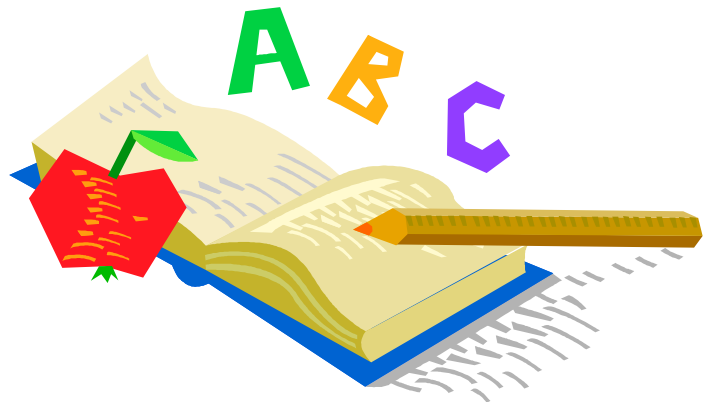


# Richey Public Schools



## PK-4 Handbook

2017-2018



**Richey Elementary School District 78J**

Student Handbook 2015-16

202 Royal Avenue

P.O. Box 60

Richey, MT 59259

Phone: (406)773-5523

Fax: (406)773-5554

Maureen Simonson Superintendent

Lissa Volbrecht- Lead Teacher

Dear Parent:

Welcome to the Richey Elementary School where we all share a commitment to our vision, respect for our differences and delight in learning together. This handbook provides an overview of the policies and procedures and practices in our District. You can find more information in our detailed Board Policy and Procedure Manual which is available at the main office.

It is important that we all work together to create the best possible learning environment and that we all know what is expected at school. Please discuss this handbook with your family and keep it handy for reference.

Respectfully,

*Maureen Simonson*

Maureen Simonson  
Superintendent

**PLEASE SIGN, DATE, AND RETURN THE CONFIRMATION  
STATEMENT AT THE END OF THIS HANDBOOK.**

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# Richey School's Mission Statement:

***“Challenging students today to  
Succeed in a changing  
World tomorrow”***



*WE Respect...*  
diversity

*We Value...*  
effective communication \* collaborative learning

*We Promote...*  
high expectations \* a rigorous curriculum \* critical thinking

*WE Believe...*  
technology enriches learning \* physical wellness is a part of a rewarding lifestyle  
an aesthetic education benefits all students \* students deserve an equitable education  
students should be active participants in their own learning

## General Information

### School Hours

Office-	7:30 AM – 4:00 PM
School begins	7:55 AM
Dismissal	3:14 PM- Monday-Thursday 2:04 PM- Friday
Bus Departure	3:18 PM – Monday-Thursday 2:08 PM – Friday

### Phone Numbers

Main Office-Secretary- Deb Gibson	773-5523
Superintendent- Maureen Simonson	Ext 219
Clerk- Jodi Williams	Ext 220
Lead Teacher (Lissa Volbrecht)	Ext 235
Kindergarten- Carla Smith	Ext 233
1 <sup>st</sup> – 2 <sup>nd</sup> Grade- Samantha VanHorn	Ext 234
3 <sup>rd</sup> - 4 <sup>th</sup> Grade- Lissa Volbrecht	Ext 235
Title I Speech Aide- Kasie Barnhart	Ext 237
Pre-School- Cindy Sponheim	Ext 232

### Attendance

Regular attendance is essential to a student's success in school. If your child is absent, please call the office before school begins at 773-5523

### Tardiness

Prompt arrival to school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Chronic tardies may result in a plan being developed by administrator, parents, and teacher

### Early Dismissal Procedures

In emergency situation, (weather, power outage, water outage etc.) it may be necessary to dismiss school early. Every attempt will be made to contact parents to ensure the safety of their child.

### Required Health Records

Immunization records are required for all students and for students new to the district before they can officially be enrolled.

### Lunch Program

Lunches should be paid for in advance at the main office.

### Free and Reduced Lunch

Should you think you qualify for a free or reduced price lunch please contact the main office for an application at any time.

