

Choteau Elementary School
Student Handbook

Bulldog
 **Pride**



2021 - 2022

NOTICE: The handbook for the 2021-2022 school year may be changed to accommodate the most appropriate protocols for dealing with the COVID-19 pandemic.

BOARD OF TRUSTEES

Lane Yeager, Chairman

Pat Field • Mark Henderson • Levi Hodgskiss

Jerry Stott • Marion Passmore • Joe Haas

CHOTEAU ELEMENTARY SCHOOL

STUDENT/PARENT SCHOOL COMPACT

The School

- will promote lifelong learning with the cooperation of families.
- will create a positive learning environment which will develop proficient readers, writers, problem solvers and creative thinkers.
- will encourage respect and understanding for the individual differences of all people.
- will prepare our students to be responsible citizens in our society.

The Parents/Guardians

- will send their children to school appropriately dressed, prepared to learn and on time.
- will read to their children.
- will attend parent/teacher conferences to discuss their children's academic and social progress.
- will assist their children with their homework assignments on a regular basis to ensure completeness and accuracy.

The Students

- will demonstrate respect for themselves, their peers and the teaching and the support staff at their school.
- will put forth the effort necessary to reach their academic potential.
- will be prepared to learn each and every day they come to school.

CHOTEAU ELEMENTARY SCHOOL **Chuck Gameon, Superintendent / Principal**

Choteau Elementary School is a facility of approximately 190 students in grades K-6. Structure of the school includes a K-6 setting in which students spend a major portion of their day with one teacher. Each student also receives the following types of specialized instruction: art, library skills, music, physical education.

Other resources available to students on a referral basis are special education and resource assistance, special education preschool, speech therapy, Title I tutoring (math and reading), and counseling services.

If you have any questions regarding these programs, feel free to call the school at 466-5364.

CHOTEAU ELEMENTARY SCHOOL PERSONNEL

<u>Grade/Subject</u>	<u>Teacher</u>
K.....	Ms. Grace Hanson
K.....	Mrs. Brynn Campbell
1st.....	Mrs. Cali Salmond
1st.....	Mrs. Ciadie Schlosser
1st.....	Ms. Heidi Snyder
2nd.....	Mrs. Christina McCollom
2nd.....	Mrs. Amanda Cornelius
3rd.....	Mrs. Jenny Laisnez
3rd.....	Mrs. Sammi Denning
3rd.....	Mrs. Tori Pletan
4th.....	Mrs. Rachel Christensen
4th.....	Mrs. Amanda Walker
5th.....	Mrs. Elizabeth Jordan
5th/6th Combo.....	Ms. Karen Crawford
6th.....	Mrs. Dana Bengé
K-6 Physical Education.....	Mr. John Shepherd
K-6 Spanish/Music.....	Mrs. Rose Carlson
K-6 Art.....	Mrs. Jami Gameon
K-6 Library.....	Mrs. Brook Durocher
Accelerated Learning Coordinator.....	Mrs. Brook Durocher
Preschool/Special Education.....	Mrs. Lisa Gunderson
Band.....	Mrs. Lorrán Depner
Title 1.....	Mrs. Mary Smith
Title 1.....	Mrs. Kim Johnson
Speech.....	Mrs. Jessie King
Speech.....	Mrs. Jaim McPherson
Secretary.....	Mrs. Julie Shepherd
Aide.....	Mrs. Lori Alzheimer
Aide.....	Mrs. Crystal Carlson
Aide.....	Ms. Margi Corey
Aide.....	Mr. Clint Buck
Aide.....	Mrs. Christi Henderson
Aide.....	Mrs. Shelby Daley
Aide.....	Mr. Dustin Lobdell
Aide.....	Mrs. Denise Zickefoose
Aide.....	Mr. Josef Polivka
Cook.....	Mrs. Cathy Campbell
Assistant Cook.....	Mrs. Cheryl Gertge
Assistant Cook.....	Mr. Shaun Warden
Assistant Cook.....	Mrs. Dodie Sekora
Lunchroom Assistant.....	Mr. Meade McCormick
Behavior Intervention Specialist.....	Ms. Jenna Miller

OUR MISSION

Choteau Schools will provide a safe, optimal learning environment, offering all students a well-rounded education.

OUR BELIEFS

1. Learning is a lifelong process full of successes and failures, which involves taking risks and making mistakes.
2. All students can learn. They learn in different ways and at different rates. The use of a variety of instructional approaches is essential to enhance learning.
3. The school is responsible to offer a well-rounded education for the whole child.
4. High expectations of the teachers, staff, parents and students influence student achievement.
5. The school must provide a safe environment where everyone is treated with dignity and respect.
6. Teachers, staff, parents, students and community share responsibility to work together for educational success.

LOST AND FOUND

Students are asked not to bring unnecessary items to school. Lost or damaged personal items cannot be replaced by the school. If your child loses an article, please have him/her check "lost and found" located by the front doors. Choteau School District #1 is not responsible for lost or stolen items.

