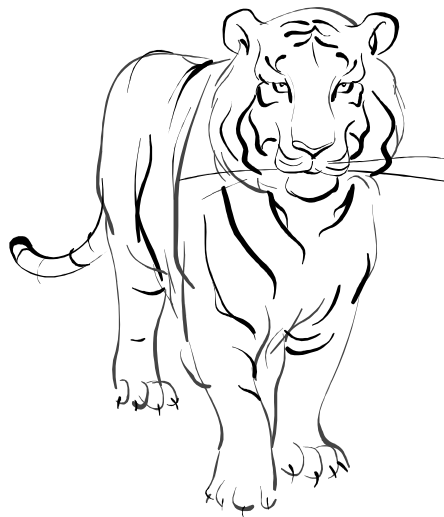


ST. REGIS SCHOOL
ELEMENTARY
STUDENT/PARENT
HANDBOOK
2010-2011



“Creating Learners and Leaders For Life”

PLEASE READ THIS HANDBOOK WITH YOUR STUDENT. TEAR OFF, SIGN, AND RETURN PAGE 18 TO CHILD'S TEACHER AT ST. REGIS ELEMENTARY SCHOOL.

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WELCOME TO ST. REGIS ELEMENTARY

The staff at St. Regis Elementary is dedicated to offering a sound educational learning environment where all students are valued and respected. We believe that is important for students to feel positive about themselves and to experience success in school.

Students and their parents play a vital role in the overall success of all school programs. The staff would like to encourage parents to become actively involved with their child's program, both at school and at home. Parental support is important with homework, mastering skills, projects, or just listening to your child read. Classroom teachers would also appreciate parents' and grandparents' help as volunteers in the classroom.

As students, you need to play an active part in your own education. Your job is to work hard, come prepared, be confident, feel good about your successes, follow all school rules, and have fun. You will not only work independently but also as part of small and large groups. Therefore, your cooperation with and support of your peers is expected. You have an opportunity to gain an education that is vital to your success in the future as adults. This is a privilege that not every young person in the world is afforded, so put forward a good effort and take advantage of your education.

Take some time to read over and discuss this handbook. All of the information in it is important for you to know and understand. Keep your handbook in a location that is handy and can be reviewed periodically. By signing the form on the last page, you are agreeing to uphold and follow the information contained within this handbook while you are enrolled at St. Regis Elementary School.

ATTENDANCE

Thank you in advance for getting your children to school on time daily. Children must be in school regularly to feel a part of their class, progress their learning, keep current on projects and learning, and make the most of their education. St. Regis School District attendance policy states that if a student is absent more than twelve days, that student will not receive credit unless there are extenuating circumstances. Examples of acceptable extenuating circumstances could be a student was in an accident and had to be in the hospital or was sick on many occasions and went to the doctor. We will be checking student attendance records every four and one half weeks and sending out letters to parents to alert them of a problem. If a student misses too many days the student and parent will be asked to meet with the school's attendance committee to try to rectify the problem. The School District is required to notify the County Attorney when student attendance becomes a problem.

1. Regular and punctual attendance at school is necessary to facilitate the learning process and to develop habits of punctuality, self discipline, and responsibility.
2. It is the responsibility of the student to get all missed work from their respective teachers. If a test/quiz or homework is missed while out of school please review your teachers' classroom rules/procedures
3. Students with frequent absences from school miss out on a large part of the skills necessary for moving on to other materials. An absence of these skills may result in the inability of a student to move ahead to the next skill level or possibly even the next grade.
 - a. Excused Absence- Absences due to illness, a death in the family, doctor/dental appointments, injury or other normal, reasonable circumstances are excused. Our program depends on regular attendance for the sequential development of readiness skills.

