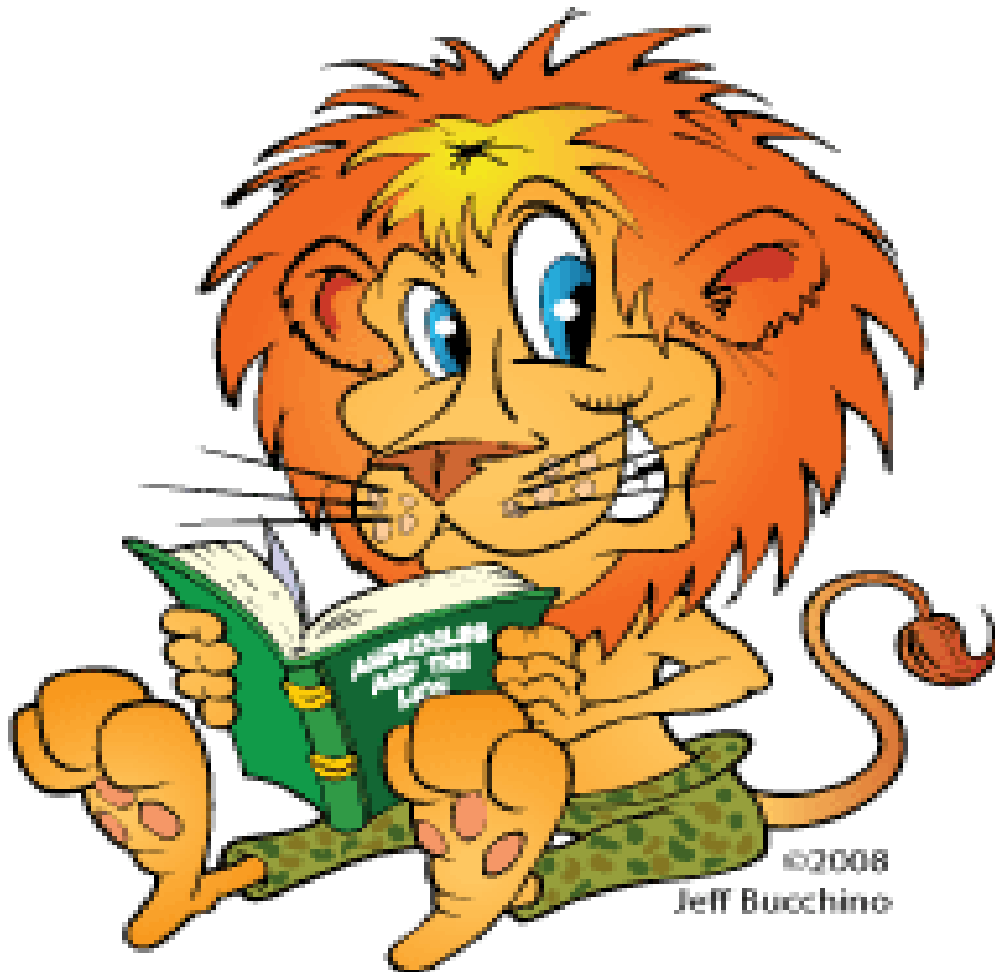


EUREKA ELEMENTARY

K - 4

STUDENT/PARENT HANDBOOK



2014-2015

Handbook

This handbook is one way for parents, teachers, and students of Eureka Elementary School to come together. In this book you will find the answers to most of your questions.

**Please call the school office at (406) 297-5500,
for any additional information.**

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Daily Schedule

School Hours: **8:15 AM** **First Bell**
 8:20 AM **Tardy Bell**
 3:25 PM **Dismissal Bell**

Students should not be in the building before 7:45 am.
Please help assure that your child is not coming earlier than this time.

Breakfast: 7:50 AM - 8:15 AM

Lunch: 11:25 - 12:15 (Please refer to each grade level specific lunch schedule)

Dismissal: 3:25 **Immediately upon dismissal, students should board the bus,**
 be picked up by a parent, or walk home.
 Grounds supervision is only provided until the buses leave.

Breakfast / Lunch Program

The Breakfast / Lunch accounting program is on computer format. The cost of lunch K-4 is \$2.00 per lunch and adults are \$3.50. Payments can be made any day from 7:30am until 1:30 pm in the Elementary lunchroom. Students are encouraged to check with the lunchroom on a regular basis to keep current on the status of their lunch accounts. Lunch accounts cannot exceed charges of more than 5 days. As soon as your child's account falls into the charge status, a reminder will be sent home. **After the 5th charge, the account will become delinquent and the child will receive an alternate meal.** If the account is not brought current within 5 days of the student receiving the alternate meal, school personnel will make contact with the parent / guardian.

Free / Reduced Forms can be filled out and updated any time throughout the school year.
If you have any questions, please contact the lunchroom at 297-5522.

BREAKFAST

Students are permitted to enter the building at 7:45 when the doors are opened. They will be expected to put their stuff in their lockers and go outside unless otherwise instructed. Students will eat breakfast in the elementary cafeteria free of charge to all students. Adult breakfast is \$1.50.

