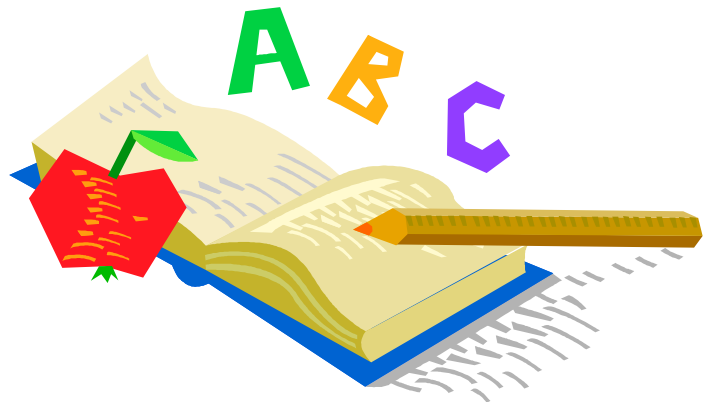


Richey Public Schools



PK-3 Handbook

2019-2020



Richey Elementary School District 78J

Student Handbook 2019-20

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.**

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 7:50 AM
Dismissal 3:14 PM- Monday-Thursday

Bus Departure 3:18 PM – Monday-Thursday

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
K- Onya Winhofer	Ext 233
1 st -2 nd - Grade Samantha Van Horn	Ext 234
3 rd - 4 th 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.

Head Lice

Richey Public Schools

STUDENTS

3418

Head Lice

When a member of the school staff suspects a child is infested with head lice the following procedures will be followed: The child will be restricted from activities involving close contact (hugging, sharing personal items) with other children. The office will be notified and the parents must be contacted (verbal contact and a letter sent home). Immediate removal of the child is unnecessary. The child will be sent home at the end of the day. Parents/guardians are required to treat the child at home and return the treatment confirmation letter to the school office. A note from a medical professional will be necessary if a child returns to school after the home treatment and is found with continued/additional nits and or lice.

Policy History:

Adopted on: 12/10/92

Reviewed on: 06/11/13

Revised on: 06/19/18

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

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 st grade:	around 10 minutes per day
2 nd grade:	around 15 minutes per day
3 rd grade:	around 20 minutes per day
4 th 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 who have absences for any reason other than illness are required to get their assignments before the absence and the home work is due the day they return.
4. 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	Ziploc bags
Box of 16 crayons	3 boxes of snack crackers or cereal
Box of 8 washable markers	8 stick glues
4 pencils	
Paint shirt (old oversized shirt)	
1 box of sandwich size	

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

1 set of clothes to leave at school
Gym shoes to keep at school
16-24 colored pencils and/or markers
16-24 crayons
2 folders
Scissors
8 glue sticks
6 or more #2 pencils
Highlighters
Pencil box
Erasers- pencil cap and regular
1st grade - 1 box of sandwich sized slider bags
2nd grade - 1 box of gallon sized slider bags
2 containers of disinfectant wipes
3-4 boxes of snack (pretzels/crackers/cereal)

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.

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. Respect yourself, others and property
2. Offer support to others
3. Yearn for learning
4. Allow for differences
5. Look toward a bright future
6. Smile

RICHEY BEHAVIOR EXPECTATIONS

Area	Be Safe	Be Responsible	Be Respectful
Bathroom	<ol style="list-style-type: none"> 1. Walking feet 2. Feet on floor 3. Enter and exit quietly 	<ol style="list-style-type: none"> 1. Wash hands 2. One pump of soap 3. Turn off water 4. Keep bathroom clean 	<ol style="list-style-type: none"> 1. Level one voice 2. Hands and feet to self 3. Respect others' privacy
Hallway	<ol style="list-style-type: none"> 1. Walking feet 2. Stay on the right 3. Walk in a straight line 	<ol style="list-style-type: none"> 1. Go directly where you need to go 2. Keep hallways clean 3. Keep hands and feet to self 	<ol style="list-style-type: none"> 1. Allow personal space 2. Voices off
Lunchroom	<ol style="list-style-type: none"> 1. Walking feet 2. Face forward feet under table 3. Clean your hands 	<ol style="list-style-type: none"> 1. Stay seated 2. Clean up after yourself 3. Be patient 4. Only eat your lunch 	<ol style="list-style-type: none"> 1. Be polite to all students and staff 2. Level one voice
Transportation	<ol style="list-style-type: none"> 1. Sit on your bottom 2. Walking feet 	<ol style="list-style-type: none"> 1. Go straight to your line 2. Keep backpacks next to you 	<ol style="list-style-type: none"> 1. Level one voice 2. Respect others' personal space and property
Classroom	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself 2. Keep chairs pushed in 3. Walk in the classroom and hallways 4. Keep floor around desk clear 	<ol style="list-style-type: none"> 1. Finish classroom papers and homework 2. Take care of classroom and supplies 	<ol style="list-style-type: none"> 1. Listen and follow directions the first time 2. Take turns and share 3. Be helpful
Playground	<ol style="list-style-type: none"> 1. Rocks and snow stay on the ground. 2. Slides are for going down. 3. Be gentle and play with others. 4. Swings go back and forth. 5. Use the hill only when snow covered. 	<ol style="list-style-type: none"> 1. Brit it out. Bring it in. 2. Be honest. 3. Be patient and wait your turn. 4. Line up quickly and quietly. 5. Use toys as designed. 6. Wear weather appropriate gear. 	<ol style="list-style-type: none"> 1. Be kind and helpful. 2. Care for your playground and environment. 3. Play fair and include others. 4. Listen to adults and follow the rules. 5. Respect the rules of the game.