STUDENT DRESS GUIDELINE FROM BOARD POLICY

- A. Clothing and general appearance are the basic responsibility of the student and the parents.
- B. Shoes must be worn at all times during the day.
- C. Pictures or comments on wearing apparel and inappropriate wearing apparel will not be allowed if they may be so interpreted as to hamper the positive learning process.
- D. Students will not wear hats in the school or gymnasium during assemblies, concerts or other school functions whether during regular school hours or not. The one exception will be athletic events in the gymnasium. Dew rags and hair scarves fall within the definition of hats.
- E. Students may wear shorts daily. All student apparel will be mid-thigh length or below. Spandex shorts may not be worn at any time. Student abuse of this policy may lead to revocation.
- F. Students are not allowed to wear tank tops as the only shirt during the school day. Tank tops can be worn underneath another shirt or over the top of another shirt. Tank tops are defined as shirts with shoulder straps less than three fingers wide.
- G. Students who disregard the dress code will be sent home to change. The continued disregard for the expectations will result in a pink slip for insubordination. Parents will be notified when an offense occurs.

BREAKFAST/HOT LUNCH PROGRAM

Breakfast will be available each day beginning at 8:00 a.m. The cost is \$2.25 for students and \$2.50 for adults. There are no second helpings at breakfast. If your child would like more to eat, he or she can purchase two breakfasts. Hot lunch will be provided for those students and teachers who desire to eat their noon meal at school. Students in grades K-6 will pay \$2.75 per meal, grades 7-12 will pay \$3.00 per meal and adults will pay \$4.00. Students will be allowed to have second helpings at lunch when they are available. Students wishing to eat sack lunches at school will be allowed to do so, but only in the cafeteria. Students will also be able to purchase a second milk with their lunch for 45 cents.

A notice will be sent home when the child has reached a negative balance. A student will be allowed to charge up to \$10 for breakfast or lunch.

Students going home for lunch are asked not to arrive back on the school grounds more than 15 minutes before their afternoon session commences. Playground supervisors are on duty during the entire lunch period to watch over the students. Children on the playground during these time periods will be allowed in the building during inclement weather. Prices are subject to change.

Grade K-6 students are not to leave the school grounds at lunchtime unless they are going home for lunch. If they are going to a friend's house, they must have a note from a parent or guardian.

ATTENDANCE

Regular attendance is expected of all students at Choteau Elementary School. It is the responsibility of the school to see that the learning environment is one that encourages students to attend school on a regular basis. If students are to receive the education they need and deserve, then it is most important that the parents make sure the students are in school and on time as much as possible.

Keeping our students and staff safe is very important. If your child is showing symptoms of sickness (fever, vomiting, etc.) do not send them to school. If your child has symptoms while at school you will be asked to pick them up immediately. Please be sure to fill out the emergency contact information with Mrs. Shepherd in the office, just in case you are unavailable to pick up your child. Please have someone who is available on any given day to pick up your child.

Tardy Protocols

- A student is tardy if they are not in the classroom by 8:25.
- If a student has 5 tardies, a letter will be sent to the parents.
- If a student has 10 tardies, parents will be invited to a meeting with the classroom teacher and the principal.
- If a student has more than 10 tardies, they will be added to the problem solving list and parents will be contacted by the principal. Possible negative consequences for the student could include loss of recess time, lunch detention or after school detention.

Attendance Protocols

- A student must be in school prior to 10:00 to count for the morning. Any student who leaves after 10:00 will not be counted absent for the morning. Any student who leaves for the afternoon prior to 2:00 will be counted as absent for

the afternoon. Any student who leaves after 2:00 will not be counted absent.

- If a student has five absences, the classroom teacher will contact the parents. Each day they are absent after the fifth day will result in an after school tutoring session with the classroom teacher to make up lost instruction/learning.

- If a student has 10 absences, the principal will contact the parents. A meeting will be set up with the parents to problem solve the student's attendance. Any absences over 10 could result in involvement of the Sheriff Department or the truancy officer. Excessive absences could also result in loss of credit for the year.

MONTANA LAW REQUIRES THE SCHOOL TO CONTACT (BY PHONE) PARENT(S)/GUARDIAN(S) WHEN A CHILD IS ABSENT FROM SCHOOL.

This law is for the protection of the child and every attempt will be made to contact the parent/guardian when the student is absent. Parents/guardians should call the school at 466-5364 when their child is going to be absent thus eliminating the school's need to call. If a student comes to school after the tardy bell, (8:25 a.m., 12:00 p.m., 12:10 p.m.), they must report to the office.

MAKE-UP WORK

Students are responsible for all make-up work after an absence. Students have a reasonable time to make up missed work, but after such time missing work will revert to a **zero**. Exceptions to this rule will be determined by the teacher. If the parents know in advance that the student will be absent, the parents should please notify the office and make arrangements with the teacher for make-up work.

GRADING SYSTEM

Choteau Elementary is on a twelve-week (trimester) grading system so report cards will be issued every 12 weeks. A student experiencing serious difficulties may have a notice of poor work sent home at any time during a grading period by his/her classroom teacher. The teachers are encouraged to call home at any sign of a problem so that it may be resolved quickly. A child with any unpaid fines, overdue library books or unpaid cafeteria balances will not receive his or her report card.

