

Havre Public Schools K-5 Student-Parent Handbook 2025-2026



The Core Purpose of Havre Public Schools is to: Provide each student with the tools and experiences to be successful in their own life and positively influence the world.

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INTRODUCTION

Letter from the Administration

This handbook provides information to students and parents about common practices designed to make all K-5 students at Havre Public Schools 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.

ATTENDANCE PROCEDURES

Protection of Instructional Time

Uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions.

Student Checkout 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.

Attendance, Tardiness, Truancy

To maximize education, regular school attendance and punctuality are important practices for all students. Children with excessive Unexcused Absences may be investigated for Truancy and appropriate legal action may result. In general, students enjoy school and have very good attendance. 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, or send a message via Infinite Campus. For your convenience we have 24 hour phone service so you may leave a voicemail 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.

Types of Absences

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.

BEHAVIOR EXPECTATIONS

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.

A "Lost and Found" is kept at the school. If your child loses an item, this is a good place to start a search. It is an excellent idea to mark all gloves, coats, hats, overshoes, lunch boxes, gym shoes, etc., with your child's name. Any lost items left at the end of the school year will be donated to charity.

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.

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:

1. Physically harming a student or damaging a student's property.
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
3. 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 Drugs

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 Seizures

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.

Substitute 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

General Information

School Day

All Campuses open at 7:30 A.M. for breakfast and playground supervision. The start and end times of the school day for each elementary building are:

- Highland Park: 8:00 A.M.-3:00 P.M.
- Lincoln McKinley: 8:00 A.M. - 3:10 P.M.
- Sunnyside: 8:00 A.M. - 3:45 P.M.
- Support Friday All Buildings 8:00 A.M.-12:00 P.M.

Playground Supervision

To provide a safe environment for all 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.

School Breakfast and Lunch Programs

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 will not be allowed for student consumption at school. We welcome parents to come and have lunch with their child(ren). On the day that you would like to join us for lunch, please call the office by 8:45 AM. Calling ahead will ensure that there will be an adequate amount of food for everyone. Your lunch cost may be applied to your child's account, or you may pay the cashier in the cafeteria. Please stop by the office to complete our Verkada security check and get a visitor badge.

For the 2025-2026 school year, K-12 students qualify for free meals through the Community Eligibility Program (CEP). Students will be charged for additional entrees or milk.

Serving time for breakfast will begin at 7:30 AM. Regular meal prices are:

Elementary Student Daily Breakfast (includes milk)	Free (2 nd meal \$2.75)
Elementary Student Daily Lunch (includes milk)	Free (2 nd meal \$3.25)
Extra Milk or Milk with Cold Lunch	\$.50
Adult Daily Breakfast	\$3.25
Adult Daily Lunch	\$4.25

Each student has an established food service account when they are registered with Havre Public Schools. This account is identified using a student number. This account can be viewed in Infinite Campus. Funds can be added to this account electronically via Infinite Campus (which includes a processing fee), or by providing a check or cash to the food service cashier. The computer system used, linked to Infinite Campus, keeps track of the amount of money in each of your child's accounts along with their meal history. A school food service employee will tell your child when the account is getting low; you will also be notified via your preferred modes of contact through Infinite Campus of a low or negative balance. When an account reaches a negative balance, a letter will be mailed to you. This will be done the Wednesday after the balance is negative. Any charges exceeding a debt more than \$5.00 will be allowed on each student's account. Only US currency is accepted.

Transportation

Busing is a privilege provided to all students attending Havre Public Schools. While 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 <https://www.blueponyk12.com/our-district/transportation-busing>. A permanent bus plan, including one morning pickup and one afternoon drop-off location, will be established at the time of registration. Students will only be allowed to ride the bus they are registered for and will not be allowed to ride a different bus even with parent permission. 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 can be made through the Transportation Department. The Bus Student/Parent Handbook outlines student expectations on the bus and at bus stops and can be found using the website above.

Change in Afterschool Routine

A student who regularly rides the bus will be placed on his/her respective bus after school unless the main office is notified via a note or phone call from the parent on that particular day stating a change in the students after school routine.

Change in Address, and/or Telephone Number

Please notify the school's main office when your child has a change to his or her household/contact information. This includes guardians, emergency contacts, address, and telephone number. In the event of an emergency, we need current information to make quick contact.

Alternative Transportation

Travel by private transportation rather than school-assigned carriers is prohibited unless written approval is obtained. 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. When out-of-town, a teacher may release a student if the parents have completed an alternative transportation form **prior to the trip**. 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. Special circumstance travel requests by parents should be directed to the building principal.

Student Drop-Off and Pick-Up Procedures

The safety of children is a priority at Havre Public Schools. 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.

