors are dangerous or offensive. The teacher may choose to follow up with the parent as needed. Minor Behavior Warnings are to be used for common areas and may lead to referrals.

BEHAVIOR REFERRALS

If a student is referred to the principal for inappropriate behavior, it will be for one or more of the following reasons:

- 1) Fighting
- 2) Defiance of authority (refusal to follow directions, failure to meet with the teacher after school, threatening school personnel, etc.)
- 3) Severe disruption
- 4) Vandalism
- 5) Major bus referrals/offenses
- 6) Other: i.e., gang related activities, sexual harassment, and other major offenses*

The principal has the authority to assign any consequence based on the severity of the infraction. A child who receives one or more Behavior Referrals will receive a consequence. The parents will be contacted. The consequence may include but not be limited to the following:

1. Detention/Recess
2. Removal from activity
3. In School Suspension
4. Out of School Suspension

5. Individualized plan
6. Structured Classroom and/or Structured Recess

Behavior cases that persist after an individual plan has been formulated may be referred to the Superintendent. The Principal may assign the student to complete service projects on the school campus as payment for damages.

*** MAJOR OFFENSES**

Arson, major assault, possession of firearms, explosives, knives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to the police. If a student is reported for a MAJOR OFFENSE, that student will be placed on immediate out-of-school suspension until a hearing is held with the Superintendent to determine if expulsion of the student shall be recommended to the Trustees.

SURVEILLANCE

Surveillance cameras are in operation both inside and outside of Sunnyside School and may be used to help facilitate discipline issues in accordance with Policy 3235.

SPECIAL PROGRAMS

At Sunnyside Intermediate School we have additional programs designed to help meet the needs of the students in this district. Parents who are interested in reviewing any of the Special Programs in detail are invited and encouraged to contact the principal. They are as follows:

Elementary Counseling -

Guidance services are available for every student in the school. The counseling program includes preventative counseling (usually through classroom instruction), individual counseling, small group counseling, consultation with teachers, and consultation with parents. Student requests to see the counselor on an emergency basis will be honored. Students may request to see the counselor on an individual basis and will be allowed to do so unless a parent/guardian requests otherwise in writing. For further information about our counseling program, do not hesitate to call our counselor at Sunnyside Intermediate School at 395-8553.

Gifted & Talented -

The Gifted and Talented Program is designed to meet the needs of those students in grades 2-5 who are academically and intellectually gifted. Placement in the Gifted & Talented Program is made based on the criteria approved by the District Gifted and Talented Advisory Committee. Students identified for the program are placed in a regular classroom setting where they are administered a program designed to challenge them to use more of their intellectual potential. In addition, they periodically attend "pull out" programs where they receive special instruction on a variety of topics.

Special Education -

Sunnyside Intermediate School has a resource room devised to accommodate the needs of primary and intermediate level students with disabilities. This program is designed to meet the individual needs of our students who qualify for special education through the evaluation process. A student involved in this program is instructed through the implementation of an individualized program geared to his/her specific needs.

Supplemental Instruction -

Paraprofessionals have been employed to instruct students with difficulties in the areas of math and reading. Students performing below grade level in either of these two areas may be eligible for help. If students qualify for Tier 3 support, parents will be notified by the classroom teacher.

STUDENT ACCESS TO ELECTRONIC INFORMATION

Havre Public Schools (HPS) is pleased to offer students access to the district's electronic information resources. Board policy 3612 and 3612P define student access to the district's electronic information resources as a privilege and outline the rights and responsibilities as well as consequences for abuse or inappropriate behavior. It is the intent of the Board of Trustees of the Havre Public School District to adhere to all state and federal laws and regulations pertaining to the acceptable use of District Electronic Information Resources. If you do not want your child to have access to these resources, we ask that you contact the school and complete the appropriate paperwork on an annual basis. If you do not contact the school about such a concern, it will be understood that your child may have access to these electronic resources and that you can expect HPS to provide reasonable supervision and monitoring in such settings. If you would like a copy of district documents relating to this issue, please contact your child's school and request copies.

(See Board Policy here:

https://issuu.com/montanaschoolboardsassociation/docs/havre_school_district_policy_manual?e=16838009/12507030).

PHOTOGRAPHIC IMAGES OF STUDENTS

From time to time still pictures or video images are taken of students for school related projects including the newspaper, web site content and student teaching activities by students from MSU-N. Your child's image may appear in one of these pictures or video tapes. If you would prefer that efforts be made to prevent your child from being videotaped or photographed in this process, please contact your child's teacher. **You are more than welcome to take pictures of your own child, but we request that you do NOT take pictures of other students to post on social media sites.**

PARENT AND LEGAL GUARDIAN RIGHTS

Should you be divorced, legally separated, or the legal guardian of a child other than your own, **please inform the school office immediately of any court or administrative proceeding** which grants you the custodial rights and/or limits the custodial right of others to your child or children. We request this information to protect your rights as parents (guardians) and to prevent non-custodial parents from removing a child from school without proper authorization.