ASSESSMENT SCALES FOR GRADES 1-6

Rating Scale	Assessment Rating Scale
G = Good	A = Advanced
S = Satisfactory	P = Proficient
U = Unsatisfactory	NP = Nearing Proficient
	N = Novice

Novice: Students beginning to attain the prerequisite knowledge and skills fundamental for the subject matter.

Nearing Proficiency: Students with partial mastery of the prerequisite knowledge and skills fundamental for that subject matter.

Proficient: Students demonstrating competency over the subject matter, including subject matter knowledge, application of such knowledge to real world situations, and the analytical skills appropriate to the subject matter.

Advanced: Students achieving superior mastery of the subject matter.

EXPLANATION OF MARKS FOR KINDERGARTEN

G = Good progress

S = Satisfactory

I = Improving

N = Needs Improvement

N/A will be used for items that do not apply in a grading period.

MULTI TIERED SYSTEM OF SUPPORT

Choteau Elementary meets the varying needs of students through a variety of instructional practices and programs. Struggling learners in grades K-6 can become part of our Multi Tiered System of Support program. This program is designed to assist teachers with programming decisions and to monitor progress toward attaining academic goals. The guiding principles within RtI are pervasive throughout our school so that all children have appropriate instruction in order to reach their full academic potential.

TITLE 1

Annual Parent Notice Right to Request Teacher Qualifications.

Our school receives federal funds for Title I programs that are part of the ESSA of 2015. The Title I program will meet the needs of children who are LEP, Neglected and Delinquent or homeless. You have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

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

Title I students in elementary school are identified through the Response to Instruction (RtI) program. Qualification is based on academic need as demonstrated in our benchmarking data. Specific programming and academic goals are set for students who are below benchmarking targets in our school. Once a student has achieved academic target they are exited from the program. Students who are limited English proficient, neglected, delinquent or homeless automatically qualify for Title I services.

If you would like to request this information, please contact your child’s school. Thank you for your interest and involvement in your child’s education.

COUNSELING SERVICES: BEHAVIOR INTERVENTION SPECIALIST

The Behavior Intervention Specialist (BIS) role assists students and staff with positive behavior support through small groups or one-to-one social/emotional/behavioral support for students in grades K-6. The goal is to strengthen student social and coping strategies through direct coaching and personal goal setting. The BIS assists staff as well with crisis intervention, social emotional regulation techniques and data collection as needed. To access this support, parents/guardians can make a referral or staff can request this support service. There is a simple referral form available upon request.

SPECIAL EDUCATION

Special educational needs services are supported by staff from the Big Sky Special Needs Cooperative. Staff includes a speech and language therapist, school psychologist, behavior specialist and occupational therapist who work together with school teams including the Intervention Assistance Team. Cooperative staff are available for consultation and also contribute to statutory comprehensive evaluations and designing Individual Education Plans under the Individuals with Disabilities Education Act. Some students are eligible for individual accommodation plans under Section 504 of the Americans with Disabilities Act.

CLASSROOM PLACEMENT

Choteau Elementary School is committed to creating a positive learning environment for each student. The composition of a class is a significant element in the overall educational environment. We recognize the importance of matching students with teachers in a manner that emphasizes the strengths of each and contributes to growth of the class as a whole.

Current grade level staff will make student assignments to a 1-6 classroom and the principal based on the staff's yearlong knowledge of student ability levels, maturation, socialization skills, overall class size and balance and the teaching "style" of the teachers at the next level.

We also recognize that parents may have information about their child that merits consideration and may be relevant to a proposed assignment decision. In the event a parent has specific information about their child, which should be considered, they should contact Principal Chuck Gameon or their child's current classroom teacher sometime before the end of the year.

The school will make every effort to consider all relevant information presented, including specific parental concerns and requests. Classroom assignments remain the prerogative of the school principal and no guarantee is made for placing a student according to parental request.

ACADEMIC ELIGIBILITY — GRADES 5-6

Eligibility for extracurricular activities will be monitored every two weeks. Students in the elementary school do not receive traditional letter grades and the eligibility criterion is based on three areas: Attendance, behavior and academic effort and performance. The following protocols outline specifics for each area.

- Attendance – two or more absences or tardies during a two week period could result in ineligibility. If the days absent/tardy are for appointments or sickness they would be excused. Other factors would be taken into consideration as to

whether or not the days absent are allowable.

- Behavior – two or more discipline referrals in a two week period will result in ineligibility. This would include tune-up slips and/or pink slips.

- Academic Effort and Performance – students who have two or more missing assignments will be ineligible to participate in extracurricular activities. Effort on classwork and assessments will also be used to determine eligibility for our students.

Ineligible students will be allowed to practice.

Ineligible students will not be allowed to travel with the team until eligible.

PARENT-TEACHER CONFERENCES

Conferences will be scheduled three times during the course of the school year. Our scheduled conference days are October 18 (4 - 7 p.m.), October 19 (4 - 7 p.m.) and March 3 (4 - 7 p.m.). Conferences will be scheduled as needed and you will have the opportunity to meet with your child's teacher in a formal conference at least one time during this school year. We encourage you to maintain open communication with the teacher and to always communicate any concern regarding your child's education.

