

Welcome Parents/Guardians,

We are delighted that you have entrusted the Rocky Boy Elementary School with your child's education. For your child's academic success, we need you to be part of the team effort to help prepare your child to learn and grow.

Your child needs your support and understanding of the policies necessary for a safe environment, where your child may flourish.

Please read the Student Handbook and sign below on the signature line. Your signature ensures that you are familiar with Rocky Boy Elementary School policies and procedures.

Please pay special attention to the Attendance and Tardy Policies. Should you have any questions concerning the Student Handbook, please contact the Principal to clarify your questions.

Please sign below when you have read the Student Handbook and return this page to your child's classroom teacher.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

# Rocky Boy Elementary School

## Field Trip Permission Form School Year 2019-2020

Dear Parents/Guardians:

At Rocky Boy Elementary, we use one permission slip for all field trips. Teachers will send a note home prior to each field trip with information concerning the trip. This permission slip will allow your child to attend any and all trips planned during the 2019-2020 school year. You are more than welcome to take pictures of your own child, but we request that you do not take pictures of other students to post on social media sites. Please sign and return the permission form below.

Thanks,

Rocky Boy Elementary Staff

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

My child, \_\_\_\_\_, has

permission to attend field trips with their class or trips pertaining to other school functions (quarter incentive trips, etc.) for the 2019-2020 school year.

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Name Signed

\_\_\_\_\_  
Date

# Rocky Boy Elementary School

K-6 Student Handbook



“Love one another and help one another.”

## **Rocky Boy School Philosophy**

We believe the Owner, Maker of All Things, put us on our Mother Earth to respect and be kind to one another in our relationships to all things and to all people.

The Great Holy Being told the Old People long ago that all people and all things are different branches but on the same tree.

We are told that in our daily lives we must do these things.

Respect Mother Earth and all things that live here.

Respect the Elders, our Mothers, and our Sisters

Love one another and help one another.

Pray in a good way to the Creator that we might get the power to help one another and to respect one another for our differences.

Be truthful and respectful in our speech, which in itself is a miracle and a gift from our Creator, that we might use it only to speak good of each other and to pass on the good things in life.

Remember that everything created on Mother Earth is useful, has a purpose and was put here for a reason. Nothing should be abused that has been created.

Remember that all things have life, all things are related and that all things are perfect as they have been created; wind, fire, water, rocks, animals, crawlers, birds, plants, the moon, the sun, and humans.

Remember that the earth was created for everyone and everything and that we are not to selfishly claim it. We are all to share the good things in life so that we may all live in harmony.

Realize that we as human beings have been put on this earth for only a short time and that we must use this time to use our minds to gain wisdom, knowledge, respect and understanding of all human beings since we are all brothers.

Be humble and respectful before the Creator every day and give thanks for putting us here on earth.

Always be respectful of life. We are not to kill our fellow man.

Remember that all of us as Elders of the Tribe, Grandparents, parents, and relatives are the people most responsible for the education of our children, about our beliefs and how to live in this world. We are responsible for educating them to acquire the understanding, knowledge, wisdom, and respect for Mother Earth and Everything that inhabits her.

In view of these teachings and beliefs of the Chippewa-Cree Tribe, we declare it to be the natural and inherent right of Tribal members to control and determine the educational goals of our children.

The Rocky Boy School is committed to the hiring of teachers and other staff members, regardless of race and cultural beliefs, to assist us in carrying out the goals and philosophy of education for our children. We firmly believe that exposure to knowledge of other people and beliefs different from ours will only be of help in advancing their over-all educational achievement.

We believe in the uniqueness of the individual and want our children to have deep respect for each other and for those things and people who may be different from them. We believe that racism and prejudice in any form is useless exercise for the human mind because it only breeds hatred, misunderstanding and unhappiness; it ignores the realities of the world because there are different people and beliefs which have a right to exist as long as theirs does not attempt to do away with our way of life.

We believe that the Rocky Boy School must reflect the Indian people's past and future way of life. For this reason, the teaching and learning experiences to which the children are exposed to will include our language, culture and heritage as well as that of American in the English language. The Rocky Boy School will be a bicultural school.

The learning experiences offered to the students and adults will enable them to explore and choose among different learning experiences which will aid in their development as persons with pride and self-esteem, capable of relating to, understanding and functioning in their Tribal environment, and the world around them.

The Rocky Boy School is open to all people because we have been taught that we are to greet people in a good way no matter who they are or where they come from.

The Rocky Boy School recognizes that in the school the teacher has the most immediate effect on learning and is therefore committed to hiring and retaining those teachers who are committed to its philosophy and goals.

We recognize that learning is a life-long process and we, therefore, are committed to acquiring, developing and implementing educational programs that will meet the individual's special needs from birth to old age.

### **Friendly Tips for Student Success**

Develop a structured, nightly routine with a set bedtime. Elementary children are developing at a rapid rate and require lots of rest; usually anywhere from 9 to 12 hours of sleep a night.

Children need to be in school every day to receive instruction and daily practice of skills to become proficient. Excessive absences and tardiness have a negative effect on children socially, emotionally, academically, and behaviorally. They need a sense of belonging.