All students recognized as homeless will be immediately enrolled in accordance with District Policy 3125.

PARENT PORTAL

Havre Public Schools understands that parental access to information is an important link in guiding and supporting students. The Parent Portal for Parents is designed to help you stay up to date with your student's assignments, activities and academic progress.

In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, and print report cards and transcripts.

Teachers and other school staff publish information as it is available, giving parents access to ongoing student performance. You can login to the Parent Portal to view your student's information from any convenient location that has Internet access.

Schools post announcements, important notices, meetings and other messages quickly and efficiently onto the Portal, allowing busy families to schedule, plan and stay informed.

Log into the Parent Portal by going to the main School District web site at www.blueponyk12.com for Parent Portal link.

HOMEWORK ASSIGNMENTS

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught.

A student's work must be authentic on homework assignments as well as tests/quizzes. If a student is found to have been dishonest, disciplinary action will be taken regarding the teacher's classroom rules.

GRADING PRACTICES

In Grades 3-5, Academic Performance Level is based on the following grading system:

Academic Performance Level for Primary Grading Scale	
Percentages	Grade
94 – 100%	A
90 – 93%	A-
87 – 89%	B+
83 – 86%	B
80 – 82%	B-
77 – 79%	C+
73 – 76%	C
70 – 72%	C-
67 – 69%	D+
63 – 66%	D
60 – 62%	D-
0 – 59%	F
Not Applicable	N/A

REPORTS TO PARENTS

Grades K-5 will report end of term grades, approximately every 12 weeks. Report cards reflect an overview of your child's performance for each marking period. Grades K-5 will use a report that clearly communicates student academic progress. Trimester grades are available online through Parent Portal. **You are encouraged to communicate with your child's teacher through parent/teacher conferences, parent information night, open house and informally (i.e., the telephone, letter, email, etc.). Should you wish to arrange a special conference with a teacher, please contact the school and an appointment will be made. End of year reports will be mailed home.**

STUDENT RECORDS

Your child's records are available to you for review at any time, simply call the school office and an appointment will be made. It is a good idea for you to periodically review your child's record, and we encourage you to do so, **however, these records may not be removed from the school.** A school official (usually the principal) will be available to answer any questions you may have concerning the records.

VISITORS

To ensure the safety of your children, parents and other visitors MUST check in to the office using entrance procedures prior to going elsewhere in the building or playground area. For your visit to be meaningful and not disrupt the learning process, please make arrangements with the teacher and school office in advance.

Children, cousins, etc., who are visiting from out of town will not be allowed to attend school for the day. If special circumstances exist, a classroom visit must be approved in advance by the principal and the classroom teacher.

Visitor Check-In:

All visitors will be asked to present a Driver's License or a valid government identification, which can either be scanned or manually entered into the RAPTOR Technologies Visitor Management System. Raptor has the most reliable and up-to-date U.S. sex offender database check available. Every visitor is instantly screened against registered sex offender databases in all 50 states. Entrance to any building in the Havre Public Schools district may be restricted based on the results of this report. A pass is printed prior to visitors/volunteers entering the main part of the building which includes working in a classroom, assisting on the playground, joining students in the cafeteria, or attending a field trip. We also ask that you let us know when you are leaving so that we may sign you out of the system.

SOCIAL EVENTS

Social events are allowed during the school year. These events are predetermined by the school. Consider these nutritional guidelines when planning party treats: snacks such as dried fruits, vegetables, pizza; drinks such as water or fruit juice; and limit sweet treats to one or two items. Birthday treats may be brought by parents.

Please check with your child's teacher before sending treats. To promote academic achievement and careful monitoring of instructional time, we ask that balloons, flowers, etc. not be delivered to students at school. These items are not allowed on afterschool buses. To protect the feelings of those not invited, invitations to private parties (birthdays, etc.) are NOT to be distributed at school. Class lists which include telephone numbers and addresses will not be given to unauthorized persons to protect student's right to privacy.

CHANGE IN ROUTINE, ADDRESS AND/OR TELEPHONE NUMBER

Please notify the school when your child changes his or her routine. For example, children will not be allowed to ride a different bus, go to a friend's house, go to scouts, etc., unless the teacher receives permission signed by a parent/guardian. In general, telephone calls will not be accepted given the difficulties in identifying the caller.

We request that you notify the school any time you have a change of address or telephone number. This is due to potential emergency situations. In addition, please leave the name and phone number of a relative, neighbor, or friend if we are unable to reach you. If permission or notification is not provided, your child will be sent home as per your child's original transportation plan.

BUS INFORMATION

Busing is a privilege provided to all students attending Havre Public Schools. Although there is no charge to receive bus service, **registration is required at least two school days before a student can ride.** Registration can be made by calling the Transportation Department at 395-8556 or by registering online at www.bluepony12.com. A permanent bus plan including one morning pickup and one afternoon drop-off location will be established at that time. **Daily and weekly changes to the child's bus schedule will not be allowed.** Permanent bus changes due to a family move or other situation will be made through the Transportation Department.