HOMEWORK POLICY

Homework is an important part of the academic programming at the elementary school, and we want to make it a positive experience for our students. Please communicate with the classroom teacher any issues you are having with homework.

Homework in kindergarten through third grade is optional with guided suggestions from the classroom teachers for reading and math. Fourth through sixth grade will consist of unfinished classwork and preparation for tests or projects at the discretion of the teacher. Homework Club will be available during school hours for students who cannot complete school assignments at home.

PERMISSION TO USE PHOTOS OR VIDEOS

During the year, students are photographed participating in class projects and events. These photos are used in district newsletters, brochures and other school publications. Class activities also may be videotaped and shown during special school events. Photographs of special events are also shared with our local newspaper for publication. Additionally, photos of classroom activities may be posted to our school's website. If you do not want any photograph or video image of your child to be shared in any of the above-mentioned forms, please contact the elementary school principal.

SCHOOL MESSENGER—PARENT NOTIFICATION SYSTEM

We can contact you regarding changes and emergencies using School Messenger several different ways: Phone call, text message and email. You should receive a form at the beginning of the school year to enter your contact information. If you have any questions or changes to your contact information, please contact the office.

PAX

The PAX Good Behavior Game® is a powerful evidence-based practice, consisting of proven instructional and behavioral health strategies used daily by

teachers and students in the classroom. This universal preventive approach not only improves classroom behavior and academics, but also provides a lifetime of benefits for every child by improving self-regulation and co-regulation with peers. Children, their families, teachers and society benefit for decades as a result.

DAWG EXPECTATIONS

Bob, the Bulldog, our mascot, helps us remember to “**Be Our Best**” every day. We use **DAWGS** to remind us how to be successful at school.

Do Your Best

Always Cooperate

Wear a Smile

Give Respect to All

Support Each Other

The children can earn “Dawg Bones” each month for meeting specific behavior expectations. The bones are collected and kept in a bucket. At the end of each month, the “Dawg Bones” are drawn at random to win a prize from the “Dawg House.”

CELL PHONES

Students in the elementary school may bring a cell phone to school. No cell phones/smart watches will be allowed in classrooms. Cell phones/smart watches must be turned off by 8:30 a.m. and placed in a lock box within their classroom during the morning opening routine. Cell phones/smart watches will be returned to the student during the dismissal process at the end of the school day. Should a student need to contact parents, they can use the classroom phone. If parents need to contact a student, please call the elementary office at 466-5364. Failure to comply with the expectations for cell phone/smart watches will result in confiscation of the cell phone/smart watch. Cell phones are strictly prohibited in the locker rooms and bathrooms.

PLAYGROUND EXPECTATIONS

1. **STUDENTS SHOULD NOT BE ON THE PLAYGROUND BEFORE 8:00 A.M.**
2. Musical instruments will be the responsibility of the student.
3. The following toys and equipment are not allowed at school: Rollerblades, skateboards, baseballs, bats or hockey sticks, pocket knives, slingshots and guns of any kind.
4. Students must enter and exit through designated doors.
5. The following playground expectations will be invoked:
 - Be respectful;
 - Use equipment appropriately;
 - Stay within the established boundaries;
 - Do not bring candy on the playground.Classroom teachers will explain all expectations (for the playground) in detail.
6. Report all problems to the teacher or the teacher’s aide who is on duty at the time.
7. Students may not leave the school grounds for any reason during the



Being Our Best at CES!

Classroom	Hallway	Cafeteria	Playground	Bathroom	Auditorium	Activities
<ul style="list-style-type: none"> *Take pride in your work *Be on-task *Give your best effort 	<ul style="list-style-type: none"> *File to the right *Lower your voice *Open a pathway *Walk 	<ul style="list-style-type: none"> *Clean up *Make healthy choices 	<ul style="list-style-type: none"> *Include everyone *Use equipment appropriately 	<ul style="list-style-type: none"> *Do your business *Appropriately *Wash *Go *Silently 	<ul style="list-style-type: none"> *Sit appropriately *Walk 	<ul style="list-style-type: none"> *Clean up *Be an appropriate fan
<ul style="list-style-type: none"> *Follow instructions *Work as a team *Share 	<ul style="list-style-type: none"> *File to the right *Lower your voice *Open a pathway *Walk 	<ul style="list-style-type: none"> *Sit appropriately *Use a 0-2 voice *Enjoy the company of others 	<ul style="list-style-type: none"> *Stay within boundaries *Follow instructions 	<ul style="list-style-type: none"> *Do your business *Appropriately *Wash *Go *Silently 	<ul style="list-style-type: none"> *Follow instructions 	<ul style="list-style-type: none"> *Follow instructions
<ul style="list-style-type: none"> *Be positive 	<ul style="list-style-type: none"> *Greet others with a smile *File to the right *Lower your voice *Open a pathway *Walk 	<ul style="list-style-type: none"> *Greet others with a smile *Use "Yes, please" and "No, thank you" 	<ul style="list-style-type: none"> *Positively greet others 	<ul style="list-style-type: none"> *Do your business *Appropriately *Wash *Go *Silently 	<ul style="list-style-type: none"> *Show you care with a smile 	<ul style="list-style-type: none"> *Smile! You are a Bulldog!
<ul style="list-style-type: none"> *Be an active listener *Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> *File to the right *Lower your voice *Open a pathway *Walk 	<ul style="list-style-type: none"> *Practice good table manners *Use appropriate table talk 	<ul style="list-style-type: none"> *Show good sportsmanship *Play appropriately 	<ul style="list-style-type: none"> *Do your business *Appropriately *Wash *Go *Silently 	<ul style="list-style-type: none"> *Applaud when appropriate *Use audience manners 	<ul style="list-style-type: none"> *Show good sportsmanship *Stand quietly for the National Anthem
<ul style="list-style-type: none"> *Help each other *Use encouraging words *Give compliments 	<ul style="list-style-type: none"> *File to the right *Lower your voice *Open a pathway *Walk 	<ul style="list-style-type: none"> *Help others 	<ul style="list-style-type: none"> *Encourage others to join *Say positive words *Offer assistance 	<ul style="list-style-type: none"> *Do your business *Appropriately *Wash *Go *Silently 	<ul style="list-style-type: none"> *Zero voice during performances 	<ul style="list-style-type: none"> *Watch the activity *Cheer for the Bulldogs!