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. The following are some examples of behaviors and consequences but not limited to these examples.

Some Examples of Minor Behavior

- Twisting on the swings
- Climbing up the slide
- Not dressing for the weather
- Leaving equipment outside

Possible Consequences for Minor Behavior

First Infraction

Verbal Warning

Second Infraction

Student will lose recess

Third Infraction

Lose recess *and*

A Refocus Form will be filled out with the student and sent home for parent signature.

*If 3 or more Refocus Forms are issued per student in one week, the fourth infraction will merit a Referral Form.

Fourth Infraction

An Office Referral will be made to the principal

Some Examples of Zero Tolerance Behavior

- Weapons
- Endangering self or others
- Verbal/physical abuse
- Insubordination
- Damage to property
- Threats
- Bullying
- Fighting

Possible Consequences for Zero Tolerance Behavior

- Student will be removed from the playground and an office referral will be made to the principal. Parent/guardian will be notified.

*If 3 or more Referral Forms are issued per student in one week, the following school day the student is present will be spent in full day in-school detention.

Playground Student Referral Form

Students Name: _____ **Date:** _____
Staff : _____ **Time:** _____

Student choices did not align with the following building expectations:

Be Safe	Be Responsible	Be Respectful
◇ Racks and snow stay on the ground.	◇ Bring it out. Bring it in.	◇ Be kind and helpful.
◇ Slides are for going down.	◇ Be honest.	◇ Care for your playground and environment.
◇ Be gentle and play with others.	◇ Be patient and wait your turn.	◇ Play fair and include others.
◇ Swings go back and forth.	◇ Line up quickly and quietly.	◇ Listen to adults and follow the rules.
◇ Use the hill only when snow covered.	◇ Use toys as designed.	◇ Respect the rules of the game.
◇ Use monkey bars and jungle gyms appropriately.	◇ Wear weather appropriate gear.	

Explanation: _____

Action Taken By:

- ◇ Principal
- ◇ Teacher
- ◇ Other: _____

Action Taken			
◇ Student-Teacher Conference	◇ Home Call	◇ Parent-Teacher Conference	◇ Principal Visit
Description if necessary:			Number of prior referrals _____

Building Student Referral Form

Students Name: _____

Date: _____

Staff: _____

Time: _____

Be Safe	Be Responsible	Be Respectful
◇ Hallway	◇ Hallway	◇ Hallway
◇ Bathroom	◇ Bathroom	◇ Bathroom
◇ Lunchroom	◇ Lunchroom	◇ Lunchroom
◇ Transportation	◇ Transportation	◇ Transportation
◇ Classroom	◇ Classroom	◇ Classroom

Student choices did not align with the following building expectations:

Explanation: _____

Action Taken By:

- ◇ Principal
- ◇ Teacher

Action Taken			
◇ Student-Teacher Conference	◇ Home Call	◇ Parent-Teacher Conference	◇ Principal Visit
Description if necessary:			Number of prior referrals _____

Name: _____

Date: _____

Refocus Form

Today I didn't follow one or more of the following expectations

	Be Safe	
	Be Respectful	
	Be Responsible	

What I did: _____

I can make a better choice next time by: _____

**Parents: Your student and I have discussed this at school. Please discuss with them at home as well. Then, sign and return this page the next day. Your student will lose recess/serve lunch detention until the form is returned with parent signature. Thank you!*

Student signature: _____

Teacher signature: _____

Parent signature: _____

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

Dress Code

Dress and Grooming

Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted in good taste. **This is a parent's responsibility.** Following are the schools rules applying to dress code.