Each schools procedure is listed below:

- Highland Park-All students should be dropped off and picked up on the west side of Highland Park (Boulevard Ave). Please be considerate of the bus loading zones. After 8:00 A.M. all students must be dropped off at the main office.
- Lincoln-McKinley - All students should be dropped off and picked up on the south side of Lincoln-McKinley (4th Street). Please be considerate of the bus loading zones.
- Sunnyside - 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 within 10 minutes of the school day ending if they are not riding the bus. We ask that parents and visitors do not park in bus loading zones while waiting for their child. We also 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.

School Materials

All textbooks, library books, and school issued technology are considered Havre Public Schools property and are loaned to students for their use. It is the student's responsibility to maintain and care for those materials throughout the year. The student's parent/guardian will be expected to pay for damaged, lost, or missing materials at their replacement value. Fines will be issued for abused textbooks or library books. Additional resources for parents are available upon request. If fines are unpaid, they will carry over to the next year.

Toys and Personal Items

Students are NOT permitted to bring personal toys or items to school. If these items become a distraction to the learning environment, they will be confiscated. The School District is not responsible for theft or damage of private property.

Personal Technology

Havre Public Schools provides the technology students need to be successful. Each student will be assigned a device at the beginning of each school year. While some students may want to use their own personal device, there is not a need. If a personal device is brought to school, the parent/guardian and 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.
- 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.

Social Events

Social events such as individual, classroom, and birthday celebrations will occur at school throughout the school year. During these events, all parties are urged to consider the nutritional content of items when planning party treats: snacks such as 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.

In order 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 (birthday, 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.

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. Please bring a valid ID as each visitor will undergo a background check with Verkada. In order 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.

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. When riding a bike, students are required to wear a helmet at all times on school grounds.

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

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 a current doctor's excuse is 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. Please ensure your child is appropriately dressed for outdoor recess each day. Recess is a supervised activity. However, even with supervision, accidents can occur and children can get injured.

General playground rules for each elementary building can be viewed using the links below:

[Highland Park \(K-1\)](#)

[Lincoln-McKinley \(2-3\)](#)

[Sunnyside \(4-5\)](#)

Special Programs

Each elementary building has 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:

Multi-Tiered Systems of Support

This program is designed to offer targeted interventions to students in need. An overview of the program can be viewed here: [MTSS Overview](#)

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/guardians. 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 differently.

Gifted & Talented (Grades 3 - 5)

The Gifted and Talented Program is designed to meet the needs of those students in grades 3-5 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 Building Coordinators. 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

Havre Public Schools has the ability to accommodate the needs of students with disabilities. A student must qualify for these services. Students who are involved in this program are instructed through the implementation of an individualized program geared to his/her specific needs.

Supplemental Instruction

Any student requiring additional academic support may receive additional supplemental instruction. Paraprofessionals have been employed to assist with this instruction.

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 and notify the school in writing. 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.

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 and 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: Cheryl Russell, Title IX Coordinator (phone 395-8550). Please consult the Havre Public Schools website:

<https://www.blueponyk12.com/>

In addition, inquiries regarding discrimination may be directed to: Brian Gum; Superintendent, Cheryl Russell; Title IX Supervisor at **395-8550** or to the building principal, Hayley Criner/Erika Brekhus/Kassie Johnson.

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.

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. This information is necessary to protect your rights as parents and guardians and to prevent non-custodial parents from removing a child from school without the proper authorization.

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 office. A school official (usually the principal) will be available to answer any questions you may have concerning the records.

Education of Homeless Children

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

Animals Visiting the Classroom

While bringing a pet to school for Show & Tell may be an enjoyable experience for the children, every effort must be made to keep students safe from disease and/or bites. Therefore, prior permission must be obtained from the classroom teacher and the principal. An assumption of liability must be signed by the parent before a pet may be brought to school for Show & Tell. (See Appendix VII). If permitted to come to school, the animal must be in a secure cage or on a leash, must have proper vaccinations, and must not be likely to act in a negative manner when around children. The student's parent or guardian must accompany the animal to school and take the animal home with them when they leave for the day. Animals are not permitted on buses.

Use of School Telephone

Students are not permitted to use the school telephone except for school related business. Arrangements to visit another student's home after school, etc., should be made with parents outside of school time. Students will not be called from a class unless it is an emergency. Teachers have voice mail available for messages and will return your call.

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.

HEALTH

Medication

If your child needs to take medication during school time, please refer to Appendix III for the procedure to follow. If your child is regularly taking medication at home for a particular condition, this should be made known to the school.

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 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, they are too ill to be at school, unless a medical note is provided.

If your child should be exempted from P.E. class for any reason, a written excusal & physician note must be presented to the office and then to the P.E. teacher.

Head Lice

Please refer to the Havre School District Head Lice Policy 34111 listed below.