Parents and family members should read to their children. It is equally important to talk with children about the world around them and listen to your child's concerns, feelings, and observations.

Communicate with your child's teacher often.

Communicate with the school anytime you have a question or concern. Let's work together as a team to solve any issue that arises!

The Rocky Boy elementary staff will support Every Child, Every Day!

## **School Day**

Rocky Boy Elementary classes start at 8:20 AM and end at 3:15 PM. The campus opens and student supervision begins at 7:45 AM. Students will receive a 30-minute lunch as well as recess time. Student lunch times are Pre-K and Kindergarten 11:00-11:30, 1<sup>st</sup> Grade 11:25-11:55, 2<sup>nd</sup> Grade 11:20-11:50, 3<sup>rd</sup> Grade 11:15-11:45, 4<sup>th</sup>-6<sup>th</sup> Grades 12:25-12:55. Recess times will be posted as they are scheduled.

## **Attendance, Tardiness, and Truancy**

Regular, consistent, and punctual attendance is important for the success of your child at Rocky Boy Elementary. Classes begin at 8:20 AM. Your child will need to check in with the office if they are tardy for school. A tardy day is considered from 8:21 AM – 8:59 AM. At 9:00 AM it is considered as a half day absence. The school day ends at 3:15 PM. If a student is checked out early, it is considered a half day absence if they are checked out before 2:30 PM.

If your child is absent, please call and notify the school by 8:30 AM. If a student is marked absent and the school is not notified, the school will be calling parents/guardians about the student's absence. If students accumulate unexcused absences, letters will be sent home at 3, 6, and 8 unexcused days. At 6 unexcused days, the school will attempt to conference with the parent/guardian to ensure that unexcused absences do not continue to accumulate. If unexcused absences continue to accumulate even after attempts to remedy the situation, an affidavit will be filed with Tribal Courts and/or Social Services may be contacted, depending on the situation. Absences may be considered excused for illnesses, medical/dental appointments, cultural reasons, funerals, or other reasons deemed appropriate by the principal. Planned absences (trips, etc.) are not excused absences. If a student is absent due to illness for more than 3 consecutive days, a doctor's note will be required to excuse the student's absences. If a student has an attendance rate less than 80% in a quarter, future possible excused absences may be marked as unexcused unless proper documentation is given to the school. Students who accumulate in excess of 12 absences per academic year will be considered for retention, unless the student tests at grade level. We encourage you to get your child to school, on time, every day to ensure a successful school year.

## **Attendance Incentives**

Students who have perfect, near perfect, or show a marked improvement in attendance will be eligible for recognition and incentives. On Wednesdays, we will have the weekly attendance incentive. Students that were here every day the week before will be eligible to spin the attendance wheel and receive whichever prize that the wheel lands on. Five (5) students' names will be drawn from the pool of potential students every week. Students who either have monthly perfect attendance or a marked improvement in attendance from the month before will be eligible for incentives (extra gym time, extra recess time, etc.) and recognition as well. The school holds quarterly incentive trips for students that not only miss less than 2 days (including excused and unexcused full day, half day, and tardy days), but have also not received an office referral for the quarter. Incentive trips in the past have included going to the corn maze in Vaughn, skiing at Showdown, jumping at Flippin Family Fun in Great Falls, swimming at the Havre Community Pool and eating pizza afterwards, and watching a movie at Cottonwood Cinema in Havre.

## **Universal Student Expectations**

We strive to create the best learning environment for students at Rocky Boy Elementary. Students will be taught the universal expectations which are:

- Be Safe
- Be Respectful
- Be Responsible
- Be a Learner
- Be a STAR

We want to make sure that all students at Rocky Boy Elementary receive the best education that we can give them in a safe, caring, and supportive environment. Students are required to follow the universal expectations in all common areas and classrooms. Students who follow the universal expectations and show appropriate behavior will be rewarded with praise, STAR tickets, or a variety of other incentives from school staff. There will also be school wide positive behavior incentives periodically throughout the school year. If students are not able to meet the universal expectations, they are expected to be honest and accept responsibility for their actions as well as consequences for their behavior as given by school personnel.

### **Student Expectations in the Classroom**

Classroom expectations fall in line with Universal Expectations. Classroom expectations will be taught and retaught to students as necessary. Reminders and redirections will be given if students are unable to follow classroom expectations. Inappropriate behavior should be used as an opportunity to reteach appropriate behavior. Students who are continually unable to follow expectations in the classroom will be given a Think Time. Students who receive a Think Time will spend a short amount of time in another classroom with another staff member reflecting on their choices and behavior as well as how to remedy the situation. If a student accumulates a second Think Time in a day, parents will be notified by the classroom teacher. If a third is accumulated in a day, a student will be referred to the Dean of Students or Principal. Students that show major disruptions or behavior issues will be sent directly to the Dean of Students or Principal.