We do not encourage children to miss school for family vacations

- b. Unexcused Absence- If no note or phone call is received from the parent/guardian, the absence will be marked as unexcused. Failure to make up missed work will result in loss of credit for work skipped, at the discretion of the teacher.
- c. If at any time a student must leave school during the day, advance parent/guardian authorization is required. When a student is leaving early, they must be signed out in the office.
- d. To reward students who attend school regularly, we recognize perfect and faithful attendance. Perfect attendance is awarded to students who have been in class every day, from the beginning of the day to the end of the day. Faithful attendance is given to those students who have two or fewer

full day absences. Students with unexcused absences will not be eligible for an award.

e. **ATTENDANCE REWARDS SYSTEM-**

- At the end of the first semester students with **less than three absences** will receive recognition and/or rewards.
-
- At the end of the second semester students with **less than three absences and less than six absences for the whole year** will receive recognition and rewards.
- At the end of the second semester any students with perfect attendance for the year will receive a twenty-five dollar gift certificate from a local business or a twenty-five dollar check.

BICYCLES

A bicycle rack is conveniently situated near the school building. If a student rides a bicycle to school, it should be locked in the rack and may not be ridden during school hours. The school district will not be responsible for damaged or lost bikes. Bicycles must be walked until they are past the bus loading zone. A bike helmet should be worn when riding to and from school for your child's safety.

BUILDING RULES

- 1) Come to class prepared with text books, assignments, and materials necessary to complete school studies.
- 2) Arrive on time. Be seated and quiet, ready to work at the time of the bell.
- 3) Treat peers with respect.
- 4) Treat staff with respect.
- 5) Be quiet at appropriate times. This includes the regular classroom, library, music, PE, lunchroom, assemblies, and hallways.
- 6) Respect the property of others.
- 7) Respect school property.
- 8) Avoid physically harming others. Settle conflicts appropriately. Ask for help from teachers and Principal when needed with conflict. No fighting, wrestling pushing, or hitting.
- 9) Use appropriate language.
- 10) Follow lunch time rules.
- 11) Follow playground rules.
- 12) Move through building in an orderly fashion. No jumping up and hitting or hanging on door jambs, doors, pipes, shelves, or any other objects.
- 13) No wearing of hats in the building until after 4:00.
- 14) No energy drinks allowed at school.

BUSING

The bus ride to and from school can set the tone for a student's day and it is our feeling that the tone should be one that is positive. It is the responsibility of every rider to be courteous of fellow riders and the driver. Riding a school bus is a student's privilege, not his/her right; therefore, appropriate riding behaviors must be displayed.

District Rules for Students Riding School Buses Are:

- A. The driver is in full charge of the bus and pupils. Students must obey the driver promptly.
- B. Student shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities.
- C. Unless by written permission of school authorities, no student shall leave the bus except at his/her regular stop.
- D. Each student **may** be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal or driver.
- E. Outside of ordinary conversation, classroom conduct must be observed.
- F. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows. To help keep the bus clean, no eating or drinking is allowed on the bus.
- G. No student will smoke or light matches on the school bus.
- H. No student will open a window on the bus without first getting permission from the driver.
- I. No student shall, at any time, extend their head, hand, or arms out of the windows whether the bus is in motion or standing still.
- J. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, and straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus except for "seeing eye" dogs.
- K. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- L. No student will be allowed to talk to the driver more than necessary.
- M. No student shall sit in the driver's seat, nor shall any student be to the immediate right of the driver.
- N. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
- O. Students must leave the bus in an orderly fashion and must not cross the highway or roadway until given consent by the bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
- P. Students must cross the highway or roadway only in front of the bus and never behind it.
- Q. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to be at the bus stop before the bus arrives.

- R. Self-discipline should be exercised by students at the bus loading areas. Students should refrain from pushing and shoving other students. All school rules apply at bus stops.
- S. Students, who have to walk some distance along the highway to the bus loading zone, where practical, must walk on the left-hand side facing the on-coming traffic. This will also apply to pupils leaving the bus loading zone in the morning or early evening.
- T. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- U. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drill, will be followed.
- V. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- W. Students traveling on a school bus to any "away" activity, including field trips and all sporting events, are expected to ride the bus both to and from the event. A student will be released to a parent or relative if there is a note submitted to the Principal or designee prior to their release from the activity. If anyone other than a parent or relative wishes to transport the student from the "away" activity, it must be approved by the Principal or Superintendent prior to leaving for the event with parent note.
- X. Students may not leave the bus at any transfer point if the bus they are on continues to school, or to the school of destination, without permission from the bus driver or an advisor with parent note.
- Y. Students at transfer points will give the same respect and attention to adult supervisors/chaperones as bus drivers and teachers.