A student who regularly rides the bus will be placed on his/her respective bus after school unless the school receives notification by note or phone call from the parent/guardian on that particular day stating the student will be picked up at school by a specified person.

PROCEDURES FOR STUDENTS WHO MISS THE BUS AFTER SCHOOL

1. If the school bus leaves the school before the scheduled departure time, the bus will be called back to the school provided the bus garage is notified immediately (5-6 minutes).
2. If the student missed the bus after school due to his/her own fault, the following procedures will be in effect:

- A. If possible, the **bus will be called back** to pick up the student. A behavior referral may be issued by the Director of Transportation.
- B. If it is not possible to recall the bus, a parent will be contacted, and arrangements made for the child to be picked up from school.
- C. If the school is unable to contact the parent, **the emergency number will be contacted**, and arrangements made for the child to be picked up from school.
- D. If the parent or emergency person is unable to pick up the child, either the principal, the transportation director or the SRO will transport the child home safely.
- E. If the school is unable to contact the parent or anyone at the emergency number, the child will be delivered to the Sheriff's Office, City Police Office, or Department of Family Services.

For further information, please call Scott Filius, Director of Transportation, at the School Bus Garage, 395-8556.

SCHOOL ATTIRE

Students and their parents have the right to determine the student's patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not detract from the educational process.

The following student dress code and personal appearance guidelines are designed to allow for student comfort while maintaining an environment conducive to learning in the educational setting:

- Shirts and tops that do not expose bare backs, waists or cleavage. Appropriate tops and shirts should have at least 1" wide shoulder straps and cover undergarments. Inappropriate shirts and tops include halter tops, backless or low-back shirts, muscle shirts, T-shirts without sides, cut shirts.
- Shorts, skirts, and dresses that are not shorter than mid-thigh.
- Students must wear shoes or sandals (slippers will not be allowed).
- Pants or any other dress that detracts from the learning environment: no pajamas pants, no exposed underwear, no intentionally torn or cut/slashed pants that are considered indecent exposure by exposing skin above mid-thigh.
- Any article or apparel which displays obscene words, pictures, or designs that convey a sexually suggestive remark, a pro-alcohol message, a tobacco and/or drug related message are inappropriate.
- Hats, stocking caps, hoods or other head coverings may not be worn in the school building.
- **Any attire or apparel determined by the school Administrator to hinder the learning environment or is offensive to others.**

It is critical for all students to wear a warm coat, gloves, hat, and boots when the weather is cold. These clothes also make playing during recess time more enjoyable for children. Because of the laws governing fires and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear overshoes or snow boots, they should bring another pair of shoes to wear inside the building during the day. If it would be more convenient for your child to leave a pair of shoes at school during these months, that can be arranged with your child's teacher. **BE SURE TO MARK THESE ITEMS WITH YOUR CHILD'S NAME, inclusive of other items that belong to your child.** Any student not wearing appropriate outdoor footwear may be restricted to designated areas of the playground. All lost and found items that are not claimed by the end of the year will be properly disposed of.

LOCKERS AND COAT RACKS

Since lockers are often shared and **not to be locked**, valuables or money should not be kept in lockers or in backpacks; the school assumes no responsibility for the loss of valuables or money. Each student is responsible for keeping his/her locker cleaned both inside and outside. Locker use is a privilege.

BIKES

As parents, you need to decide when your child has acquired the necessary maturity, skills, and knowledge of traffic safety to assume the responsibility of riding a bicycle to school. If you decide to permit your child to ride a bicycle to school, please instruct him/her to use utmost caution to avoid accidents. **As part of their bike safety training at school, students are strongly encouraged to wear helmets.** Such safety measurements also pertain to skateboards, roller blades, scooters, and motorized scooters. **Students are required to wear a helmet to participate in school Activities that include riding bikes.**

All bicycles should be locked in the racks during school hours; please provide a lock for your child's bicycle. No bicycle is to be ridden across the playground during school hours.

TOYS/PERSONAL ITEMS

Students are **NOT** permitted to bring personal toys to school. **The School District is not responsible for theft or damage of private property.**

PERSONAL TECHNOLOGY

Tablets, iPads, kindles, and similar devices may be allowed by the classroom teacher for educational applications, but the parent/student accepts the risk of damage or theft. Cell phones, tablets, laptop computers, laser pens, and other electronic devices that distract from the educational process will not be allowed during the school day.

- A. Cell phones, smart watches, Gizmos and/or other electronic devices must be put away and turned to quiet mode during the school day which runs from 8:15 AM to 3:45 PM.
- B. At no time will any student operate a cell phone or other electronic device with video capabilities in the bathroom, or other location where such operation may violate the privacy rights of another person.
- C. Unauthorized use is grounds for confiscation by school personnel.

TEXTBOOKS & LIBRARY BOOKS

All textbooks and library books are loaned to students for their use. It is the student's responsibility to maintain and care for those materials throughout the year. Students will be expected to pay for damaged, lost, or missing textbooks at their replacement value. Fines will be issued for abused textbooks or library books. Additional resources for parents are available upon request.