### **Student Expectations in Common Areas**

Students are expected to follow the common area expectations when in all common areas such as hallways, bathrooms, playgrounds, computer lab, cafeteria, etc. Reminders and redirections will be given if students are unable to follow common area expectations. Inappropriate behavior should be used as an opportunity to reteach appropriate behavior. Students who are continually unable to follow expectations in common areas will receive consequences as seen fit by the supervising staff member. Students that show major disruptions or behavior issues will be sent directly to the Dean of Students or Principal.

## Rocky Boy Elementary Behavior Matrix

Being a STAR is being...	School Wide	Classroom	Hallways	Cafeteria	Bathroom	Computer Lab	Office	Outside	Assemblies	Bus
<b>A Learner</b>	<ul style="list-style-type: none"> <li>-Strive for excellence</li> <li>-Know the student handbook</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the learning atmosphere of others</li> <li>-Ask for help</li> <li>-Give your full effort</li> <li>-Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>-Enjoy other students' projects and successes</li> </ul>	<ul style="list-style-type: none"> <li>-Know your lunch number</li> <li>-Eat and try a variety of foods</li> </ul>	<ul style="list-style-type: none"> <li>-Know and practice good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>-Know your logins and passwords</li> </ul>	<ul style="list-style-type: none"> <li>-Know the office staff and their positions</li> </ul>	<ul style="list-style-type: none"> <li>-Know where to go</li> <li>-Know playground equipment rules and expectations</li> <li>-Know and follow game rules</li> <li>-Be Active</li> </ul>	<ul style="list-style-type: none"> <li>-Listen and learn from the presentation or performance</li> <li>-Ask appropriate questions and give appropriate responses</li> </ul>	<ul style="list-style-type: none"> <li>-Know bus rules and expectations</li> <li>-Use transportation services to arrive on time for school</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>-Have a good attitude</li> <li>-Encourage others</li> <li>-Respect others and yourself</li> <li>-Be a positive example of a STAR student</li> </ul>	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Listen and follow directions</li> <li>-Be respectful of other people and property</li> <li>-Work well with others</li> </ul>	<ul style="list-style-type: none"> <li>-Travel without disrupting the learning in classrooms</li> <li>-Respect others' personal space</li> <li>-Greet and speak to others appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Make sure that nobody eats alone</li> <li>-Use your best manners with the cafeteria staff and other students</li> <li>-Wait patiently for your food</li> <li>-Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>-Allow for privacy of others</li> <li>-Use an appropriate voice level</li> <li>-Use appropriate language</li> <li>-Be respectful of other people and school property</li> <li>-Use the hand dryer for less than 10 seconds</li> </ul>	<ul style="list-style-type: none"> <li>-Respect all computer equipment</li> <li>-Use an appropriate voice level</li> <li>-Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Make requests politely</li> <li>-Be respectful of others in the office</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit the building quietly</li> <li>-Let others play</li> <li>-Take turns</li> <li>-Play fairly and use good sportsmanship</li> <li>-Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' space and property</li> <li>-Listen for instructions</li> <li>-Use appropriate language and voice level</li> <li>-Use good audience manners</li> <li>-Treat presenters and speakers with respect</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' space and property</li> <li>-Listen to the driver and monitor and follow directions</li> <li>-Use appropriate Language</li> <li>-Use appropriate voice level</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>-Attend!</li> <li>-Try!</li> <li>-Achieve!</li> <li>-Be accountable for your actions</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Be prepared for class</li> <li>-Take care of class property</li> <li>-Complete work on time</li> <li>-Check for and complete late and missing work promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the hallway neat and clean</li> <li>-Keep your belongings in your locker, cubby, or on your hook</li> <li>-Travel to where you need to be quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Keep food in the cafeteria</li> <li>-Be ready with your lunch number</li> <li>-Clean up after yourself</li> <li>-Scrape your tray and stack it appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Keep neat and clean</li> <li>-Flush toilets and turn off faucets</li> <li>-Use the bathroom quickly</li> <li>-Report clogs, leaks, or messes to a custodian or staff member immediately</li> </ul>	<ul style="list-style-type: none"> <li>-Keep food and drinks out of the computer lab</li> <li>-Return headphones to top of tower and push chair in when finished</li> <li>-Report any problems with equipment or programs to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>-Be efficient and avoid loitering</li> <li>-Follow sign in and sign out procedures</li> <li>-Use the office for legitimate business</li> </ul>	<ul style="list-style-type: none"> <li>-Returned borrowed equipment</li> <li>-Pick up after yourself</li> <li>-Report any problems to adults</li> <li>-Use the bathroom before going outside</li> <li>-Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>-Sit in designated area</li> <li>-Keep food and drinks out of the gym.</li> <li>-Clean up when you leave</li> <li>-Sit up, face forward, and watch the presentation</li> </ul>	<ul style="list-style-type: none"> <li>-Keep track of your belongings</li> <li>-Keep food, drinks, gum, and seeds off the bus</li> <li>-Throw trash away and keep the seats clean</li> <li>-Report any problems to the bus driver or monitor</li> <li>-Be ready on time</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>-Be aware of your surroundings</li> <li>-Dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Keep aisles clear</li> <li>-Move in a safe and appropriate manner</li> <li>-Keep hands, feet and objects to yourself</li> <li>-Know and follow safety plans and procedures</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay to the right</li> <li>-Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep food on your tray</li> <li>-Walk in all areas</li> <li>-Wash or sanitize your hands before eating</li> </ul>	<ul style="list-style-type: none"> <li>-Wash your hands with soap and water</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Follow internet use policies</li> <li>-Keep aisles clear</li> <li>-Keep chairs still</li> </ul>	<ul style="list-style-type: none"> <li>-Keep walkways clear and open</li> <li>-Move in a safe manner</li> </ul>	<ul style="list-style-type: none"> <li>-Stay on the playground</li> <li>-Avoid inappropriate physical contact and rough play</li> <li>-Follow the equipment and playground rules and expectations</li> <li>-Report bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit in an orderly manner</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to yourself</li> <li>-Stay seated until the bus stops</li> </ul>