D
Do Your Best

A
Always Cooperate

W
Wear a Smile

G
Give Respect to All

S
Support Each Other

- school day unless parents have made arrangements through the office.
8. Students must leave the building and grounds immediately after school and may not return until after 4:00 p.m.
 9. Students who are waiting for a brother or a sister will wait on the playground.
 10. Dress properly for the weather. Coats must be worn outside at the discretion of the classroom teachers.
 11. Younger siblings of school-age children are not allowed on the playground during the school day.

BULLYING POLICY

Choteau Elementary School is committed to a safe, respectful learning environment. Bullying, which is a form of harassment, is a major distraction from learning and has no place in a school setting. Bullying is defined as intentional, repeated threats or acts of physical, verbal (which includes oral, written, and electronically transmitted), or emotional abuse, or attacks on the property of another, which have the effect of (1) creating an intimidating, hostile or offensive learning environment, or (2) unreasonably interfering with an individual's educational opportunities.

Bullying may include, but is not limited to, taunts, slurs, name-calling, drawings, cartoons, ostracism, extortion of money, damage or destruction of another's possessions, rumors, jokes, demeaning comments, pranks, gestures, physical attacks, threats, hazing, teasing or gossiping.

Administrators shall notify staff, students, and parents that bullying in school, on school grounds, on the school bus, or at school-sponsored activities will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion. Law enforcement may be notified depending on the nature and severity of the conduct.

The following steps will be undertaken if bullying is suspected or if there is a complaint by a parent that his/her child is being bullied.

Stage 1

- Parents, children, or other members of the staff should inform the class teacher of incidents of perceived bullying.
- The classroom teacher investigates fully, listening to the view of all parties.
- The incident will be documented in a class behavior record. The teacher will monitor whether there is a pattern of incidences. If there is a concern, a copy of the incidents will be passed on to the principal.

Stage 2

- The principal will interview all involved parties and will record the incident in the behavior record book.
- The sanctions used against pupils who bully will depend on the seriousness of the offense but will, at this stage include removal from the location of the bullying.
- Parents of the victim and bully will be informed in writing of the incident and the action taken.
- When an incident of bullying occurs, parents and staff will agree on a timetable so that adequate time is given to the school to investigate and deal with any problems effectively and so parents know when they can expect a response.

Stage 3

- If incidents of bullying continue, both sets of parents will be asked to come into school and assist in remedying the situation, as well as developing a strategy to support the victim and the bully.
- A decision may be made at this stage to exclude the bully from certain areas of the school, or from school, for a fixed time period.

Stage 4

- If incidents of bullying still continue, external support may be sought. There will be meetings including the parents of the victim and bully, the classroom teachers, and the Intervention Assistance Team. Specific goals and objectives will be written into an intervention plan. This plan will be monitored and a follow-up meeting will be scheduled to report on the progress of the students involved.
- Disciplinary action will also be taken at this stage and could include suspension or expulsion.

At all stages, the school will keep full written documentary evidence that may include written evidence by the victim and bully, a record of letters sent home and telephone conversations with parents, disciplinary action slips, and written records from school staff.

We encourage all students to report any issues with other students to adults at school. If they do not feel comfortable reporting problems, they can tell parents and parents need to relay this information to school staff. Please encourage your child to report any instances of bullying as soon as possible.

Children who are not bullies or victims have a powerful role to play in shaping the behavior of other children. Teach your children to speak on behalf of children being bullied. The school will encourage all children to take a stand against bullying and we hope you will do the same at home.