RECESS

Children are required to go outside for recess, weather permitting. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess unless we have a doctor's excuse on file. There should be very few situations when children who are well enough to be in school require inside recess. All children will be kept inside during extreme weather conditions at the principal's or designee's discretion.

PLAYGROUND EXPECTATIONS

The Sunnyside playground is open to the community outside school hours. The following expectations are for school hours. However, we would hope that they are followed when using the playground outside of school hours. For the safety of all children and the enjoyment of the playground and its equipment, the following rules are explained to students.

1. Respect the rights and feelings of others.
2. Follow directions of the playground supervisors and all school personnel.
3. Good Sportsmanship.
4. No throwing of hard objects: rocks, snowballs, sticks, hardballs, etc.
5. No tackle football or knockdown games. This includes "piggyback rides".

6. No fighting or play fighting. This includes practicing wrestling moves.
7. No food, candy, or gum. Cafeteria food items are not allowed to leave the lunchroom.
8. Remain inside the fence unless given permission to go through the gate.
9. During inclement weather students must be properly dressed. Jackets/hoodies, Coats, Gloves, Winter Hats, Boots, etc.
10. All playground equipment is to be used properly.

Playground Hours

The playground is open during certain times of the school day with playground supervision.

7:30am	Gates open
8:30am	Gates are closed, and the playground doors are locked.
10:20am	Recess
11:30am	Lunch Recess until 12:50pm
2:00pm	Recess
3:45pm	Dismissal
4:15pm	Playground doors are locked, and the gates are closed

FIELD TRIPS/ACTIVITIES

Parents are encouraged to chaperone field trips but may not bring additional children who are not enrolled in the class, or pets of any kind. This is an extension of school and the learning process; therefore, school rules and expectations apply for both students and volunteers. Tobacco use and alcohol are not allowed.

Please read through the following procedures regarding transportation to/from school field trips and/or activities.

ALTERNATIVE TRANSPORTATION

1. Travel by private transportation rather than school-assigned carriers is prohibited unless written approval is obtained.
2. When traveling to school-related events, students must travel on the bus or other official transportation to and from the event unless written arrangements have been made by the parent.
3. When out-of-town, a teacher may release a student if the **parents have completed an alternative transportation form prior to the trip.**
4. Teachers reserve the right to refuse requests by students to leave their class if, in the teacher's opinion, it does not serve in the best interest of the individual or program to do so.
5. Special circumstance travel requests by parents should be directed to the building principal.

MEDICATION

Medication shall be administered in school only when the student's health requires that medication be given during school hours.

In order for your child to receive medication at school, the following conditions must be met. If these conditions are not met, the medication will not be administered. No medicine will be administered until the completed forms have been turned into the school office. Forms are available from any school office.

CONDITIONS:

1. Medication must be supplied in **ORIGINAL BOTTLE (prescription and nonprescription).**
Ask your pharmacist for the medication to be divided into two bottles, completely labeled: one container for home and one for school.

2. The parent and/or responsible adult must bring medication to the school office and discuss administration procedures with the employee in charge of medications. The medications will be counted by school personnel and verified by a parent or responsible adult.
3. If pills need to be cut in half, this must be done before medication is brought to the school.
4. A 45-school day supply of prescription medication can be stored at school.
5. Students requiring non-prescription medication during the school day need to have a medication form signed by the parent on file in the school.
6. Students requiring prescription medication during the school day need to have a medication form signed by the parent and on file in the school.
7. If the student is to take more than one kind of prescription medicine at school, a container for each kind must be used. That is if the student takes Tegretol and Phenobarbital then the Tegretol is to be in one labeled prescription bottle and the Phenobarbital is in the other labeled prescription bottle.
8. At the time a student is to take any medicine, the student will report to the school office where an employee in charge of the medications will assist with the self-administration of the medication. However, special accommodations will be made when necessary.
9. Each school must maintain the Daily Log Form. This form documents the self-administration of any medication and when the student took the medicine. The form is completed by writing the student's name, name of medication, dosage, and time.
10. If a student's prescription medicine is changed in any way, a new medication form denoting the changes must be completed at the school when dropping off the updated prescription bottle. The bottle(s) in which a student's medicine is sent to school must have the new changes on the label(s).

Self-Medication/Self-Keeping of Medication

Students, who for medical reasons, need to keep specific medications on their person may self-administer these medicines provided the following criteria are met:

- A physician or dentist provides a written order for self-medication/self-keeping of said medication.
- There is written authorization for self-medication/self-keeping of medication from the student's parent or guardian.
- The above authorizations must be presented to appropriate personnel in the school office to be maintained in the student's health file.

ILLNESS/COMMUNICABLE DISEASE

If your child has a fever or does not feel well, **he/she should not be in school**. Because of the close contact of children in the classrooms, any child with a fever or communicable disease (chicken pox, measles, etc.) must be kept at home. We urge you to consider the health of other students as well as that of your own child in these situations. If a child becomes ill or is hurt at school, he/she will be under supervision, and the parents will be contacted and asked to pick up the child. **If your child is too ill to be outside for recess, he/she is too ill to be at school unless a doctor's excuse is provided.**

If your child should be exempted from physical education class for any reason, a written physician's excusal must be presented to the office and will be given to the physical education teacher.