## **Behavior Referrals**

If a student is referred to the Dean of Students or Principal, it may be for one or more of the following behaviors:

- Abusive Language
- Bullying
- Fighting/Physical Contact
- Overt Defiance
- Severe Disruption
- Property Theft
- Vandalism
- Weapons/Dangerous Items
- Tobacco/Alcohol/Drugs/Drug Paraphernalia
- Leaving Classroom/School Grounds
- Major Bus Violations

The Dean of Students and Principal have the authority to assign consequences based on the severity of the infraction. A student who receives a behavior referral will receive appropriate consequences for their behavior. Parents/Guardians will be contacted when a student receives a behavior referral. The consequences may include but may not be limited to:

- Loss of Recess
- Loss of Student Privileges
- Loss of Bus Privileges
- Removal from Activity
- Removal from Classroom
- In School Suspension
- Out of School Suspension
- Individualized Behavior Plan
- Notification of Juvenile Authorities and/or Police
- Recommendation for Expulsion

## **Behavior Incentives**

Students that show STAR behavior at school have the ability to earn recognition and incentives. Students have the ability to earn STAR tickets from all school staff members for appropriate behavior that also aligns with our Universal Expectations of being respectful, responsible, safe, and a learner. Students may also receive a Star ticket for behavior that goes above and beyond what is expected. After STAR tickets are turned into the library, five (5) are drawn weekly from the pool of STAR tickets that have been accumulated from the beginning of the school year to date. Those students will then earn a prize for their behavior. We also have a big star in the hallway that keeps track of the schools STAR tickets. When the star is filled the entire school receives a free school wide recess. The school also conducts quarterly incentive trips that are not only based off of attendance, but based off of positive behavior as well. Classroom teachers may award extra recess, a popcorn party, free choice time, electronic time, playing a game as a class, etc. as incentives for overall positive classroom behavior.

## **Gun-Free Schools**

A student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, shall be recommended for expulsion for a definite period of at least one calendar year. The Board may modify the expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

## **Zero Tolerance Policy**

Any student who shall grossly insult or abuse a teacher or staff member anywhere on school grounds, school premises, or at school sponsored activities shall be immediately recommended for expulsion from Rocky Boy Elementary School. The student will be placed on long-term suspension until the Board convenes to act upon the recommendation for expulsion.

## **Drug/Alcohol Free Policy**

### **First Offense**

The student's parents/guardians will be contacted regarding the offense and the student may be suspended up to five days. The student may be readmitted to school after an administrator/parent/student conference, at which time the Student Support Team (SST) will provide recommendations based on their findings. The building administrator will inform the student and parent of the plan of action derived from the SST's recommendations. If the student and/or parent refuse to accept the plan of action, then the student will be referred to Social Services and recommended for off campus placement.

### **Second Offense**

The student and the student's parents/guardians will be contacted regarding the offense and the student may be placed on long-term suspension and recommended for expulsion.

## **Bullying, Harassment, Intimidation, Hazing Policy**

Rocky Boy Elementary will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official bus stop, or through the use of electronic communications, substantially and materially disrupts the orderly operations of the school and that has the effect of:

- Causing a student physical or emotional harm or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation of as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment.

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

## **Search and Seizure**

The school and its employees are authorized to conduct searches and seizures. School employees and law enforcement officials may conduct searches when they have a reason to suspect that the health, safety, or welfare of students may be in danger.

Search and seizure guidelines:

General searches of school property (including personal items found on school property) may be conducted at any time when there is a reasonable cause for school employees or law enforcement officials to believe that there is something that violates a law or school policy.

Items, which are used to disrupt or interfere with the educational process will be removed from a student's possession.

A student's person may be searched by school employees or law enforcement officials when there is a reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes. Illegal items include firearms, explosive devices, weapons, drugs, alcohol, and tobacco.

The school maintains ownership of student lockers and desks. The school staff may and will search student lockers and desks on a periodic basis to protect the health, safety, and welfare of all students.

The school reserves the right to use dogs trained to sniff out illegal drugs, alcohol, or firearms.

