

Plentywood Elementary School

PARENT/STUDENT HANDBOOK



2022 - 2023

PLENTYWOOD ELEMENTARY SCHOOL

Plentywood, Montana

Parent/Student Handbook

2022 – 2023

Dear Parents and Guardians:

The administration and faculty would like to take this opportunity to welcome you and your child to the Plentywood Elementary School! We look forward to working with you to provide a positive and productive learning environment for your child. With a dedicated and committed staff with many years of educational experience, we encourage you to get to know your child's teacher. I know that you will find them to be very concerned about your child's progress and success. It is our goal that together we can help your child to be successful and to recognize the full potential of their talents and abilities!

It is extremely important that you read and discuss the contents of this handbook with your child so that you both have a clear understanding of its content. It is the intention of this handbook to outline policies and procedures to be used at Plentywood Elementary School. It is impossible to cover each and every circumstance with a rule, policy, or procedure. Common sense, courtesy, and respect for self and others need to be the basic foundation for all behavior. If you have questions or concerns please talk to your teacher, the guidance counselor, an administrator, or come to the office. The school district policies can be found on the school website at: www.plentywood.k12.mt.us

Once again, welcome to Plentywood Elementary School as we kick off another exciting school year. We look forward to meeting you and working with you throughout the coming year.

Go Wildcats!

The Plentywood Elementary Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, caretaker relative, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. In addition to the Policy Manual contents, each handbook submitted to the Trustees for approval become district policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents [through a variety of communications]. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes may be included to help parents confirm current policy. In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

ACCIDENT INSURANCE

The School District does not provide accident or medical insurance coverage for students. Insurance coverage for students is made available through a private company for a minimum fee. This is an opportunity to provide insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the school office secretary for additional information.

ACTIVITY TICKETS FOR ALL SCHOOL EVENTS

Activity tickets for students to attend all home activities, except tournaments, in a more cost efficient manner may be purchased at the school office for \$100.00.

ADDRESS & EMERGENCY NUMBERS

The school must be notified when a change is made in an address or phone number. The name of a relative or neighbor who might be contacted in case of illness or emergency and you can't be reached should also be provided to the school office.

ADMINISTRATION

Mr. Rob Pedersen, Superintendent of Schools – Office Phone 765-1803, Ext. 104

Mr. Rob Nyby, Principal - Office Phone 765-1803 Ext. 159

Ms. Sara Marsh, Assistant Principal/AD - Office Phone 765-1803, Ext. 102

ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absence from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. (School Board Policy 3122 and 3123)

The District recognizes the importance of monitoring the parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly. **Regular school attendance is a vital part of a successful school experience.** In order to maximize the educational benefits for each child, students need continuity of instruction, classroom participation, and sequential learning experiences. These can only occur when your child is in school. To ensure your children's educational success, please consider not scheduling family trips during school time. Please plan them in the summer or during holiday breaks.

Advanced makeup work is not required, but it is heavily encouraged. If you know that your child will be absent from school ahead of time, please send a note to the teacher or the office to get the makeup work. Children returning to school from being absent are asked to present a note to their teacher signed by the parent with the reason(s) for the absence.

- Reporting Student Absences (Call 765-1803) ~ When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence as soon as possible (preferably by 9:00 a.m.) on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent the same day. However, the fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence.
- Excused Absences ~ Excused absences may constitute personal illness, illness or death in immediate family, medical appointments, or emergencies. **Please try to make appointments at times other than during school hours.** In cases where doubt occurs concerning the validity of an excuse, the administration may require verification of medical conditions contributing to the absence.
- Excessive Absences ~ Once the teacher observes that the student's absences are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. If this parental contact does not rectify the problem, the administration will make parental contact to establish a meeting with the parent(s) and teacher to discuss the seriousness of the problem. If this meeting does not rectify the problem, then the administration will have no alternative but to contact the proper authorities including the Department of Family Services. **Excessive absenteeism may be a significant factor in the decision of retention of a student.** Under normal circumstances, missing more than ten (10) days in a semester is considered excessive. *Excessive absenteeism cases may also be referred to the Sheridan County Attendance Committee (includes administration, Sheridan County Sheriff's Office, Sheridan County Superintendent of Schools, & Sheridan County Attorney).*