Students, who are unable to display appropriate behaviors and are written up by the bus driver, will meet with the Principal and be put on a step of the building discipline program. Depending on the severity and frequency of infractions, a student could lose his/her bus riding privileges for not less than a day.

CARE OF BOOKS

Each St. Regis Elementary student is expected to take proper care of the textbooks and workbooks given to them for their use during the school year. Students will be fined for lost or damaged books. If a student should lose their workbook, they will be required to purchase a new one. If it is necessary to order a workbook, the student will be billed for copies made to keep them up in their studies.

CARE OF SCHOOL PROPERTY

- 1) **Be proud of your school!** Show pride by taking care of school equipment and books, and by keeping the grounds and building free of litter. Students will be

required to pay for any damage they do. Serious and malicious vandalism is reason for possible suspension or expulsion.

- 2) The following procedure will be followed should there be malicious damage to school property:
 - a) Student and parent will be contacted and confirmations of the damage determined.
 - b) Assessment and cost of the damages will be determined and a bill will be submitted to the parent/guardian, who will have 30 days to pay for the damages.
 - c) If payment has not been rendered or other arrangements made within the required time frame, the incident will be turned over to the Superintendent and the police.

DISCIPLINE POLICY STATEMENT AND PROGRAM

So that each student is insured a safe, positive, and productive learning environment, our discipline policy will be strictly, but fairly enforced. Careful consideration of each particular incident will include:

- *Seriousness of offense
- *Due process
- *Student's age
- *Frequency of misbehavior
- *Student's attitude
- *Effect or potential effect of the misbehavior on the school environment

Consequences can include

- *Student/administrative conference
- *School lunch detention
- *Out-of-school suspension (student receives a zero for all work missed)
- *Expulsion

Parent conferences may occur at any time during any of these consequences.

The philosophy of the discipline program at St. Regis Elementary is based on the belief that all students have the right to learn in a safe and orderly environment. The program is positive, fair, and consistent. Students must be taught expectations, and be provided alternative methods for correcting behavior. The program recognizes and reinforces students using appropriate behavior.

St. Regis Elementary has several methods of acknowledging students who are well behaved. Individuals can be recognized through good behavior slips and tokens from their teacher, and special drawings for assorted prizes.

Consequences for inappropriate behavior are consistent, fair, and implemented in a progressive step plan. The esteem and integrity of the student is very important in the discipline process.

Bullying

The nation and schools in the State of Montana are focusing on bullying in schools. We will be addressing bullying as it occurs.

- Bullying involves behavior targeted to a specific victim.
- Bullying is inflicted on a victim repeatedly and over time.
- Bullying can be inflicted to another's body, property, self-esteem, or social acceptance.
- Bullying requires an imbalance of power between the bully and the victim which may be displayed through might, intelligence, economics, verbal, or social skills.

DETENTION

Students assigned to morning recess detention and/or noon detention may be assigned the following: sit quietly without materials, complete a written plan of improvement, do homework not completed, work on written material related to building expectations, and if appropriate behavior is not satisfactory during detention, the next step on the discipline program will be initiated.

DRESS CODE

Clothing should be modest and not disruptive to the learning process. The wearing of garments advertising or condoning the use of alcohol, tobacco, drugs, or displaying inappropriate slogans will not be allowed. Appropriate shorts are permitted. Shorts, skirts, and dresses, need to be below the fingertips when the arms are hanging. No cleavage or midriff can be showing. If a staff member feels a top is inappropriate, the student will be asked to report to the office for a cover-up.

EMERGENCY DRILLS

St. Regis School District Policy mandates that fire drills be held periodically throughout the year. These drills are to be taken seriously. Every student is expected to follow the emergency exit procedures in each fire drill. Every time the fire alarm sounds, they are to follow the directions of the teacher in charge. Failure to comply with instructions will result in a referral to the principal's office. Periodic non-fire emergency drills will also be conducted throughout the school year.