## **Counselling Services**

Counseling services are available for all students at Rocky Boy Elementary. We have a school counselor, a Rocky Boy Health Clinic School Based Behavioral Health Therapist, and an Altacare program to help students and their behavioral health needs. Students may request to speak with our school counsellor on an individual basis. Students may also meet in a group setting if it is preferred. Our Rocky Boy Health Center therapist and Altacare programs require parent/guardian request and have limited availability. If you are interested in behavioral healthcare for your child, you may call the school at 395-4474.

## Student of the Month

Every month, each classroom teacher and specialist chooses a Student of the Month. If your child is chosen for Student of the Month, their picture will be taken and displayed along with a paragraph about why they were chosen. Student of the Month celebrations are held after school so that families may come and celebrate with their children. If your child receives a Student of the Month honor, a note will be sent home to invite you with a date and time of when the celebration will begin.

## Homework

Homework is assigned to help the student more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. In the event of illness, a student is allowed to make up assignments that they missed before the quarter ends. The student or parent/guardian is expected to make arrangements with the teacher on their first day back in class.

## Grading

Rocky Boy Elementary uses the two following grading scales.

### Grades 3-6

Percentages	Grade
95 – 100%	A
92 – 94%	A-
89 – 91%	B+
86 – 88%	B
83 – 85%	B-
80 – 82%	C+
77 – 79%	C
74 – 76%	C-
72 – 73%	D+
70 – 71%	D
68 – 69%	D-
0 – 67%	F
Not Applicable	N/A

### Grades K-2

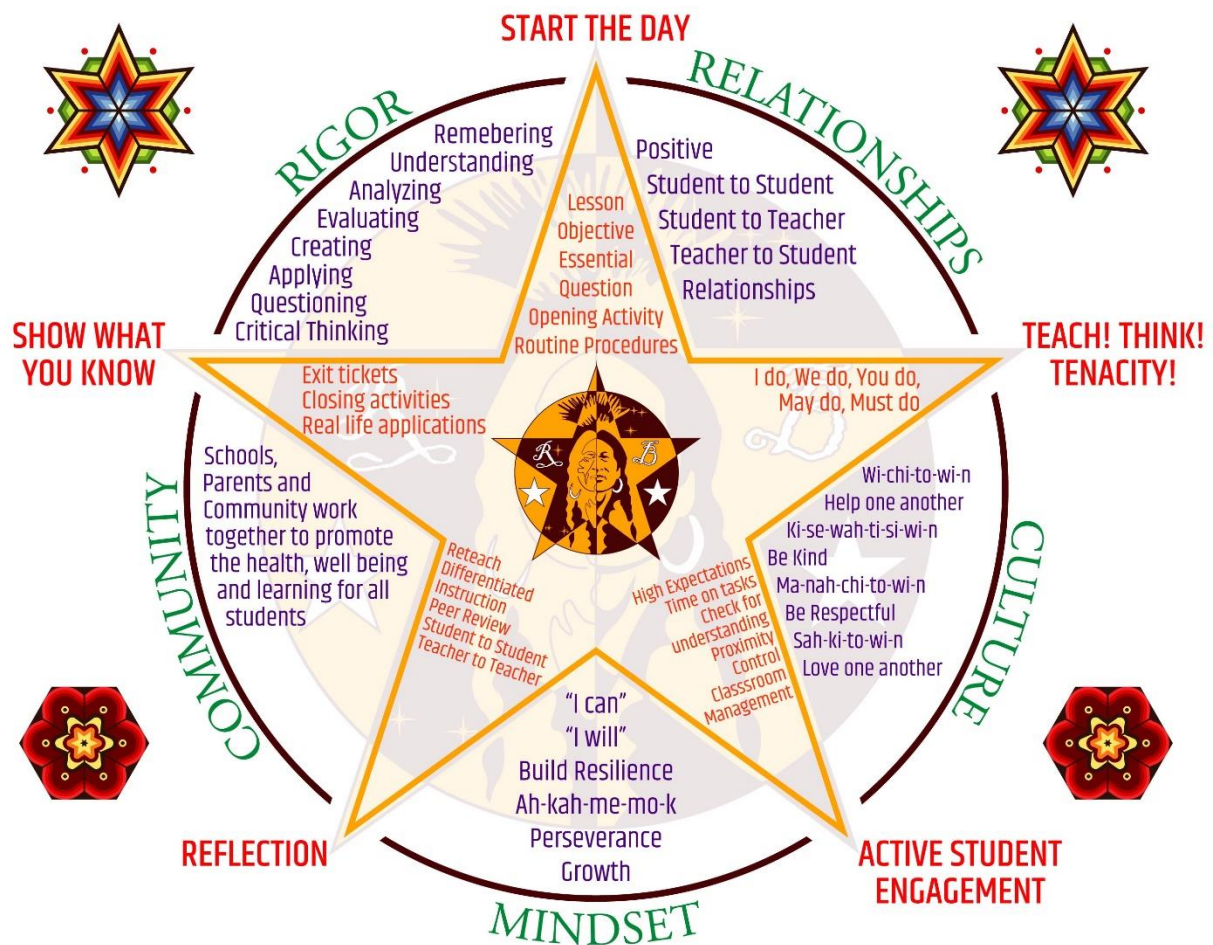
Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U
Not Applicable	N/A

## Conferences/Report Cards

We schedule three (3) formal conferences each year. Conferences are scheduled after the first, second, and third quarters. You are encouraged to meet with your student's teacher during conferences. However, if you are unable to attend, you are more than welcome to contact the school at any time to have a conference with your child's teacher. Grade reports will be mailed home for parents/guardians who are unable to attend conferences and receive their child's grades in person. End of the year grades will be mailed home if a parent/guardian is unable to receive them in person on the last day of school.