## **Illness and Injury**

In case of illness or injury, the child will be temporarily cared for by a member of the staff until the parent can be notified and arrangements for pick up can be made. Please discuss with your child the importance of seeking help when feeling ill or injured.

If your child has been ill the night before a school day, or has a fever keep them at home. If your child has a temperature of 99 degrees or higher at school, parents will be called to pick them up.

## **Athletic Programs**

There are a variety of athletic programs available sponsored and sponsored by the school system. You may contact your child's teacher for further details.

## **Academics**

### **Schedule for Kindergarten and Pre-School**

Richey Schools has implemented a full-time kindergarten program. Kindergarten will meet all day Monday –Friday.

Pre-School Schedule- Monday, Tuesday, Thursday, Friday from 8:00 AM – 11:00 AM for 4-5 year olds and Tuesdays and Thursdays from 8:00 AM to 11:00 AM for 3 year olds.

### **Homework**

Homework is important. It is an extension of the learning that takes place at school. Homework can provide practice and drill that reinforces classroom learning. It also provides opportunities for independent study, research, and critical thinking skills. Homework time should follow this schedule:

Kindergarten:	around 5 minutes per day
1 <sup>st</sup> grade:	around 10 minutes per day
2 <sup>nd</sup> grade:	around 15 minutes per day
3 <sup>rd</sup> grade:	around 20 minutes per day
4 <sup>th</sup> grade:	around 25 minutes per day

### **Student's Responsibilities**

1. Each student must make every effort to complete all homework assignments.
2. Students who are absent have 3 days to make up the work for each absence.
3. Students should ask questions to make sure they understand assignments before going home.

### **Teacher's Responsibilities**

1. Provide assignments which give students an opportunity to practice what was learned in class.
2. Be sure the students have a working understanding of what to do and how to do it.
3. Clearly state a specific standard of grading and a definite due date.
4. Maintain a careful record of student's progress in homework.
5. Be willing and able to discuss homework with a student and/or parent.
6. Insure that the quantity of homework is appropriate for the age of the students.

## School Supplies

### Preschool

Backpack  
Box of 16 crayons  
Box of 8 washable markers  
4 pencils  
Paint shirt (old oversized shirt)  
1 box of sandwich size

Ziploc bags  
3 boxes of snack crackers or cereal  
8 stick glues

Due to the nature of preschool activities, we recommend sending your child to school wearing tennis shoes or purchasing a pair to leave at school

### Kindergarten

2 Folders  
Box of crayons – 24  
8 Glue Sticks  
Pencils  
Pencil Box  
Backpack (big enough for folders)  
Scissors  
Paint shirt (old oversized t shirt works great)  
2 cans of Lysol or Clorox wipes  
1 set of clothes to leave at school

Erasers  
Ruler  
Gym shoes to keep at school  
3-4 boxes of crackers or cereal  
1 box of sandwich size Ziploc bags  
1 box of colored pencils (16 or 24)  
Pack of 4 dry erase thick line markers

### Grades 1-2

P.E. shoes with non-marking soles, these are kept at school for PE  
16-24 crayons  
8 glue sticks  
scissors  
#2 Pencils (not mechanical)  
Erasers-pencil cap and regular  
(2) 2-pocket folders  
Healthy Snacks-crackers/pretzels/cereal  
Backpack  
3-ring pencil bag  
1 inch 3-ring binder  
Markers or colored pencils for drawing  
2 composition notebooks  
\*\*\*an extra set of clothes to be kept at school is encouraged

### Grades 3-4

Scissors, glue, pencils, pencils box, ruler, eraser, crayons &/or colored pencils & or markers, backpack, a notebook, loose notebook paper, 2 folders, P.E. shoes, and a pen, preferably not black or blue. 3-4 boxes of crackers/pretzels...etc. for the snack cupboard

### Academic Responsibility

Cheating will not be tolerated

### Progress Reports

Progress reports are no longer mailed and student progress can be monitored at anytime at <http://richey.powerschool.com>

## **Report Cards**

Report cards are issued four (4) times a year for all grades.

## **Field Trips**

Field trips are an integral part of the educational process and are often an active part of the curriculum. The school requires written permission from a parent before a child is allowed to attend a field trip.