- Tardiness ~ Please make every attempt to have children in school and on time. School begins promptly at 8:15 a.m. Excessive tardiness will lead to disciplinary consequences for the student. Under normal circumstances, more than four (4) tardies in a semester are considered excessive and will result in consequences.
- Leaving or Returning to School During the Day ~ A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or designated office staff will decide whether or not the student should be sent home and will notify the student's parent.

BICYCLES

For students who ride to school on bicycles, once they arrive at school the bicycles need to be parked until they leave school in the afternoon. All bicycles need to be parked on the west side of the school, near the cafeteria entrance, in the provided bicycle racks. The use of bicycle locks is encouraged.

BIRTHDAY PARTY INVITATIONS

Birthday party invitations are not to be distributed at school. It is very difficult to explain to a child why one or two were left out. Feelings get hurt very easily and we would like to avoid that as much as possible.

Please do not call the school requesting a list of names or addresses of students in your child's class. Due to the federal privacy laws, we are unable to provide a complete set of this information.

BOARD OF TRUSTEES OF PLENTYWOOD SCHOOLS

Mr. Chris Wiens, Chairman

Mr. Shane Kleppen, Vice-Chairman

Mr. Nick Jones, Trustee

Mrs. Kaela Carpenter, Trustee

Mr. Nathan Shackelford, Trustee

Mrs. Amy Buchnowski, District Clerk

BREAKFAST/LUNCH PROGRAM

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the main office staff to get information on applying.

Students are allowed to pack a lunch and eat food from home in the cafeteria but the school requests that students are provided with foodstuffs that have nutritional value.

It is a privilege to eat in our cafeteria. We ask that students show respect for lunchroom rules, lunchroom workers, and the rights of others when using this facility. Expected behavior in the cafeteria is as follows:

- Line up in an orderly manner. Do not push or cut in line.
- You will sit with your class after you have gone through the line. As you go through the line, it is not acceptable to express a negative opinion to the cooks or workers. If you have a concern about lunch, please bring it to the administration.
- Talking with your classmates is definitely acceptable as long as the volume does not get too loud. Use good manners and do not exhibit obnoxious behaviors.
- Remain in your seat until dismissed.
- Pick up after yourself.

COMMUNICABLE DISEASES

In all proceedings related to this policy, the District will respect a student's right to privacy.

Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

Note: For purposes of this handbook, the term "communicable disease" refers to the diseases identified in 37.114.203, Administrative Rules of Montana (ARM), Reportable Diseases, with the exception of common colds and flu.

Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. A student who exhibits symptoms of a communicable disease, such as "pink eye" or fever-related infections which are readily transmitted in the school setting, may be temporarily excluded from school attendance. Students who are found to have a fever at school or show signs of disease such as pink eye will be immediately sent home with their parents. Students who have been prescribed antibiotics must be on the antibiotics for at least 24 hours before returning to school unless they have a statement from their primary care physician authorizing the student's return. (School Board Policy 3417)

COMPLAINT POLICY

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (1700) in the District's policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any administrator can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700.

COMPUTER/INTERNET USE

Plentywood School computers are provided for students to use for educational purposes only. Computers are expected to be used by students in an appropriate manner or disciplinary consequences will occur. Students using the Internet are required to submit the appropriate paperwork signed by their parents.

COUNSELING SERVICES

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact their teacher or principal. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on students may be released by the District to anyone who requests it unless a parent/guardian objects to the release of this information. This objection must be filed within ten (10) school days of the time this handbook is sent home to the parent/guardian(s). Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and school, and most recent previous school attended. In exercising the right to limit release of this information, the students' parent must have completed the Student Directory Information Notification and returned it to the school. An objection of the release of this information is mailed home in the packet of information at the beginning of the school year, but can also be obtained from the main school office. (School Board Policy 3600P, 3600F1, and 3600F2)

DISCRIMINATION

The Plentywood Elementary School is committed to a positive and productive working environment for all free of discrimination including sexual harassment. There will be no tolerance for this behavior. Students are expected to treat each other with respect at all times.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the Plentywood School District. Information regarding the District's Homeless program is available upon request at the District office or through the school's Homeless Children Liaison, Mr. Rob Pedersen (406-765-1803).