# ROCKY BOY ELEMENTARY

## INSTRUCTIONAL FRAMEWORK



MINDSET, RELATIONSHIP, CULTURE & RIGOR

## **Retention**

Student placement, promotion, or retention will be determined after careful evaluation of academic, attendance, social, and personal factors. All retentions will be reviewed by the Student Support Team (SST) which will consist of a classroom teacher, parents/guardians, counselor, and other professional staff. The parents/guardians are important advocates for their child at this crucial time. The SST meetings are a forum for the parent/guardian to express concerns regarding their child's retention and/or progress. Students will not be promoted purely for social reasons. Students dropping out of school in the previous year will be placed at the appropriate grade level as determined by the student's performance on district selected assessments. The teaching staff and building principal will make the final decision regarding promotion or retention.

## **Transfer Policy**

No student will be allowed more than one transfer per year between Rocky Boy Elementary, Box Elder Schools, and Havre Public Schools. If a student has already transferred and wishes to transfer again, they must petition the School Board, in writing, and be granted permission to re-enroll before they will be accepted back at Rocky Boy Elementary. Transfer students living with a relative other than their mother or father must have legal custody paperwork on file with the school, showing who has guardianship of the student(s). Rocky Boy Elementary will not enroll a student without having the proper legal guardianship paperwork on file with the school.

Students transferring into the district after the first quarter will need to register and meet with the Principal or Dean of Students prior to the student entering the classroom. Areas of discussion will be the school handbook, attendance and behavior expectations, specific academic needs, and medical conditions. If the transfer is based upon a recommendation for retention, the retention will be honored unless the student demonstrates grade level proficiency.

Students transferring from Home Schooling will be placed at an appropriate grade level as determined by the student's performance on district selected assessments.

## **Parent/Guardian/Legal Rights**

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

## **Student Records**

Regarding student records, federal law requires that "directory information" on students be released by the District to anyone who requests it unless a parent objects in writing to any or all of the information. This objection must be filed within ten (10) school days of the student receiving the student handbook. Directory information ordinarily includes the 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, dates of attendance, awards received in school, and the most recent previous school attended. In exercising your right to limit the release of this information, you must mark through the items of

the directory of information listed above that you wish the District to withhold about your child(ren)

## **Photographing Students**

Throughout the year, photographs or video may be taken of your student for school related projects including the newspaper, school website, school social media page, and student teaching activities by students from MSU-N or SCC. If you would prefer your child not be photographed or videotaped, please contact the office at 395-4474 and notify the school in writing.

## **Lunch for Parents/Guardians**

Parents/Guardians are more than welcome to eat with their children. Each parent will be able to receive a monthly meal ticket, allowing that parent to enjoy up to five [5] breakfast or lunch meals with their child[ren]. Once the monthly meal tickets are used, parents will have to pay for the cost of their meals in the cafeteria. Individual meal tickets can be purchased in the Administration Building. The following are prices for cafeteria meals.

Breakfast	\$3.50
Lunch	\$4.00

## **Visitors**

We encourage and invite you to visit Rocky Boy elementary. To ensure the safety of the students at Rocky Boy Elementary, parents and visitors must check in to the office and fill out the visitor's log prior to going anywhere in the building or on the playground.

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

## **Volunteers**

If you are interested in volunteering at Rocky Boy Elementary, please notify the elementary office or contact your child's teacher. Volunteers may be asked to help in the classroom, office, or playground. We appreciate the help and contribution that you are making to our school and students.

## **Parent Involvement Committee**

You are encouraged and invited to become a member of the Parent Involvement Committee (PIC). As a member, it allows you the opportunity to work with other parents and school staff to help improve the school experience for all students and families. If you are interested in becoming involved in PIC, you may call the school at 395-4474.

## **Student Check Out**

If you need to pick up your child from school during the school day, you will need to stop at the office in person and complete a student check out form. We will not allow students to be

checked out by phone call or written note. If your child returns to school, parents/guardians must check their child back in at the office before they are allowed to go back to class. Students that are checked out for the rest of the day before 2:30 pm will receive a half day absence.

### **Change in Routine/Address/Phone**

Please notify the school when your child changes their routine. A child will not be allowed to ride a different bus, go to a friend's house, go to the fitness center, etc. unless the teacher receives permission signed by a parent/guardian or a phone call is made to the office to notify the school of a change in routine.

Please notify the school any time that you have a change of address or telephone number. In addition, please leave an emergency contact phone number in the event that we are unable to reach you. If permission or notification is not provided, your child will be sent home as per your child's original transportation plan.