DISCIPLINE

A YELLOW “TUNE-UP SLIP” will be written up and kept on file by the classroom teacher. For each of these slips earned, the student will miss the recess immediately following the incident. Should a child earn three of these in one 30-day period, he/she will receive an automatic **“PINK SLIP”** as the school considers this a major infraction. All students who receive a tune-up slip will be required to complete a think sheet. A think sheet makes the student explain the situation and why they received a tune-up slip. It also makes this student plan for a similar situation. Through this process we hope that all students will learn from their mistakes. Parents are not necessarily notified when students receive tune-up slips. If you would like to be notified, please contact your child’s teacher.

EXAMPLES OF MINOR INFRACTIONS INCLUDE:

1. Running in buildings.
2. Excessive noise.
3. Inappropriate behavior.
4. Not following directions.

A “PINK SLIP” will be written up for major infractions witnessed or verified by the supervising adult. These slips will be sent home with the student on the day the incident happens. It must be signed by a parent/guardian and returned

the following school day when the student will serve a one-half-hour, after-school detention. This one-day wait time is in respect for parents who may have to pick up their child from school. Should this Pink Slip not be returned, there will be a loss of recess privileges the following day and the student will serve detention. Threats of violence are taken very seriously at school. If a student threatens to harm another student, this will be an automatic pink slip and, depending on the situation, may result in suspension.

EXAMPLES OF MAJOR INFRACTIONS INCLUDE:

1. Fighting
2. Harassment
3. Obscenities
4. Insubordination
5. Unnecessary physical contact
6. Vandalism

This discipline policy will have been explained to students on the first day of class. Should questions arise after discussing the handbook with your children, feel free to call the school at 406-466-5364.

EXPECTED CONDUCT PRIOR TO BOARDING SCHOOL BUS

1. Be on time at the approved stop.
2. Stay off the road while waiting for the bus.
3. Wait for the school bus to come to a complete stop before boarding.
4. Do not run toward the bus in an effort to be the first one on.
5. Abide by school rules.

EXPECTED CONDUCT WHILE RIDING SCHOOL BUS

1. Follow the directions given by the driver.
2. Abide by school rules
3. Leave no garbage in the bus.
4. Keep arms and head inside windows.
5. Have the driver's permission to open windows.
6. Be quiet at railroad crossings.
7. Students may not board or depart at a stop other than their own unless requested by the parents.
8. No eating or drinking on the bus is allowed without permission from the bus driver.
9. Throwing items of any type is prohibited inside the bus.
10. Use emergency door for EMERGENCIES ONLY.
11. Sit in your seat at all times on the bus.

EXPECTED CONDUCT AFTER LEAVING SCHOOL BUS

1. Avoid rushing or pushing while unloading.
2. Before crossing in front of the bus, always watch for the driver to signal you.
3. Students will be left at their bus stops unless prior arrangements have been made.
4. Students should go directly from their bus stops to their homes.
5. **No child will be permitted to leave the bus if no one is at the stop to meet him/her unless prior arrangements have been made.**

While on or near the school bus, students will be expected to follow school rules. The bus driver will have the responsibility to maintain orderly conduct on school buses and will report misbehavior to the principal. Such reports will result in one of several consequences including:

1. Tune-Up Slips
2. Seat Assignments
3. Pink Slips
4. Revocation of riding privileges with the number of days to be determined by the bus driver and the principal.
5. Permanent revocation of riding privileges.

PROCEDURES DUE TO ADVERSE WEATHER CONDITIONS

Please prepare your child to be outside for recess each day. If the temperature or windchill is below zero, or if the principal deems it necessary because of weather, the students will have recess inside.

In the event weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the closing of the school will be broadcast over radio stations KSEN (1150 AM) and KZIN (96.3 FM) in Shelby and KMON (560 AM) in Great Falls.

Once school is in session and a storm moves into the area during the afternoon, the buses will run at approximately 3:40 p.m.; or they will not run at all.

Buses will not be dispatched early due to adverse weather conditions. If the weather is too severe to run the buses at 3:40 p.m., children will be placed in homes specified by parents. (All students who live away from town should have a designated "town home" in which they will be allowed to stay in the event they are not able to reach their own homes.) When it is impossible to run the buses during the afternoon, this announcement will be broadcast over the preceding radio stations; and an attempt will be made to notify each family on each route by telephone.

Students will be released to their parents when the weather is serious. Students are not to be released to anyone other than their immediate relatives or parents unless requested by parents. When the weather is severe and the buses do run, bus drivers will not permit a child to leave the bus if there is not a ride waiting at the bus stop.

IMMUNIZATION REQUIREMENTS

The 2015 Montana Legislature revised school immunization requirements for school attendance through the passage of House Bill (HB) 158. The law, signed by the Governor and effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox) and receive a booster of pertussis vaccine at 7th grade.

ACCEPTABLE INTERNET-USE POLICY

Parents must notify the office in writing if they do not want their child to use the Internet. Use of the Internet is a privilege and students may lose this privilege due to misuse.

PARENT VISITATIONS

Parents are encouraged to visit their children's classrooms at any time.

Visitors who wish to confer with a teacher must arrange for an appointment at a time outside of regular class hours. All visitors are asked to report to the main office to sign in and to get a visitor's pass before going to the classroom. Parents who are volunteering are asked not to bring their preschool or younger children with them at this time.