ELECTRONIC DEVICES

Our District policy does not allow the use of cell phones, music devices, pagers, or gaming devices at school from the time a student arrives at school in the morning until 3:30 p.m. These devices are to be left in student backpacks if brought to school and turned off or on "silent." However, due to the possibility of these valuable devices being lost, stolen, or used inappropriately, we prefer that they not be brought to school at all. Violations to this policy will result in disciplinary action.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

GOALS

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program at Plentywood Elementary School are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

HOMEWORK

A school day is planned so that most children can get a portion of their work completed at school. However, it is often that additional practice may have to be completed at home. Completion of homework assignments in a timely manner is the responsibility of the student. Teachers in each classroom will administer their policy for missed assignments, the time allowed, and what penalties may be administered. Parents are welcome to contact their child's teacher if there are any questions.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. Haemophilus influenza type "b" immunization is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by their health care provider stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the health care provider specifies a life-long condition. (School Board Policy 3413)

MEDICAL INFORMATION

It is vital that medical information for all students be reported to the school office and their teachers to avoid medical emergency situations. School personnel especially need to be informed of food allergies or medical conditions. Please keep the school office updated on this pertinent information.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the main office staff. The main office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the main office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. These forms are sent home with the packet of information to parents at the beginning of the school year, but may be also obtained at the main office. (School Board Policy 3416, 3416F)

MISSION

Plentywood Schools seek to cultivate responsible, confident citizens who respect themselves and those around them, who value diversity and honesty, and have the courage to be compassionate as they become empowered throughout a lifetime of learning.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: The District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact their child's teacher or principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 765-1803 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer. For further information, contact your child's teacher or principal.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact an administrator.

PERSONAL BELONGINGS

All clothing and other personal items should have some identification. We are not responsible for misplaced personal items that are brought to school. Please check our lost and found collection areas for lost articles.

PLAYGROUND/RECESS

Teachers or paraprofessionals are on playground duty at 8:00 a.m. in the mornings and at recesses throughout the day. Children who are not bused to school are asked not to arrive on the playground earlier than 8:00 a.m. and to leave the school grounds immediately after dismissal.

Since children will be expected to play outside except during inclement weather (usually temperatures below 0 degrees Fahrenheit, although sometimes students will go out for even 5-10 minutes when wind chill temperatures aren't severe), they should be dressed appropriately to fit the weather conditions of the day. Please check your child's attire before they leave for school each day. Students are required to wear warm winter coats, winter caps, gloves/mittens, snow pants, and snow boots to school when the outside temperatures are below freezing (32 degrees Fahrenheit). Students without the required clothing habitually will be sent to the principal for consequences. During extremely cold and inclement weather or heavy rainy weather, students will remain in their classrooms in the mornings after 8:00 a.m. and during recesses. The National Weather Service website is used as a reference as well in determining unsafe weather conditions, which includes their wind chill chart. Outdoor recess will not normally occur when the wind chill drops below -15 degrees Fahrenheit. *(See Plentywood Elementary – Weather Color System Below)*

Plentywood Elementary – Weather Color System

LEVEL 1 (Green)

Temperature Range →	50 degrees F and above
Clothing Requirements →	No restrictions (school dress code)

LEVEL 2 (Blue)

Temperature Range →	32 degrees F to 50 degrees F
Clothing Requirements →	Long sleeved outerwear Snow boots/pants if playing in H2O

LEVEL 3 (Yellow)

Temperature Range →	-15 degrees F to 32 degrees F (wind chill temperature used)
Clothing Requirements →	“Fab 5” required (snow pants, snow boots, gloves/mittens, winter coat, stocking caps)

LEVEL 4 (Red)

Temperature Range →	- 15 degrees F and below (wind chill temperature used)
Clothing Requirements →	N/A (NO OUTSIDE RECESS)

Students will be allowed to remain in the classroom during playground times due to health conditions upon receipt of a note from the parents on a short term period. This privilege is not to be abused. Exemptions from playground activity more than a few days will only be allowed if a documented note from a physician is produced by a parent to the teacher.