### **Drop Off/Pick Up Procedures**

Since there is no student supervision before 7:45 am, parents/guardians that drop their child off before are understanding and assuming the risk of leaving their child unsupervised. At 7:45, students will either assemble outside at the big playground (grades 2-6) or the small playground (grades K-1) or inside the gym if there is inclement weather.

Students are released from Rocky Boy Elementary at 3:15. When picking your child up after school, please meet your child in front of the school. That way, we are able to make sure that your child is safe, but it also gives the teacher an opportunity to see that you are leaving with your child. We do not want to have children unaccounted for, because they get excited and forget to check in with their teacher before leaving. We would also like to minimize the risk of children running through the parking lot.

### **Bus Information**

Busing is a privilege provided to all students attending Rocky Boy Elementary. Registration is required with a drop off and pick up location. Please notify the elementary school and the Transportation Department of permanent bus changes due to a family move or other situation so that your child may be dropped off and picked up accordingly.

A student who regularly rides the bus will be placed on their bus after school unless the school receives notification by note or phone call from the parent/guardian stating the student will be picked up at school and by a specific person.

### **Medication**

If your child needs to take medication during school hours, the appropriate conditions need to be met as stated below. If your child is taking medication at home for a medical condition, please notify the school as well. The school district will permit students who are able to self-administer or have assistance self-administering specific medication to do so provided that:

A physician or dentist provides a written order for self-administration of said medication



A written authorization for self-administration of medication from a student's parent/guardian is on file

The principal and appropriate teachers are informed that a student is self-administering the prescribed medication

Students who self-administer medications that are kept on their person for emergency situations such as asthma, severe allergy, or anaphylaxis episodes must have the following conditions met to self-administer.

A written and signed authorization from parents/guardians on file for self-administration of medication, acknowledging that the school district and its employees are not liable for injury that results from the student self-administering the medication.

The student must have prior written approval of his/her primary health provider. The written notice from the student's primary health provider must specify the name and purpose of medication, prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

Documentation that the student has demonstrated to the healthcare practitioner the skill level necessary to use and administer the medication.

Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and the medication use by the student during school hours.

Rocky Boy Elementary will only permit a forty-five (45) school-day-supply of a medication for a student to be stored at school. All medications, prescription and nonprescription, will be stored in their original containers. Prescribed medications must have properly labeled dates, name of student, medication name, dosage, time medication is to be taken, and physician's name. To dispose of medication, the school district requires school personnel to return to a parent/guardian on file or with the permission of said parent/guardian on file to destroy any unused, discontinued, or obsolete medication. A school official, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven (7) day period of notification by school authorities.

## **Illnesses/Communicable Diseases**

If your child is sick, has a fever, or does not feel well, they should not be in school. Due to the close contact of children in classrooms, any child with a fever or communicable disease such as chicken pox, the flu, staph, pinkeye, strep, etc. must be kept home. If a doctor prescribes an antibiotic for your child, they need to stay home for 24 hours after taking the first dose. Please consider the health of the other students at Rocky Boy Elementary in these situations. If a child becomes ill or is hurt at school, they will be kept under supervision and parents/guardians will be notified of the situation and asked to pick up their child. If your child is too sick to be go outside to recess, they are too sick to be at school.

## **Lice**

Do not send your child to school if they have lice and/or nits (eggs). If your child has lice, please check all members of your household. Treat anyone who has head lice or nits. If your child has

head lice, they will be sent home. If available, Rocky Boy Elementary will send home a lice treatment kit with your child. Your child should be treated the same day the lice are found and is expected back at school within two (2) days. After two (2) days, your child will no longer be excused and subsequent absences will be considered unexcused. Your child will be rechecked upon returning to school. If lice and nits are still present, they will be sent home again. If your child has head lice when they return to school again, a referral to the clinic will be made. If your child has extended absences due to head lice, a referral will be made to Social Services. If your child has had three (3) infestations within 30 days, a referral will be made to Social Services.

## **Emergency at School**

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

## **Emergency Dismissal**

Emergency dismissal may occur as a result of severe weather conditions or other emergencies. In such an event, all students may be dismissed early. Pertinent information will be broadcast on local radio stations KHEW and KPQX. Phone calls will be made to inform Tribal departments and parents. Social media will also be used to disperse pertinent information as well. Students that ride the busses will be returned home on their regular bus unless we are otherwise directed.

## **Evacuation Procedure**

In the event of an emergency that requires evacuation of the building, the children will be taken to a designated, alternative, safe location. For all emergencies, a detailed plan is in place, staff have been trained and informed of the safety precautions/procedures to follow. Parents/Guardians will be notified of the location to be reunited with their children. Students practice drills on a regular basis so that they are familiar with each process.

## **Student Attire**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Prohibited items include, but are not limited to clothing with inappropriate wording or designs that hint, suggest, or refer to drugs, alcohol, sex, or profanity as determined by the Principal, Dean of Students, or Teacher. Hats are not to be worn in the building and hoods from coats or hooded sweatshirts need to stay down while indoors. If the hood is up, the coat or sweatshirt will be hung up and put away.