ELEMENTARY GUIDELINES FOR DEALING WITH HEAD LICE

Sunnyside Intermediate School will adhere to the district policy on head lice.

Whenever a case of head lice is reported to the school or discovered by school personnel, the school nurse or other trained personnel will examine the student (s) involved. Findings will be reported to the respective guardian, and the infested student will be sent home for appropriate treatment.

When it is determined that a student has live head lice, the student will be excluded from school, school programs, and activities. The student will be sent home with a head lice packet. Which includes an *informative letter* to guardian regarding head lice, a *re-admittance form* that must be signed by guardian before re-admittance, and a *head lice brochure*. The student will be allowed to return to the classroom and school activities after being treated with an effective lice killing treatment. The parent will provide a signed written re-admittance form verifying that the child has been treated.

The school nurse and/or designated individual will check the infested student(s) before re-admittance to the school and/or its activities. The student must be determined to be free of live lice in order to return to the school environment. The student will then be checked again by the school nurse in 7-10 days to ensure they have not been re-infested.

When students are repeatedly infested, i.e., three infestations within one month, the Havre Public School nurse will arrange a meeting with guardian to figure out how to remedy the infestation. A home visit may be appropriate by the school nurse to help educate guardians on what needs to be done at home to prevent re-infestations.

Guardians need to remember that not only the child needs to be treated for head lice. The whole family must be checked and treat all with live lice. The whole house must also be treated.

Questions? Comments? Concerns? Please contact Jeri Zorn, RN, Havre Public School Nurse

406-390-2210 or zornj@blueponyk12.com

EMERGENCIES AT SCHOOL

You will be notified if your child becomes ill or is involved in an accident at school. If you, or another person designated by you, cannot be reached, your family doctor will be contacted. ***Again, it is important that the school be kept informed of your current telephone numbers***, as well as the name of your physician. A Student Information Form must be completed for each child during the first week of school. **Please inform the classroom teacher and secretary, in writing, of any allergies, reactions, chronic illnesses, diseases, or serious physical problems, (e.g. epilepsy, diabetes), your child may possess. Through this process, appropriate measures can be taken should something happen at school.**

EMERGENCY DISMISSAL

An emergency dismissal may occur because of severe weather conditions, etc. In such an event, all students may be dismissed early. Such information will be broadcast on local radio stations, HPS website, or our Infinite Campus messaging system. Students that ride in-city buses will be returned home on their regular buses unless we are otherwise directed on the Student Information Form which you are asked to update at the beginning of each school year. If your instructions change, if you did not receive an update form, or if you are simply concerned whether we received your instructions, please contact us immediately.

All official correspondence from the school district will be broadcast over the local radio stations, on HPS website and Infinite Campus message system. These alert systems will serve as a means to deliver important information directly from the school district during closures, cancellations, and other important events.

If an emergency should cause an immediate evacuation of the building, students will relocate to an undisclosed alternate location. Parents will be notified of the evacuation at the earliest possible time via the Infinite Campus notification system. It is important that

parents/guardians keep contact information up to date at all times. Announcements of school closings, evacuations, or other emergency information will also be made via local radio, newspaper, school websites, and social media if appropriate.

EMERGENCY/FIRE DRILLS:

Emergency/fire drills are held at irregular intervals throughout the school year. Check the posted instructions in each classroom indicating how to leave the building in case of an emergency. Students practice drills so they are familiar with the process.

EMERGENCY PROCEDURES

Standard Response Protocol **Havre Public Schools**

Lockdown – 911 will be called: an automated message that says *“This is a lockdown! This is a lockdown!”* with an alarm will sound through the intercom system.



- Why use lockdown? The highest level lockdown will be used in any dangerous situation in which students or staff could be put in harm's way.
- Teachers will immediately repeat *“Lockdown! Locks, Lights, Out of Sight Lockdown! Locks, Lights, Out of Sight”* followed immediately by checking the hallway for students, gather them into your classroom and close your locked door. Move students to the safest area of your classroom, turn out the lights, close the window, and pull any shades as quickly and safely as possible. Our expectation of you will be to reassure students in a calming, quiet voice and maintain silence in your classroom. The purpose of this is to keep attention from being drawn to any classroom. Under no circumstances will you open your door or release any student from your classroom during lockdown. Teachers must take attendance and email office staff and principal with missing students.
- Students will follow teacher requests immediately and go to the nearest classroom. Please follow expectations of teachers without question or hesitation. Remain calm and work together with your teachers. Cell phones must be turned off and only used with permission from your teacher.

Hold in Place – The announcement of, *“Hold in Your Classroom, Hold in Your Classroom”* will be stated over the intercom system.