FIELD TRIPS

Field trips are a part of the academic program at Choteau Elementary School. Parents are often asked to attend field trips with their children. If you would like to accompany your child's class on a field trip, please contact his/her teacher. We ask that you do not bring siblings along on field trips and siblings will not be allowed to ride on the bus.

AMERICA READS

The America Reads Challenge is a way to help children read on grade level by the third grade. Choteau Elementary's America Reads program matches volunteer Reading Buddies with children. All volunteers are trained and meet with their Buddies two times per week for one-half hour tutor sessions. The program runs in two eight-week periods, in the fall and the spring. We ask that you do not bring young children when you are reading with your Reading Buddy. If you are interested in becoming a Reading Buddy or would like more information, please contact Chuck Gameon.

SCHOOL PRIDE

Choteau Public Schools take pride in our school and our activities. School pride is important for all persons in the Choteau School family. It instills the feelings of belonging and security. These feelings contribute to a positive and productive learning environment in school.

As a part of our pride and spirit at Choteau, we have chosen a school mascot and school colors. Our school colors are maroon and gold. Our mascot is BOB the BULLDOG. The bulldog symbolizes spirit and determination which are characteristic of the positive efforts of Choteau students, parents, and staff as they strive for the best educational opportunities available to them. Every Friday during the school year is a "spirit day." We ask the children to wear maroon and gold bulldog clothing and show off their school spirit.

SUPPLEMENTAL ACCIDENT INSURANCE

Choteau Schools has contracted with Northwestern Scholastic Insurance for a supplemental accident insurance. NOTE: This is only a secondary policy after the primary insurance has paid. This is for accident coverage only and not a health insurance. For more information, contact Choteau Elementary School at 406-466-5364.

STUDENT COUNCIL

Choteau Elementary recognizes the importance of student leadership. The Student Council contributes to the ongoing process of improvement. If your child is in grades 3-6 and they are interested in the leadership role Student Council provides, please encourage them to run for Student Council in the fall.

Student Council runs the "school store" that offers school supplies. The school store is open every Wednesday during lunch recess (11:15 a.m. to 12 noon).

ATHLETIC ACTIVITIES

Choteau Elementary Tennis is designed for girls grades 5-8 and takes place in August and September.

Choteau Elementary Football is designed for boys grades 6-8. Parents and students will be notified when this program will be starting this school year.

Choteau Elementary Basketball is designed for girls and boys grades 6-8 and takes place in the fall and winter.

Choteau Elementary Volleyball is designed for girls grades 6-8 and takes place during the winter.

Choteau Wrestling Club is a wrestling program designed for grades Kindergarten-4th grade students. This program usually takes place beginning the middle of February. This is a volunteer program.

Choteau Elementary Wrestling is designed for grades 5-8 and takes place in February and March.

Choteau Elementary Track is designed for girls and boys grades 6-8 and takes place in April and May.

Students must have completed physical and concussion forms in order to participate in elementary athletics.

ACTIVITY TICKET PRICES

A student activity ticket is \$50. Adult is \$100 and a family of four or more can purchase an activity ticket for \$200. Admission to a single event is \$5 for a student and \$7 for an adult. Activity tickets are good for all junior high and high school activities. Please hang on to your activity tickets and carry them with you as you will be required to show your ticket to be allowed into an event.

PARTICIPATION FEES

The Board of Trustees approved a participation fee for all extra-curricular/co-curricular activities with the exception of band/pep band. High school students must pay \$25 per activity with a cap of \$50 per family per year. Junior high students must pay \$15 per activity with a cap of \$30 per family per year. \$50 is the maximum for a family with both junior high and high school participants. All activities fees must be paid before a student will be allowed to participate in an activity. All families that qualify for free and reduced lunch will not have to pay any participation fees. Scholarships will be available for students and families to apply for if the participation fees are a hardship. Students will also have the opportunity to work concessions at an event to pay for their participation fees if the scholarship money is unavailable.

EARLY RELEASE

Students will be dismissed at 2:30 p.m. on the last day of every week, as well as six Wednesdays. The Wednesdays scheduled for early release this year are September 29, October 27, January 26, February 23, March 30 and April 27. There are also two 12:00 p.m. dismissal days this year on December 22 and January 14.

KINDERGARTEN SCHEDULE

Choteau Elementary offers all-day, everyday kindergarten and half-day kindergarten. Students who participate in the half-day program will be dismissed at 11:15 a.m. each day. All-day kindergarten will dismiss at 3:25 p.m.

TECHNOLOGY DEVICE USE GUIDELINES

When using a laptop computer, a Chromebook or an iPad:

- Use two hands when carrying your device.
- No food or drinks near the device.
- Use your device on a flat surface (desk or table).
- Use the existing background.
- Your profile image may be a picture of yourself or an avatar (both approved by your teacher).
- Use your school email only.
- Lower the lid of the laptop or Chromebook when your teacher is talking.
- Only visit the sites the teacher has assigned.
- Keep the sound on mute unless using headphones.
- Sign out, shut down, return to the cart and plug in your device using the appropriate cord when done.