FIELD TRIPS

The students participate in a number of field trips throughout the year, both locally and out of district. To attend a field trip a student must have a signed field trip permission

slip submitted to the staff member in charge. On trips that require a sack lunch, drinks must be in non-breakable containers. Parents acting as chaperones are asked not to bring other children along.

HEAD LICE

Upon verification of head lice or nits by school personnel, student will be excluded from school. Parents will be notified, given school literature regarding treatment and notified of the district's "no nit" policy.

After being treated at home, students returning to school will be checked for nits by designated school personnel; i.e., principal, secretary, teacher, etc., before being allowed to re-enter class.

If nits are still present, students will be sent home again for removal of all nits. If there is no phone or if the school is unable to reach a parent or guardian;

- They may contact the emergency number and person identified by the parent.
- They may have a staff member take the child home if someone is at home.
- The child will remain at school in a supervised area out of the classroom if no adult can be contacted. The Principal will send his/her personalized letter home with the student outlining policy and expectations.

HOMEWORK

Homework can be a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and good working habits. After school tutoring and homework assistance will be provided with transportation from school to home. Each teacher is responsible for their own homework completion policy, it is the student's responsibility to understand and follow that policy.

Homework may be assigned for one or more of the following purposes:

- 1) Practice -- to help students master specific skills which have been presented in class.
- 2) Preparation -- to help students gain the maximum benefits for future lessons.
- 3) Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations.
- 4) Creativity -- to require students to integrate many skills and concepts in order to produce original responses.
- 5) Mastering Essential Learning Skills.

The quantity and frequency of homework assignments will be left to the discretion of individual teachers and may be previewed by the Administration.

ILLNESS DURING THE DAY

A student who becomes ill during a class should, after being dismissed by their teacher, report to the office immediately. The student can then request the office to contact an adult who will be responsible for the student should he/she leave school. An adult picking up an ill student must check in at the office and sign out the student before removing the student from school. If a student needs to lie down, they can do so in the nurse's room, but for only a 15 minute period, then they need to either go back to class or call for someone to pick them up.

LIBRARY

All students have an opportunity to visit the library. Students are allowed to check out up to two books a week providing they are prompt in returning their books. Students will have to pay for lost or damaged library books or forfeit their privilege to check books out from the library the following year.

LOST AND FOUND

Please check with the office if your child loses something. Items that are left at the end of the year will be donated to charity or discarded. If articles are left in the locker room they will be put on a hallway table for two days, after that will be offered to other students.

LUNCHROOM MANNERS

1. Children who want milk, breakfast or lunch are to proceed through the meal line.
2. Children are expected to be well-mannered and to refrain from pushing, shoving or being boisterous in the lunch room. They may talk quietly to each other while eating. Each child is responsible for his/her own place at the table. No trash should be left behind on the table or floor. It is the responsibility of all students to help keep the lunchroom clean. Students are expected to cooperate with the faculty members in charge. Students may be asked to pick up trays and/or debris left behind.
3. Food and beverages obtained in the lunchroom should be consumed there. No food is to be taken from the lunchroom. Breaking this rule will result in disciplinary action.
4. Students not following lunchroom rules will receive disciplinary action.

MEDICATION POLICY

All medications brought to school must be checked into the office and kept there until administered. If your child comes to school with headaches, a toothache or similar

problems that may require some kind of pain killer, you may bring the medication in the original container to the school office. Medication will be administered to students by school personnel *only* with proper authorization. Proper authorization is defined as a written permission from a parent/guardian on a medication authorization form. When prescription medications *must* be administered at school, written instruction from a physician on a medication authorization form must accompany the medication. **ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER** The medication authorization forms are available at the school office.

If medication is needed, it must come from home.

MUSIC

We are very fortunate to be able to offer St. Regis Elementary students a quality music program. These sessions are a part of the regular curriculum and students are required to participate. Our Band program is for fifth through eighth grade students. Music programs during the year include the winter program in December and a parade and/or spring concert. All students perform during these events.