## **School Safety**

### **External Doors**

The external doors of the Elementary will be locked during the day. Please check in at the High School Office to gain entry into the Elementary building.

### **Personal Possessions**

Common sense and consideration is the best guide to determining whether or not to bring personal possessions to school. Items that are deemed dangerous or disruptive are not allowed.

### **Royal Guidelines for Success**

1. **R**espect yourself, others and property
2. **O**ffer support to others
3. **Y**earn for learning
4. **A**llow for differences
5. **L**ook toward a bright future
6. **S**mile

### **Student Discipline**

Each staff member is responsible for their own discipline and/or detention. Serious infractions will be referred to the administration and discipline will be decided upon a case by case basis.

### **Inclement Weather**

In case of inclement weather and school closure or early release parents will be contacted or may call the main office for details.

## **Parents and Community**

### **Parent Visitation**

We welcome and encourage parents to visit their child's classroom but we ask that the parents report to the administrative assistant or the main office when they come to visit school and please limit classroom visits to 30 minutes or less.

### **Parent-Teacher Conferences**

There are dates and times set aside for parent/teacher conferences. Your child's teacher will contact you; however you or the teacher may schedule an appointment at any time.



## School Calendar

2017-2018 Richey Schools Calendar																								
AUGUST							KEY DATES		JANUARY															
SU	M	TU	W	TH	F	SA	August (7 days)			January (21 days)			SU	M	TU	W	TH	F	SA					
		1	2	3	4	5					1 New Year				5	6		1	2	3	4	5	6	
6	7	8	9	10	11	12					2 (no school)				12	13	7	8	9	10	11	12	13	
13	14	15	16	17	18	19					12 End of Q1/S1				19	20	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	21/22 PIR 12 hrs								26	27	21	22	23	24	25	26	27	
27	28	29	30	31			23 first day of school										28	29	30	31				
SEPTEMBER							September (19 days)		February (19 days)		FEBRUARY													
SU	M	TU	W	TH	F	SA	September (19 days)			February (19 days)		SU	M	TU	W	TH	F	SA						
					1	2									1	2	3							
3	4	5	6	7	8	9	4 Labor Day								8	9	10	4	5	6	7	8	9	10
10	11	12	13	14	15	16					16 or 23 possible no school				15	16	17	11	12	13	14	15	16	17
17	18	19	20	21	22	23	22 PIR no school 6hrs								22	23	24	18	19	20	21	22	23	24
24	25	26	27	28	29	30												25	26	27	28			
OCTOBER							October (20 days)		March 20 days)		MARCH													
SU	M	TU	W	TH	F	SA	October (20 days)			March 20 days)		SU	M	TU	W	TH	F	SA						
1	2	3	4	5	6	7									1	2	3							
8	9	10	11	12	13	14					(1/2 day) PIR 4hrs				8	9	10	3	4	5	7	8	9	10
15	16	17	18	19	20	21	19-20 MEA PIR 12 hrs								15	16	17	11	12	13	14	15	16	17
22	23	24	25	26	27	28									22	23	24	18	19	20	21	22	23	24
29	30	31					30 End Q1				30 no school				29	30	31	25	26	27	28	29	30	31
NOVEMBER							November (20 days)		April (20 days)		APRIL													
SU	M	TU	W	TH	F	SA	November (20 days)			April (20 days)		SU	M	TU	W	TH	F	SA						
			1	2	3	4	2 PTC PIR 3 hrs (3-6 PM)				1 Easter				1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11					2 no school				8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	22 (1/2 day)								15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	23 Thanksgiving								22	23	24	22	23	24	25	26	27	28
26	27	28	29	30											29	30		29	30					
DECEMBER							December (16 days)		May (18 days)		MAY													
SU	M	TU	W	TH	F	SA	December (16 days)			May (18 days)		SU	M	TU	W	TH	F	SA						
					1	2									1	2	3							
3	4	5	6	7	8	9									8	9	10	6	7	8	9	10	11	12
10	11	12	13	14	15	16	13 PIR 3hrs				24 End Q4/S2				13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	22 (1/2 day)								20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29	30	25 Christmas				28 Memorial Day				27	28	29	27	28	29	30	31		
31																								