TIPS FOR PARENTS

1. Read through this handbook with your child so everyone understands it. Please sign the slip below and return it to your child's teacher.
2. Please call the school if you have questions, 406-466-5364.
3. Write a note whenever your child has to vary his/her regular routine in terms of lunch, after-school plans, bus, etc. This protects your child and helps the school.
4. Report any severe changes in your child's physical condition to the school office as they occur.
5. If you change your residence or phone number during the school year, please report the change to the office.
6. We encourage parents to visit school often, but please check into the office first.

CHOTEAU ELEMENTARY SCHOOL TIME SCHEDULE 2021-22

Grade	School Begins	Morning Recess	Lunch	Class Resumes	Afternoon Recess	Dismissal
Full Kind.	8:20	10:15	11:05	12:10	1:45	*2:30/3:25
Half Kind.	8:20	10:15	11:15 Dismissal			
1-2	8:20	10:15	11:10	12:10	1:45	*2:30/3:25
3	8:20	10:15	11:15	12:10	1:45	*2:30/3:25
4	8:20		11:15	11:55	2:00	*2:30/3:30
5-6	8:20		11:15	11:55	2:00	*2:30/3:30

*Early Release

2021-22 ELEMENTARY SCHOOL CALENDAR

<p>Aug. 23-24 Teacher PIR days Aug. 24 Back to School Night Aug. 25 First day of school Aug. 27 2:30 p.m. release Sept. 3 2:30 p.m. release Sept. 6 Labor Day, no school Sept. 10 2:30 p.m. release Sept. 16-18 Homecoming Sept. 17 2:30 p.m. release Sept. 24 2:30 p.m. release Sept. 29 2:30 p.m. release Oct. 1 2:30 p.m. release Oct. 8 2:30 p.m. release Oct. 15 2:30 p.m. release Oct. 18-19 P-T conferences, 4-7 p.m. Oct. 21-22 Teacher PIR days, no school Oct. 27 2:30 p.m. release Oct. 29 2:30 p.m. release Nov. 5 2:30 p.m. release Nov. 12 2:30 p.m. release Nov. 19 2:30 p.m. release Nov. 19 End of 1st trimester Nov. 24-26 Thanksgiving Break, no school Dec. 3 2:30 p.m. release Dec. 10 2:30 p.m. release Dec. 17 2:30 p.m. release Dec. 22 Noon release Dec. 23-31 Christmas Break, no school Jan. 7 2:30 p.m. release Jan. 14 Noon release</p>	<p>Jan. 17 MLK Day, no school Jan. 21 2:30 p.m. release Jan. 26 2:30 p.m. release Jan. 28 2:30 p.m. release Feb. 4 2:30 p.m. release Feb. 11 2:30 p.m. release Feb. 18 2:30 p.m. release Feb. 21 President's Day, no school Feb. 23 2:30 p.m. release Feb. 25 2:30 p.m. release March 1 End of 2nd trimester March 3 P-T conferences, 4-7 p.m. March 4 2:30 p.m. release March 11 2:30 p.m. release March 18 2:30 p.m. release March 25 2:30 p.m. release March 30 Noon release April 1 2:30 p.m. release April 8 2:30 p.m. release April 15-19 Easter Break, no school April 22 2:30 p.m. release April 27 2:30 p.m. release April 29 2:30 p.m. release May 6 2:30 p.m. release May 13 2:30 p.m. release May 20 2:30 p.m. release May 22 High School Graduation May 27 Last day of school May 27 End of 3rd trimester May 28 Teacher PIR Day May 30 Memorial Day</p>
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DIRECTORY INFORMATION

Directory information is information that describes a student. Directory information includes, but is not limited to, the following data about a student: name, address and telephone, date and place of birth, activities, dates of attendance, height and weight, honors and photographs.

Examples of times when the school would release this information about students include, but is not limited to: roster for athletic events, honor roll, newspaper articles and pictures and listing of academic and athletic honors. If you do not want this information released, then please submit a signed note to either the high school or elementary office.

NONDISCRIMINATION POLICY STATEMENT

The Board of Trustees, Choteau School District #1, is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public educational programs and services, and individuals with whom the board does business.

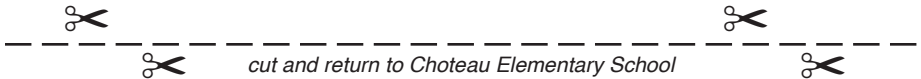
In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignments, and promotion of personnel; in educational opportunities and services offered students in their assignments to schools and classes and in their discipline; in location and use of facilities; in educational offerings and materials.

The board encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human-relations concerns to the administration and the board.

The board designates the following person to act as the district's compliance officer. All complaints regarding alleged violations by School District #1 should be addressed to:

Nondiscrimination Officer
Choteau Public Schools
Choteau, Montana 59422
(406) 466-5364

Complaints will be processed according to the grievance procedure outlined in board policy.



SIGN-OFF SHEET

After you have read the Handbook with your child, please sign this form, date it and return this portion to the school as soon as possible. Thank you

Parent Signature

Student Signature

Date

Student Signature

Student Signature

Student Signature