The following rules for the playground are expected and will be enforced:

- No “tag” is allowed on the playground equipment and no more than one student on a slide at a time.
- Students are to play safely and with kindness. No tackling or sliding on the ice.
- Balls are not to be kicked at any time. Balls are not to be thrown against the school or others.
- Snow/water/ice is not to be thrown or kicked at any time. *This will result in an automatic detention with the principal.*
- Bicycles, skateboards, or rollerblades are not allowed.
- Food or beverages are not allowed on the playground.
- No high-heeled shoes are allowed on the playground padding.
- *No games that are violent-themed or promote violence are allowed.*
- Students are not to leave the playground area without permission from the adult on duty.
- Line up as soon as the bell or whistle is heard and enter the building in an orderly fashion.
- *No equipment that is deemed unsafe, such as baseball bats, are permitted on the playground.*

The consequences that are normally followed when playground rules are not adhered to are:

1st Offense: Warning given

2nd Offense: Recess privilege(s) lost

3rd Offense: Student is sent to the Principal

****Major offenses at any time will result in the student being sent to the Principal!**

PROGRESS REPORTS AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 4 ½ weeks at midterms and end of 9 week grading periods (per quarter). You are encouraged to be in contact with teachers at any time during the school year with concerns, questions, or to check on the progress of your child. Stay informed about your child’s progress in school. Do not wait until the last week of the grading period to fix a problem that took eight weeks to develop. Parent-Teacher conferences are in the fall after the completion of the first nine weeks grading period.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. While parental input is valued, the decision to promote or retain lies with the Plentywood School district. (School Board Policy 2421)

RECESS SCHEDULE

Grades K-3	Morning Recess:	9:45 – 10:00 a.m.
	Lunch Recess:	11:45 a.m. – 12:10 p.m.
	Afternoon Recess:	1:45 – 2:00 p.m. (M-Th)
Grade 4	Lunch Recess:	11:45 a.m. – 12:10 p.m.

SCHOOL BUS BEHAVIOR

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mr. Rob Pedersen, Transportation Director.

The safe transport of our students hinges on positive group conduct. Students should instantly obey any command or suggestions from the bus driver. The bus driver has the responsibility and authority to maintain discipline on the school bus. This authority extends to the extent that a request for revocation of riding privileges may be imposed on a student who habitually fails to follow the rules and regulations.

School bus drivers are asked to report misbehavior on the school bus to the Principal after a warning has been given or parental intervention has failed to result in a behavior improvement. The Principal may call a conference with the student and the parent(s). If the behavior persists after this meeting, riding privileges will be revoked in most situations. Extreme behaviors or actions that endanger a student or others may immediately result in a conference and/or riding privileges being revoked.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. The following behaviors are expected while Plentywood Elementary students are riding on District school buses:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

- Refrain from any conduct which makes another student uncomfortable (name calling, taunting, offensive language, harassing, etc.).
- Remain seated while the bus is moving.
- Keep your head, hands, arms, or legs inside the bus at all times. Do not hold any object out of the window, or throw objects within or out of the bus.
- Keep your area clean and pick up after yourself.
- Wear clothing appropriate for the weather conditions.
- Loud noises, throwing objects, fighting, or any other behavior which may distract the driver is not allowed at any time.
- Do not deface the bus or its equipment.