PARENT-TEACHER CONFERENCES

Parent- teacher conferences provide an opportunity for the parent and teacher to discuss strengths and needs of the children. It is important for the student that both the parent and teacher are honest, friendly, and open to sharing information about the child's progress and behaviors at school, as well as their reactions at home to school.

At the end of the first and third quarters, two half days are set aside to conference with the parents. If you would like to conference with the teacher at other times during the year, please feel free to contact them for an appointment. This is important because teachers have other responsibilities and obligations during their non-contact student time.

PATRIOTISM

As required by law, we show our respect toward our country by saying the Pledge of Allegiance and/or participating in other patriotic activities on a daily basis. If your child is not able to observe or take part in these events for any reason, please let us know.

According to Montana State Law 20-7-133(04) which states; "Any student or teacher, who for any reason, objects to participating in the pledge exercise must be excused from participation"

PERSONAL ITEMS

For the protection of a student's personal belongings, it is not permissible to bring items such as walkmans, portable stereos, remote control cars, skateboards, toys, etc. to school. The school will not be responsible for lost or damaged items that do not belong at school.

If a student needs to bring such an item to school for a project or sharing, prior approval from the teacher is required. The parent needs to drop off and pick up the items. The school provides locks for student lockers at **NO COST** for students if they aren't available from home. If not returned at the end of the year, students will be fined \$7.00.

PHYSICAL EDUCATION

Students are required to participate in the PE program at St. Regis Elementary. Students **are required to have a pair of gym shoes that are to be worn only indoors.** Activities throughout the year are intended to offer physical exercise, build skills in different sports areas, learn new games, build individual confidence and cooperation as a team, to teach sportsmanship, and develop healthy life styles in our students. Again, locks are provided at NO COST to students for their gym lockers also, these can be obtained from the principal.

PLAYGROUND RULES

1. Help everyone enjoy recess time. No rough behavior, name calling, or foul language allowed.
2. Use all play equipment as it is intended. No jumping on or off the slide. No walking or running up the slide. Slide down facing forward and sitting. No sliding down support poles.
3. Wait your turn. No pushing, no cutting in lines, etc.
4. Respect others. No take-away games, pulling or tugging games, or pulling on clothing.
5. No re-entering school building or leaving play area without explicit permission of the adult playground supervisor.
6. No throwing rocks or snow.
7. No climbing trees or fences.
8. No double swinging. Swing only straight forward and straight back. No jumping out swings.
10. Touch football only. **NO TACKLING!**
11. No throwing or kicking balls near any building or at the buildings' windows.
12. Respect all private property around school grounds.
13. Hard baseballs are not allowed at school.

RETENTION

Retention in any elementary grade will be based upon recommendation of the teacher in consultation with other staff members, parents and the principal. Considerations will include the following and are not based on any one item:

1. Student has not met academic requirements for promotion.
2. Emotional development/maturity will make social adjustment or academic success unlikely in the next grade at this time.
3. New and varied experiences, as opposed to a repeat of experiences and material, can be provided through retention.
4. Chronological age and physical development that could cause future difficulties.
5. Social adjustment can be made in the new peer group.
6. There is reasonable expectation that retention will successfully meet the need of the student.

Parents and the Principal are to be notified in a timely manner, allowing time for due consideration and discussion.

1. End of 1st semester-initial notification of possible retention.
2. End of 3rd quarter-tentative decision.
3. Two weeks prior to closing of school-final decision on retention status.

SAFETY

1. Unsafe conditions and/or practices shall be reported to the Principal.
2. All accidents are to be reported to the Principal and/or office immediately
3. No students are to be in the school building outside of regular school hours without proper adult supervision.
4. Students not walking or riding a bus must be picked up immediately following school dismissal.
5. Students will be allowed to leave school only with customary transportation arrangements unless the school has a note from the parent/guardian stating otherwise. However, in emergency situations, a phone call from parents will be accepted.
6. In order to insure the safety of all students, running in the halls is strictly forbidden. Any student observed running in the halls will receive disciplinary action.
7. Families should have their own insurance policy in case of accidents. Call the school for information regarding school accident insurance.