The Board recognizes its responsibility to all students enrolled in the Havre Public Schools to provide a safe and healthy environment in which they may attend school. Head lice infestations must be addressed. Every attempt will be made to maintain dignity while educating students and parents on the prevention and eradication of head lice before and after infestation is detected.

The administrator, his/her designee, school nurse or another qualified professional will examine the child in question. Siblings of students found with lice will also be checked if there is suspicion that infestation may exist.

The student found with head lice may be sent home until he/she has initial treatment. Upon return a child will be reassessed for efficacy of treatment.

Parents or guardians of the student found with head lice, will be informed of procedures for treatment and requirements for reentering after initial treatment.

Policy History:

Adopted on: 04/2024

PARENT AND COMMUNITY INVOLVEMENT

Parent-Teacher Organization

You are encouraged to become an active member of the district wide elementary Parent-Teacher Organization. It allows you the opportunity to meet your neighbors, school personnel and friends. PTO has special goals; i.e., playground equipment, events to get families together, support for special projects, etc. Many positive things have been accomplished through the efforts of those who have joined.

Volunteers

Our Volunteer Program at the school is a very strong and successful one. Volunteers work in the classroom, office, and sometimes on the playground. If you would like to become involved in this exciting and rewarding experience, please notify the school office or contact your child's teacher. All volunteers must fill out an appropriate volunteer form and complete the VERKADA system. It is essential for the volunteers to monitor all assigned students while attending the field trip. Their contribution to our school day is greatly appreciated.

SAFETY

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 VERKADA Technologies Visitor Management System. VERKADA 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 given 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.

Child Safety/GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent.

Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

Street Safety

At the beginning of the year students are taught to cross the street safely by using the crosswalks. Please help us avoid accidents and review the rules of street safety with your child. If you bring your child to school, have him/her use the crosswalks. For student safety, it is imperative that parents who bring their students to school by car drop them off on the side of the street closest to the school so

that the child is not forced to cross through traffic. Please remember to avoid parking in bus loading zones.

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. Please attempt to make doctor appointments, etc., after school if at all possible.

Asbestos Program

The District is in compliance with Federal laws regarding asbestos.

Surveillance

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

Emergencies

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

Have Public Schools utilizes the universal Standard Response Protocol in all buildings. This document can be found in the following link: [Standard Response Protocol](#)

INSTRUCTIONAL INFORMATION

Grading Practices

All K-5 grades are based on the rubrics and scales below:

K-2 Academic Performance Grade Rubric	
Name	Score
Outstanding	O
Satisfactory	S
Working Towards Satisfactory	W
Not Assessed	NA
Needs Improvement	NI

K-5 Specialty Courses Performance Grade Rubric	
Name	Score
Outstanding	O
Satisfactory	S
Needs Improvement	NI
Grade Status	X

3-5 Academic Performance Grade Scale			
Letter Grade	Percentage	Letter Grade	Percentage
A	94 - 100%	D +	67 - 69%
A -	90 - 93%	D	63 - 66%
B +	87 - 89%	D -	60 - 62%
B	83 - 86%	F	0 - 59%
B -	80 - 82%	NA	Not Assessed
C +	77 - 79%		
C	73 - 76%		
C -	70 - 72%		

Grades of NA indicates the particular skill has not yet been taught, therefore has not been assessed during the trimester indicated.

Reports to Parents

Grades K-5 will report end of term grades in trimesters, 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, open house, and informally via a phone call, and/or email. 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.

Homework

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. In the event of illness, a student has one day per each day of absence to complete and turn in homework assignments.

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 the Parent Portal link.

Field Trips/Activities

As part of the educational experience, Havre Public Schools allows field trips to complement the classroom curriculum. Students have the privilege of participating in these learning experiences. A permission slip must be signed by the parent or guardian before students can participate in these activities. Students are expected to follow all school rules and be on their best behavior during field trips. Because field trips are a privilege extended to our students, inappropriate behavior, as determined by the classroom teacher, will be a reason to have the privilege rescinded. The district will provide transportation for all school sanctioned field trips.

As a parent or guardian, by checking yes and signing the Field Trip Permission Form, you are giving your consent for your child to participate in each field trip, if their behavior allows it. By signing this permission form, you understand that the school and staff will do everything possible to prevent any accidents or injury, however, there is an inherent risk to everyone that participates in these activities regardless of the safety measures in place.

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. Chaperones may be limited due to increased expenses to the district.

ADDITIONAL DOCUMENTS

[Parent Notices](#) (this includes the Title I Compact)

[Animal to School Form](#)

[Acceptable Use Policy](#)

[Procedures for Students Who Miss the Bus](#)

[Administration of Medication](#)

ADDITIONAL LINKS

[Current Board of Trustee Members and District Policies](#)

[2025-2026 HPS School Calendar](#)