When students ride in a District van, passenger car, or a school bus that is equipped with seat belts, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

SCHOOL CLOSURES/DISASTER PLANS

School closures, because of inclement weather, will be announced on our local Plentywood radio station, KATQ, the school webpage, and the school's social media. Unscheduled closures due to equipment failure or other unforeseen situations could occur. There is an emergency procedures plan in place for our school in case of an emergency. From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. Students will be informed where to go and what to do in case of an emergency. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (School Board Policy 8301)

SCHOOL PHONE

Messages for students may be taken by the office when there is an *emergency* or when it is essential for a student to receive that information. After school arrangements for students should be made in the morning before they come to school! Students are not called to the phone. Since school office telephones are constantly in use for school business, students are not allowed to use an office phone to call home unless there is an emergency or is deemed appropriate by the administration. Parents are encouraged to contact teachers for questions or conferencing purposes through the voice mail or email. Teachers will respond then they have planning time. For email purposes, it is the first five (5) letters of the teacher's last name followed by the first letter of their first name followed by @plentywood.k12.mt.us

SCHOOL VISITS

All visitors to Plentywood Schools, including parents, need to check in at the office. If materials need to be given to a student, we ask parents to leave them at the office instead of delivering them personally. While parents are normally welcome to visit the school, we ask that visits are kept to a bare minimum so that it is not distracting to the learning of all of our children and our teacher's daily schedules. It is preferred that parents don't accompany their students into the school in the morning after dropping them off but if totally necessary we ask parents to exit the school in a timely fashion and do not linger. Remember that quick goodbyes leave dry eyes! Parents are also asked to not eat lunch in the cafeteria with our students because seating is very limited. Teachers are available before and after school to confer with parents. To make your visit as informative as possible, we recommend you call ahead to schedule a time that would be appropriate for you and the staff member you wish to visit. *Student visitors are allowed with administrative approval but are limited to a ½ day visit with proper behavior.*

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. (School Board Policy 2162 & 2162P)

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation. (School Board Policy 2161 & 2161P)

STARTING AND DISMISSAL TIMES

Grades K-2 8:15 a.m. – 3:27 p.m. (M-Th); 8:15 a.m. – 2:07 p.m. (F)

Grades 3-4 8:15 a.m. – 3:30 p.m. (M-Th); 8:15 a.m. – 2:10 p.m. (F)

**Elementary dismissals are ahead of MS and HS student dismissals due to safety.

STUDENT DISCIPLINE

Students are expected to behave in a manner which demonstrates respect for themselves, others, and their learning. Students will be respectful to and cooperative with staff members, substitute teachers, volunteers, and their classmates. There is not a rule for every possible action that violates the rights of others. Any act that disrupts the learning environment, is disrespectful, causes danger to self or others, or destroys property is not permissible.

Each teacher is responsible for developing guidelines and rules for their classroom. These will be communicated to parents, discussed with students, and clearly posted in each classroom. Teachers will notify parents if a child's behavior becomes disruptive to the learning environment for themselves or others. If a parent is notified of a discipline problem, please discuss the incident with your child. Please contact your child's teacher for advice or for clarification if needed.

When a teacher has exhausted their classroom discipline plan and an issue has not been resolved or student behavior has not been corrected, the student will be referred to the Principal. Major behavioral infractions such as fighting, defiance of authority, abusive language, or inappropriate gestures would be referred immediately to the Principal. After conferring with the classroom teacher, the Principal will meet with the student to determine the appropriate consequence or resolution. This may include, but is not limited to:

- Further one-on-one conferences with the student.
- A conference with the parent(s).
- Before school, after school, or recess detentions.
- Loss of privileges.
- Referral to the school's guidance counselor.
- In-School Suspension.
- A Saturday School session.
- Financial restitution.

- Parental notification.
- Out-of-School Suspension.
- Development of an individual behavioral contract or plan.
- Recommendation of Expulsion

A combination of consequences could be assigned in attempting to direct the student to change his or her misbehavior.

School discipline takes precedent over co-curricular activities. The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school and school activities. Therefore, a loss of privileges may include attending athletic activities, field trips, or other school activities.