SCHOOL BREAKFAST AND LUNCH PROGRAM

St. Regis Schools offers a no cost breakfast to all students. Lunch prices for grades K-6 students are \$.75 for regular priced meals, and \$.40 for reduced priced meals.

Elementary Breakfast Schedule: (Times approximate)

K-6th Grades- Rotation begins at 8:30

If a student has already eaten or does not wish to eat, they will be asked to sit at the table.

SCHOOL VISITORS

Permission must be obtained from the office for visitors during regular hours. Visitors are welcome at St. Regis Elementary, but we request that:

1. Prior to the day of the visit, visiting student to classrooms must be approved by the Principal and teachers of whose class they will visit. For safety reasons, all visitors report to the office.
2. Visitors to the school must abide by the same rules or conduct and behavior as St. Regis Elementary students.
3. Adults visiting the building to volunteer, visit a teacher, check out or talk with a student, or observe a classroom or activity must check in at the office before going to the classroom.
4. Elementary doors are locked at the beginning of classes, so all visitors must enter through the High School doors and check into the office at that time.

SNACKS

There will be an opportunity during a break for students to eat a snack that they have brought from home or have been provided by the school. No energy drinks will be allowed in school.

The snacks will be one of a healthy nature. Please do not send candy for your child's snack or in their lunch.

SUPPLIES

A school supply list for your child's classroom is available from their teacher or the office. Please be sure to keep these items replenished throughout the year. Please contact the school if you need assistance.

TARDINESS

It is important for students to be in their seat and ready to begin classroom activities in a timely manner. Students must be in their seat ready to work when the bell rings or they

will be marked as tardy. If a student makes a habit of being tardy, parents will be asked to attend a conference with teachers and/or administration.

TELEPHONE MESSAGES

Telephones at the school are for business use only. Students are not allowed to use the phones in the classroom, but may use a office phone with permission. Messages will be taken in school office in case of an emergency and the message will be given to the student. After school arrangements must be made before the student leaves home in the morning. **NO CELL PHONES ARE ALLOWED IN THE CLASSROOMS, BATHROOMS, OR LOCKERROOMS. IF A STUDENT HAS A PHONE IN THESE AREAS IT WILL BE CONFISCATED.**

VOLUNTEERS

It is recognized that a valuable contribution to the total school program is made through the volunteer assistance of parents and other citizens. We welcome and encourage anyone who would like to come and help at the school. **For safety reasons, all volunteers are required to get fingerprints and undergo a background check.**

There are a number of activities that volunteers can participate in to help out the classroom and school. Some suggestions include:

1. Bulletin boards
2. Preparation of materials for Art, Science, projects, etc.
3. Newsletters
4. School activity supervision
5. Playground supervision with a staff member
6. Instructional activities such as monitoring math, listening to reading progress, assisting with projects
7. Sharing your own hobby, interest, or craft
8. Field trip chaperone

A volunteer in the school must remember that confidentiality is important. Please do not discuss the performance or actions of students with anyone except the teacher or Principal, and refer to a regular staff member for final solutions to any student solutions that might arise. When volunteering in a class room we ask that the parents do not bring other children along.

St. Regis School
Drawer 280
St. Regis, Montana 59866
Phone 406-649-2311 Fax 406 -649-2788

Dear SRS Parents and Students:

We welcome you to St. Regis School for 2010/2011 school year. We look forward to working with you by offering rewarding experiences filled with challenging academics and fun activities. The information enclosed should answer most of your questions regarding school rules and policies. Please review them closely, particularly the pages on dress code and school discipline.

After you have read this material, please sign the slip below and have your child return this page to his/her first hour teacher. Thank you in advance for working together for the safety and academic success of all students. If you have any questions, please feel free to contact us.

Sincerely,

Tammy Demien
Principal

Patrick Low
Superintendent

Student's signature Date

Parent's signature Date