1. Clothing should be neat and clean with extremes in style being avoided. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.
2. Expensive clothing is not required for school dress.
3. Students may not wear hats or caps in the school buildings at any time, unless special permission is given from administration.
4. Students are allowed to wear shorts during the entire year. Short shorts, spaghetti strap tops, halter tops, halter dresses, muscle shirts with open armpits or any apparel which exposes the mid-section or under garments are not acceptable. Tank tops that do not expose undergarments and are modest are acceptable. Shorts, dresses and skirts may be worn if they are in good taste and appropriate length (not less than 6" inseam) Shorts and skirts should be hemmed, neatly fringed or rolled. Biker shorts (extremely short) are prohibited unless worn with a long shirt or shorts underneath. Muscle shirts should have no more than 3" exposed under the arm hole or they need to be worn under clothing. All shirt and blouses must cover the midriff area. NO skin between the bottom of the shirt or blouse to the top of the pant will be allowed.
5. Questions about individual dress will be discussed with the Administration by members of the teaching staff. Women for girls and men for boys.
6. The Superintendent will be the final judge as to a student's clothing is appropriate.

Consequences: Students will be required to conform to the dress code. Any staff member, teacher and/or coach have the right to request a student to concur with these codes. If this requires that a student miss class, the absence or tardy will be unexcused. Disciplinary action will be taken in accordance to the discipline procedure on page 21-24.

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

2019-2020 Richey Schools Calendar																	
AUGUST							KEY DATES		JANUARY								
SU	M	TU	W	TH	F	SA	August (8)		January (17)		SU	M	TU	W	TH	F	SA
				1	2	3			1-New Years Day					1	2	3	4
4	5	6	7	8	9	10			3-PIR (8hrs)		5	6	7	8	9	10	11
11	12	13	14	15	16	17	15-16 PIR (12 hrs)		9 end Q2 S1 (39.5)		12	13	14	15	16	17	18
18	19	20	21	22	23	24	20 PIR (8 hrs)				19	20	21	22	23	24	25
25	26	27	28	29	30	31					26	27	28	29	30	31	
SEPTEMBER							September (17)		February (17)		FEBRUARY						
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7	2 Labor Day										1
8	9	10	11	12	13	14					2	3	4	5	6	7	8
15	16	17	18	19	20	21					9	10	11	12	13	14	15
22	23	24	25	26	27	28					16	17	18	19	20	21	22
29	30										23	24	25	26	27	28	29
OCTOBER							October (19)		March (19)		MARCH						
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA
		1	2	3	4	5					1	2	3	4	5	6	7
6	7	8	9	10	11	12					8	9	10	11	12	13	14
13	14	15	16	17	18	19	17-18 MEA (12 hrs)		19 end Q3 (38) 20 (MCT)		15	16	17	18	19	20	21
20	21	22	23	24	25	26	24 End Q1 (40)				22	23	24	25	26	27	28
27	28	29	30	31							29	30	31				
NOVEMBER							November (15.5)		April (18)		APRIL						
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA
					1	2								1	2	3	4
3	4	5	6	7	8	9	7 PTC (2 hrs) 3:30-5:30				5	6	7	8	9	10	11
10	11	12	13	14	15	16			10-13 Easter		12	13	14	15	16	17	18
17	18	19	20	21	22	23	27 1/2 day				19	20	21	22	23	24	25
24	25	26	27	28	29	30	28-29 thnksiving				26	27	28	29	30		
DECEMBER							December (14)		May (12.5)		MAY						
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7										1	2
8	9	10	11	12	13	14					3	4	5	6	7	8	9
15	16	17	18	19	20	21					10	11	12	13	14	15	16
22	23	24	25	26	27	28	21-Jan 3 Vacation		21 Edn Q4 S2 Last Day (39.5)		17	18	19	20	21	22	23
29	30	31							25-Memorial Day		24	25	26	27	28	29	30
											31						

 regular school day	 end of quarter	 holiday/no school	157 days
 PIR (42 hrs total)	 1/2 day		157 x 414=64998
Q1: 8.19 - 10.24 (40 days)			OPI requires 64800
Q2: 10.28 - 1.9 (39.5 days)			agrate hours
Q3: 1.13 - 3.19 (38 days)			
Q4: 3.20 - 5.21 (39.5 days)			

Richey School District #78J & #2

STUDENTS

3122
Page 1 of 2

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.

3122
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.

Child's Name

Grade(s)

Parent's Signature

Date

My child/children have permission to attend any school sponsored field trips.

_____ yes

_____ no