The Principal reserves the right to modify consequences at their discretion. Parents or guardians can expect to be involved with the school when there are repeat actions of misconduct. Our goal is to see that the inappropriate behavior stops so that learning can continue. In many cases, this requires the school and parents working together on behalf of the child.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

STUDENT DRESS

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (School Board Policy 3224). Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the school guidelines. The Plentywood Elementary School believes that dress and appearance are primarily the responsibility of students and their parents. Dress for all students is to be neat, clean, and appropriate for school and school activities so as to not disrupt the educational process. Any form of dress which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

- Clothing that make references to alcohol, tobacco, drugs, guns, or violence are prohibited.
- Caps, hats, and sunglasses may not be worn in the school and should be kept in student's backpack.
- Coats and backpacks are to be stored on student's hooks.
- Footwear is required at all times for safety and sanitation.
- Snow boots are to not be worn throughout the school day while inside.

If dress or appearance is in question, the school will contact the parents.

STUDENT RECORDS

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

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record. The student's permanent record must be permanently kept in a secure location. A cumulative record is maintained for each student from the time the student enters the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. If a student transfers, a copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;

- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, date(s) of attendance, awards received in school, and most recent previous school attended.

Special Education Records: The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

STUDENT RIGHTS

Plentywood K-12 Schools will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. (optional language), in accordance with 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, and the Boys Scouts Act as amended. (School Board Policy 3210)

TITLE I PROGRAM

Plentywood School District # 20 is a Title I served school. Parents may at any time request the professional qualifications of the Title I students' classroom teachers or paraprofessionals. Parents of students in the Title I program will be informed if their child is being taught by a teacher who does not meet the applicable state certification or license requirements at the grade level in which the teacher has been assigned. Students are identified for the Title I program through classroom assessments and teacher referrals for extra assistance in the area of mathematics and reading by the Title I staff.

TOBACCO, ALCOHOL, AND ILLICIT DRUGS

The use, possession, or active promotion of tobacco, alcohol, or illicit drugs will result in immediate suspension, notification of parents, and referral to the local law enforcement.

VIDEOTAPING OF STUDENTS

The District uses video cameras without audio on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (School Board Policy 3235)

VISION

Plentywood Schools will graduate citizens who value respect, responsibility, honesty, compassion, and courage.

WEAPONS

Students are not allowed to bring any type of weapon to school. We will not tolerate any behavior that threatens the safety of this building or the people in it. A student violating this rule will face immediate suspension and possible expulsion by the Board of Trustees.

WILDCAT BEHAVIORS

- W ork everyday!
- I nspire others!
- L ead by example!
- D o your best!
- C ooperate!
- A lways follow directions!
- T reat others with respect!
- S mile!

PLENTYWOOD ELEMENTARY SCHOOL FACULTY/STAFF 2022-23

Superintendent	Mr. Rob Pedersen
Principal	Mr. Rob Nyby
Assistant Principal/AD	Ms. Sara Marsh
Guidance Counselor	Mrs. Raelee Rask
Kindergarten	Mrs. Milissa Brensdal
Kindergarten	Mrs. Kelly Obergfell
1 st Grade	Mrs. Debbie Hagan
2 nd Grade	Ms. Stefanie Knipfer
2 nd Grade	Mrs. Ronnie Anderson
3 rd Grade	Mrs. Deann McCoy
4 th Grade	Mrs. Sandi Dixon
4 th Grade	Mrs. Misti Murray
Physical Education	Mrs. Rebekah Kukowski
Music	Mrs. Jill Stadstad
Art/Computers	
Library	Mrs. Carol O'Toole
Resource Room	
Paraprofessionals	Miss Kourtney Lindsey, Mrs. Jill Tommerup, & Mrs. Bonnie Zavada
Title 1	Mrs. Kayla Bednarcik
Speech Therapist	Mrs. Allison Reed
School Psychologist	
School Secretaries	Mrs. Paula Bummer, Mrs. Monica Friedrich
Head Custodian	Mr. Shane Garrick
Head Cook	Mrs. Maria Schwarzrock
Transportation Supervisor	Mr. Paul Holdeman