- Why use Hold in Place? A Hold in Your Classroom will be used in situations when the hallways need to be cleared of students. (Medical situation, drug dogs, etc.)
- Teachers will check the hallway for students and tell them to return to their classroom immediately. If you are a teacher who is missing a student from your classroom, wait one minute and please call the main office with the name of the missing student and information about where they were going. Be on a higher level of awareness than normal, but be aware there is no immediate danger. Keep all students in your classroom with the door and windows closed and locked. Go about teaching class, and do not permit students to leave unless advised to do so from building administration. If the end of the period comes while the Hold in Your Classroom is still active, wait until an announcement is made over the intercom by office staff before releasing the students to change classes.
- Students will follow teacher requests immediately as to return to their scheduled classroom. The expectation will be to return with a sense of urgency.
- Administration or designee will make this announcement and go immediately to the room and provide guidance through the given situation.

Lockout – The announcement of, *“Lockout! Secure the Perimeter, Lockout! Secure the Perimeter”* will be stated over the intercom system.



- Why use lockout? The Lockout will be used in situation when students and staff will not be allowed to leave the building. The exterior of the building by making sure exterior doors and windows are closed and locked. The only restriction is no one will be allowed to enter or leave the building.
- Teachers will conduct business as normal with a heightened awareness that the building may be placed in lockdown at a later time.
- Students will conduct themselves with an awareness of a potential lockdown occurring in the near future and move about the building knowing going outside is not an option.
- Administration or designee will make this announcement and begin working with local authorities as to the extent of the situation and its effect on our building. Lockout could likely change to a higher level

based on information received by local authorities, please be alert to possible changes.

Shelter in Place – The announcement of “*Shelter in Place*” will be given in the event that an outside hazard has occurred or is likely to occur.



-Why use Shelter in place? A shelter in place directive would be given in the event of natural disasters such as tornado or earthquake. A shelter in place may also occur in the event of a hazardous material crisis.

-Teachers will check the hallway for students and tell them to return to their classroom immediately. If you are a teacher who is missing a student from your classroom, wait one minute and please call the main office with the name of the missing student and information about where they were going. Be on a higher level of awareness than normal. Keep all students in your classroom with the door and windows closed and locked. Wait for further instruction from office. Make sure that the disaster readiness bucket in your room is easily accessible. If the end of the period comes while the Shelter in Place directive is still active, wait until you are released over the intercom by office staff before releasing the students to change classes.

-Students will follow teacher requests immediately as to return to their scheduled classroom. The expectation will be to return with a sense of urgency.

-Administration or designee will make this and following announcements to keep staff and students informed and prepared.

Evacuate – An announcement of “*Evacuate! To a Location, Evacuate! To a Location*” or the use of the fire alarm will indicate the need to evacuate the building.



-Why use an Evacuation? An evacuation directive would be used in the event of a building wide emergency such as a fire or natural gas leak. The evacuation may be short or long term. In the event of a short term evacuation students and staff will remain on the school grounds in the area where they are assigned to meet during a fire drill. In the event of a long term

evacuation, the transportation department will transport students and staff to a location predetermined by the superintendent.

-Teachers will immediately exit the building using the evacuation map. Teachers will take the emergency folder with them and will take attendance immediately upon arrival at the fire drill meeting point. Attendance will be reported to the appropriate person as soon as possible (refer to fire drill procedures). Teachers will supervise and calm students as necessary. If the need for relocation arises, teachers will remain with their class during transport and will retake and report attendance once the reunification site is reached. Teachers will again remain with students unless directed differently by administration.

-Students will follow fire drill procedures and will follow staff requests immediately. In the event of relocation, students will board the bus and follow instructions.

-Administration will account for all students and staff. Once all population has been accounted for, the administration will assess the need for relocation and will coordinate with transportation department. The reunification site will be set up by staff from the Robins building.

BULLYING, HARASSMENT, INTIMIDATION, HAZING POLICY

The Board of Trustees of Havre Public Schools will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying, harassment, or intimidation means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- a) Physically harming a student or damaging a student's property.
- b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c) Creating a hostile educational environment.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.



Reporting: The district encourages 1) students who believe they are being subjected to bullying, harassment, intimidation, or hazing by anyone and/or 2) students who have first-hand knowledge of such behavior to report the matter promptly to a teacher, counselor, bus driver, coach, building administrator, or district administrator. Upon receipt of such a complaint, the matter shall be promptly investigated.

TOBACCO, ALCOHOL, OR DRUG

The district recognizes that the use of illicit drugs and the unlawful possession and uses of alcohol and tobacco are illegal and harmful. Vaping products, according to state law, are considered tobacco products. Guidelines of conduct for students of the district clearly prohibit the possession, use, or distribution of illicit drugs, alcohol, and tobacco on school premises or as a part of any school-sponsored activity. The use of mood-altering chemicals and chemical dependency affect the lives of student families of the district and represents an impairment to the student's normal development, well-being and academic achievement.

Necessary disciplinary actions up to and including expulsion and referral for prosecution will be imposed on students who violate these guidelines of conduct. The district will work with the community to positively address the problem and will be responsible for the development of this program within the existing legal, financial and policy restraints.