It is important for students to wear a warm coat, hat, gloves, and boots when the weather is cold. These clothes not only make playing outside during recess more enjoyable, but safe as

well. Due to the laws governing fires and emergency evacuation of public buildings, students are required to wear shoes at all times. During winter months when children wear snow boots, they may bring another pair of shoes to wear inside the building during the day. Be sure to mark your child's items of clothing (hat, gloves, coat, etc.) with your child's name to ensure that if items are lost, that they are your child's if found. Found items will be returned to the lost and found.

### **Lockers/Coat Racks/Cubbies**

Since lockers and cubbies are not locked, valuables or money should not be kept in them or in backpacks hanging on hooks. The school assumes no responsibility for the loss of valuables or money. Each student is responsible for keeping their locker or cubby clean.

### **Toys/Personal Items**

Students should keep toys and personal items at home. Expensive toys (iPods, handheld electronic games, etc.) are not allowed at school, unless special circumstances arise. Cell phone usage will not be allowed during the school day. If your child should bring a cell phone to school, it must be given to their classroom teacher. The teacher will return the cell phone at the end of the day. If a student's cell phone is not given to their teacher and is confiscated, it will not be returned to the student and a parent/guardian will have to pick it up from school. Unauthorized use of cell phones may result in disciplinary actions. The school district is not responsible for the theft or damage of private property. By bringing personal objects to school, the parent/guardian accepts the risk of damage or theft.

### **Textbooks/Library Books**

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

### **Use of School Phone**

The use of the school telephone by students is prohibited. If a student is hurt or not feeling well, a staff member will notify the parent/guardian of their child's condition. If a student needs to contact a parent/guardian, they may tell the school secretary the circumstances of the situation, who may try and contact a parent/guardian. Arrangements to attend after school functions, or to visit another student's home after school, etc. should be made with parents/guardians prior to arriving at school. Any messages for students may be left with the school secretary.

### **Playground supervision**

In order to provide a safe environment for Rocky Boy Elementary students, supervision by staff members has been arranged for all recesses. However, there is no playground supervision before 7:45 in the morning or after school. Parents/Guardians who permit their children to play on the school playground during times of no school staff supervision do so at their own risk.

## Recess

Students receive at least twenty (20) minutes of recess a day and are required to go outside, weather permitting. There should be few exceptions for when students who are well enough to be in school should require to stay inside. If there is a medical reason as to why your child requires to stay inside, please provide a doctor's excuse. As stated above, students will go outside for recess, weather permitting. Please make sure that your student is prepared appropriately for current weather conditions, whether it be rain, snow, or sun.

## Playground Rules

For the safety of all children and the enjoyment of playground equipment, the following rules are explained to students:

1. Follow the directions of supervisors.
2. Respect the rights and feelings of others. No swearing, teasing, or put downs
3. Play in designated areas only.
4. Take turns and let everyone have a chance to play.
5. Nature stays on the ground. No throwing rocks, snowballs, sticks, etc.
6. No tackle football or knock down games.
7. No fighting or play fighting
8. Personal roller blades, skateboards, hard balls, and bats will not be used during recess.
9. No food, candy, or gum on the playground.
10. Remain inside the fenced area.
11. Playground equipment is to be used for its intended purpose only.
12. During inclement weather, stay off the ice and away from the drain spouts.
13. Students are not to continue playing after the whistle. They are to line up.

### Swings

Twisting or doubles are not permitted  
Underdogs are not permitted  
Sit on the swings  
Do not jump from swings

### Large & Small Structures

Wait your turn politely  
Do not jump from the structure  
Do not sit under areas where others  
may fall on you  
Always slide down feet first

## Fieldtrips/Activities

Parents are encouraged to chaperone class field trips, but may not bring additional children who are not enrolled in the class. Since field trips are an extension of the school, school rules and expectations apply for both students and volunteers. If you are volunteering to help your child's class, please be aware that you will be going to and coming back with the class. If you plan on leaving with your child from the field trip destination, please notify your child's teacher prior to the class departing. You will have to provide your own transportation.

## Concerns/Grievances

Parents/Guardians and students may have concerns, questions, or complaints that only school staff are able to address. It is strongly encouraged that you contact us as soon as any concern develops. Please do not wait until the concern becomes a problem. The first person to contact

when a concern arises is the teacher. Please call the school to discuss your concern with the teacher. If the teacher is unable to discuss the issue over the phone, you are more than welcome to make arrangements, during an appropriate, time to visit in person. The Dean of Students should be contacted only after areas of concern have been discussed with the teacher. After discussing the issue with the Dean of Students, if there is still cause for concern, you may contact the Principal. The Principal and Dean of Students, teacher, and parents/guardians will meet together and discuss the concern if necessary. Only after you have meet with and discussed the issue or concern with all aforementioned school staff members should a formal grievance in writing be written and filed with the Superintendent. You may file a complaint with the school board only after all other chain of command processes have been followed and exhausted.