<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #90ee90; border: 1px solid black; margin-right: 5px;"></span> Friday Schedule</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #d3d3d3; border: 1px solid black; margin-right: 5px;"></span> 1/2 day</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ffff00; border: 1px solid black; margin-right: 5px;"></span> PIR</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #0000ff; border: 1px solid black; margin-right: 5px;"></span> Vacation</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ff00ff; border: 1px solid black; margin-right: 5px;"></span> End of Q/S</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ccccff; border: 1px solid black; margin-right: 5px;"></span> Special event</li> </ul>	<ul style="list-style-type: none"> <li>August 11: First day of practice FB/VB</li> <li>October 21: State Cross Country</li> <li>October 26-28: District VB Tourney</li> <li>October 28: First Round FB Playoffs</li> <li>October 30-November 4 Divisional VB Tourney</li> <li>November 9-11 State VB Tourney</li> <li>November 16 First day of BB practice</li> <li>November 18 State FB</li> <li>February 12-17 District BB 19-23 Divisional BB</li> <li>March 12 Golf/Track practice begins</li> </ul>
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## Richey School District #78J & #2

### STUDENTS

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#### Attendance Policy

#### Excused Absences

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
  - a. Bereavement leave of 3 days per year for members of immediate family.  
Definition of immediate family: husband, wife, son, daughter, step-daughter, step-son, mother, father, brother, sister, step-mother, step father, step- brother, step-sister, father-in-law, mother-in-law, grandfather, grandmother, step grandparents, grandchildren, brother-in-law, sister-in-law, aunt or uncle.
3. Other reasons prescribed by the policies of the Board including:
  - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and other deemed co-curricular.
  - b. Subpoenas to appear in court or court-ordered, out-of-district placements for special services.
  - c. Illness or hospitalization.
  - d. Absences that are pre-approved by the building administrator.

A telephone call, e mail, or a note from either parent or guardian **is required** when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary.

#### Unexcused Absences

Unexcused absences are not acceptable at Richey Public Schools. Students who incur more than 5 unexcused absences per period, per year could mean a loss of credit in those subjects missed. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections.

Absences which will be counted in the 5-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, hair, or

photography appointments, skiing, hunting, court appearances due to misconduct, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.

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Page 2 of 2

Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Any decision to withhold credit can be appealed to the Superintendent and/or to the School Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.

1. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.
2. If the appeal is granted, the student will return to class with the Board's stipulations. If the stipulations are violated, a loss of credit will result.
3. The Board may also decide to make decisions regarding the student's participation in extracurricular activities.

Modification History:

Promulgated on: September 1, 1999

Revised on: July 19, 2007

Revised on: May 16, 2011

Revised: July 2014

### Release of Student Information Statement

If you do not want the school to publish or release information on your child/children, please do as instructed in the following statement, and return your request to the school office by Monday, August 31.

Federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Richey Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, diplomas and awards received, and most recent school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child. If you do **not** want this information released, please notify the school immediately. We ask that you do this by the above date. A statement clearly stating your wishes will need to be on file at the school. If we do not receive your notice, we will assume that you have no objection to the release of this information.

We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our student's privacy.

Anyone with a concern should check with the Superintendent.

Name(s) of Student(s): \_\_\_\_\_  
\_\_\_\_\_

Sign below if you agree to release "directory information" as detailed above.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Student Handbook Confirmation Statement

This handbook is designed to acquaint students and parents with the rules, regulations, and other relevant information necessary for the orderly functioning of our school. No handbook can be all inclusive, thus additional rules and regulations may be adopted as the need arises. The rules and regulations covered in this handbook pertain to all school sponsored events whether they occur during the normal school day, off school grounds or outside normal schools hours.

Students are completely responsible for adhering to the rules, procedures, and explanations identified in this handbook. Students' classroom teachers will review this information with them on the first day of school and help identify changes that may have occurred since last year. In addition, the administration is available to clarify any part of this handbook.

**Student and parents are asked to sign and return this ONE PAGE acknowledging that they received, read and will adhere to the guidelines set forth in this manual. Please only return this ONE PAGE and keep the handbook for your records.**

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**Child's Name**

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**Grade(s)**

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**Parent's Signature**

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**Date**