*Montana Code Annotated 20.1. 220 **Use of tobacco products in public school buildings or on public school property prohibited.** (1) An individual may not use a tobacco product, vapor product, or alternative nicotine product in a public-school building or on public school property.*

SEARCHES AND SEIZURE

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

School Property

Students' lockers, desks, and other such property are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

The Person

According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school-controlled property.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

If school officials conclude that a more intrusive search (i.e., a strip search) is needed, they shall call the parents of the student involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

Group Searches: Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.

Notice

Students and parents will be provided notice of this policy concerning search and seizure by having it placed in the Student & Parent Handbook or distributed by supplemental publication.

CONCERNS AND GRIEVANCE

Parents and students may have concerns, questions or even complaints that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops; please do not wait until the concern becomes a problem. The **first** person to contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the office. The teacher will return your call and arrange an appointment to visit with you. Under no circumstances will a teacher be called to either talk or see anyone while class is in session.

The principal should be contacted only **after** areas of concern have been discussed with the teacher. The principal, teacher and parent(s) will then meet to discuss the concern if necessary.

Any student or parent that believes they have been discriminated against for any reason can institute the following grievance policy:

Step 1: Informal discussion with the school employee directly involved.

Step 2: Informal discussion with the principal.

Step 3: Formal grievance in writing to the Superintendent within 10 days of the incident if Steps 1 and 2 are not satisfactory.

A copy of the Board Policy 1700 regarding this issue will be provided upon request.

TITLE IX DISCRIMINATION

The Havre School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in offering employment or in providing education services, activities, and programs, including athletic vocational programs, in accordance with the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section

504 of the Rehabilitation Act of 1973, as amended. The following District staff member has been designated to coordinate compliance with these requirements: Title IX Coordinator (406-395-8550). In addition, inquiries regarding discrimination may be directed to: Cheryl Russel, Special Services Director, Title IX Supervisor (406-395-8550) or to the building principal, Kassie Johnson (406-395-8553).

SEXUAL HARASSMENT/INTIMIDATION

The District is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employees and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The district will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

The District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.

ASBESTOS PROGRAM

The District is in compliance with Federal laws regarding asbestos.

Important Dates

HAVRE PUBLIC SCHOOLS School Calendar - - School Year 2024 - 2025

AUGUST 2024				
Mon	Tue	Wed	Thur	Fri
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025				
Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				31

JUNE 2025				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6

	= Support Friday
	= No School - Holiday/Friday
	= No School - PIR Day

No School - Holidays

Sept. 2 - Labor Day
 Nov. 28 & 29 - Thanksgiving Break
 Dec. 23 to Jan. 1 - Christmas/New Years'
 Jan. 20 - Martin Luther King Day
 Apr. 18 & 21 - Easter Break
 May 26 - Memorial Day

PIR Days/No School:

Aug. 19 - SO (1)
 Aug. 20 - SO (1)
 Sept. 27 - Training (1)
 Oct. 17 - MEA (1)
 Oct. 18 - MEA (1)
 Nov. 27 - P/T Comp (1)
 May 9 - Training (1)
 June 6 - Checkout (1)
TOTAL PIR = 8 days

Dates Of Interest:

Aug. 21 - First Day of School
 Oct. 31 - End of 1st Qtr
 Jan. 16 - End of 2nd Qtr / 1st Sem
 Mar. 27 - End of 3rd Qtr
 May 31 - HS Graduation
 June 5 - End of 4th Qtr / 2nd Sem

Nov. 20 - End of 1st TRI
 March 6 - End of 2nd TRI
 June 5 - End of 3rd TRI

August 2024

Dear Parent/Guardian:

Students and parents share, with the administration and staff, the responsibility of developing and maintaining a climate in the school that promotes wholesome learning and living.

I hereby acknowledge that I have gone over the Sunnyside Intermediate School Student and Parent Handbook online. I understand that my child will be held responsible for the rules, regulations and guidelines that are contained in the handbook. I have read and discussed the SUNNYSIDE STUDENT AND PARENT HANDBOOK online with my child. **Please sign and return to school by Friday, August 23, 2024.** Thank you for your understanding and cooperation.

Student: _____

Parent/Guardian: _____

Date: _____

Grade: _____

Teacher: _____

Please read, sign and return the following documents located in front of this handbook, along with this cover letter.

- **Online Handbook Acknowledgement Form**
- **Inclement Weather Form**
- **Parent/Student/School Partnership Compact Form**
- **Field Trip Permission Form**
- **Title VII Student Eligibility Certification**

Sunnyside Intermediate School

FIELD TRIP PERMISSION FORM

School Year 2024-2025

Dear Parent/Guardian,

At Sunnyside Intermediate, we use one permission slip for all fourth and fifth grade field trips. Teachers will send a note home prior to each field trip with information concerning the trip. This permission slip will allow your child to attend any and all field trips planned for the 2024-2025 school year. **You are more than welcome to take pictures of your own child, but we request that you do NOT take pictures of other students to post on social media sites.** Please sign and return the permission form.

Thank you.

Fourth and Fifth Grade Teachers

✂-----Cut Here and Return Bottom Portion-----

My child, _____, has permission to

attend field trips with his or her class this 2024-2025 school year. **You are more than welcome to take pictures of your own child, but we request that you do NOT take pictures of other students to post on social media sites.**

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

Indian Education Department
Havre Public Schools

P.O. Box 7791
625 4th St
Havre, MT 59501
406-395-8550 (Administration)
406-265-8460 (Fax)

To: Parents/Guardians
Re: Student Eligibility Certification -506 Forms

Havre Public Schools requests that all parents/guardians fill out the form and return to your child's school.

Remember...if your child, either parent or grandparents are of American Indian heritage, then you can fill out this form. Your children are **NOT REQUIRED** to be enrolled tribal members.

Although completing this form is not required, it is very important to the funding of our American Indian Education Program in the Havre Public Schools. With every form on file in our office, the school district receives federal funding. This enhances curriculum, training staff, and supporting culture club, classroom activities, and hiring specialist in each building. The information is kept strictly confidential and we only we only report the number of forms on file in our office on a yearly basis to the Office of Indian Education.

If you have any questions, please feel free to contact the administration building at 395-8550. Thank you for your help in assisting Havre Public School students with their academic, social and cultural support.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S W., LBJ/Room 3E200, Washington, D.C. 20202-6335.

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INDIAN EDUCATION
WASHINGTON, DC 20202

TITLE VII STUDENT ELIGIBILITY CERTIFICATION
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

Parents: Please return this completed form to your child's school. In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD _____ Date of Birth _____
(As shown on school enrollment records)

School Name _____ Grade _____

NAME OF TRIBE, BAND OR GROUP _____

Tribe, Band or Group is: (check one)

<input type="checkbox"/> Federally Recognized, Including Alaska Native	<input type="checkbox"/> State Recognized	<input type="checkbox"/> Terminated	<input type="checkbox"/> Organized Indian Group Meeting #5 of the Definition Above
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Name of individual with tribal membership: _____

Individual named is (check one): ☐ Child ☐ Child's Parent ☐ Child's Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) _____ **OR**

Other (explain) _____

Name and address of organization maintaining membership data for the tribe, band or group:

I verify that the information provided above is accurate:

PARENT'S SIGNATURE _____ DATE _____

Mailing Address _____ Telephone _____

Notice: Public Reporting Burden Notice on Reverse Side

TITLE I
PARENT / STUDENT / SCHOOL PARTNERSHIP
COMPACT

PARENT/GUARDIAN AGREEMENT

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- * See that my child is punctual and attends school regularly
- * Encourage my child to follow the discipline rules and support the school in its efforts to maintain proper discipline
- * Establish a quiet place, time, and assistance for homework
- * Encourage my child's efforts and be available for questions
- * Encourage my child to read and complete homework at home
- * Communicate regularly with my child's teacher
- * See to my child's health needs
- * Model the value of education
- * Model problem solving

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- * Attend school regularly
- * Come to school prepared to learn each day with the appropriate materials and tools
- * Observe regular study hours at home
- * Complete and return homework assignments when given
- * Do my best in my work and in my behavior
- * Show respect for myself, my school, and other people
- * Ask for help when I need it

SCHOOL/TEACHER AGREEMENT

It is important that each student achieve; therefore, I/we shall strive to do the following:

- * Help each child grow to his or her fullest potential
- * Encourage students and parents by providing information about student progress
- * Attempt to make learning enjoyable in a safe and nurturing environment
- * Provide an equal opportunity for every student to learn
- * Provide the best learning opportunity possible with resources available
- * Show respect for each child and his/her family
- * Communicate with my students' family/guardians to support the students' learning
- * Provide competent and well-trained staff to deliver instruction
- * Model good citizenship for my students
- * Believe each child can learn

Student Name

Grade

Parent/Guardian Signature

Date

TITLE 1 INFORMATION

Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are a part of the Every Student Succeeds Act of 2015. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- b. If the state licensing requirements have been waived for the teacher on a temporary basis
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualification

If you would like to request this information, please contact your child's school.

Sunnyside Intermediate School Accreditation

Under the Every Student Succeeds Act (ESSA), the OPI publishes state, district, and school report cards every year. Sunnyside Intermediate School was granted Regular Accreditation Status for the 2023-2024 school year by the Board of Public Education.

SUBSTITUTE TEACHER STUDENT BEHAVIOR PLAN

Rules:

1. Follow directions the first time they are given.
2. Keep your hands, feet, and objects to yourself.
3. Remain seated and raise your hand when you need assistance unless the teacher gives you permission to do otherwise.
4. Assignments will be worked on in class and not saved for homework.

If a student chooses to break a rule:

- 1st time: A verbal warning will be given.
- 2nd time: The student's seat will be changed.
- 3rd time: Principal will be notified.

Severe Disruptions (These will result in an immediate referral to the office):

1. Fighting
2. Defying Authority
3. Vandalism/major offense
4. Stopping a classroom from functioning