FOOD & DRINK

Food and drink will be allowed in the classroom at the discretion of each teacher. Teachers will set these guidelines with their students.

Energy drinks (like Gatorade, Rock Star, etc.) and Pop are not allowed at Eureka Elementary except when classroom parties or special events are taking place. Please do not send these types of drinks to school with your child for lunch or snack. They will not be allowed to drink it.

Expectations

At Eureka Elementary, students and staff are expected to exercise the **3R's** each day:

Be **R**espectful, **R**esponsible, & **R**eady to Learn. Parents are also an important part of this team and have responsibilities as well. Working together can make your child's experience at school more meaningful.

Student Responsibilities

To **attend** school daily.

To **be on time** for school.

To **be prepared** for the school day.

To **follow the 3R's** by being respectful, responsible, and ready to learn.

Parent Responsibilities

To send your child to school each day **on time**, with all the necessary materials, well rested and properly dressed.

To **check your child's backpack for school communication notes** on a regular basis.

To **listen to, or read to** your child **daily**.

To communicate with your child's teachers when you are concerned about his or her health or school success.

To provide your child with a suitable place to work on school materials.

Staff Responsibilities

- To provide students with quality educational programs in an integrated setting.
- To provide an orderly classroom and a safe environment in which to learn.
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the student body.

Emergency Information

It is vital that the school office be notified of any change of address and/or telephone number immediately.

There are times when an emergency necessitates our having an exact address and/or telephone number.

Please call the office at 297-5500 to notify the school any time during the year that Emergency Information changes.

Attendance Procedures

STATE LAW REQUIRES THAT SCHOOLS VERIFY STUDENTS' WHEREABOUTS WHENEVER THEY ARE ABSENT FROM SCHOOL.

Students are expected to attend school on a regular basis. Whenever it is known that a student is going to be absent from school, parents are required to contact the school. If notice is not given by **9:30 a.m.**, our office secretary will call home to satisfy this requirement. It is very important to inform the office of your child's absence whenever they are ill, but it is also helpful to inform the teachers if the absence is known about prior to the day that your child is gone.

The number for contacting the school or to report an absence is 297-5500.

PARENT OF STUDENTS with CHRONIC ABSENCES may be REQUIRED TO ATTEND A MEETING with the PRINCIPAL AND TEACHER. FURTHER ABSENCES COULD INVOLVE THE SUPERINTENDENT.

Tardy Policy

The tardy bell rings at 8:20 a.m. All children who are not in their rooms at this time are marked "Tardy." If students are tardy, parents need to notify the office and explain why they are late. Parents should see that children arrive on time. Parents of children who are chronically tardy may be required to meet with an administrator to discuss this issue.

Student Sign In / Sign Out

Whenever parents are taking their children out of school before the dismissal bell, **they must first stop in at the office to check the student(s) out.** If the student returns to school before the end of the day, the parent must come to the office and record the return on the form. This procedure helps us keep track of who is taking students from the school and who is present. **ALL VISITORS MUST sign-in in the main office and wear a VISITORS BADGE while they are in the building.**

Bus Transportation

The school district furnishes transportation to and from school for students in accordance with state law. Competent, trained drivers are hired to drive the buses, which are kept carefully maintained. When difficulties arise on the bus, district transportation policies are provided for established procedures. Parents are encouraged to support the district in maintaining discipline on the buses as distractions to the driver during travel time can be dangerous.

If it becomes necessary to suspend riding privileges, the 1st and 2nd incidents will result in principal & parent notification and 3 days suspension of bus riding privileges. The 3rd incident will result in riding privileges suspended.

Three minor disciplinary problems, or a major incident that could distract the driver and therefore jeopardize the safety of the bus, may result in suspension of riding privileges for a period of up to a full year. In such cases, the parents of the children become responsible for seeing that their children get to and from school safely.

Bus Rules:

1. Follow your Bus Driver's directions the first time they are given.
2. Keep your hands, feet, and other objects to yourself.
3. Take your seat immediately and remain seated until you reach your stop.
4. Do not eat, drink, or litter on the bus.
5. Respect school property and the property of others.

Consequences:

1. Warning from your Bus Driver.
2. Conference with Driver and a specific seat assignment for one week.
3. Driver will call your parents and assign you a seat for two weeks.
4. Sent to the office for a conference with the principal and your parents.
5. You will no longer be allowed to ride on the bus.

Important Note:

Students are UNABLE to ride any bus EXCEPT the bus that takes them to and from their home. *Any exceptions to this rule require **prior arrangement** by a parent. Whenever it is necessary for a student to ride a bus other than the one he/she is normally assigned, parents must send a note or call the office. The office will send an approval note with the child with the correct bus route number for that day.*

Pick Up / Drop Off Areas

Buses pick up and release children from the High School parking lot. All other vehicles should pick-up and drop-off on the **SOUTH** side of the Elementary building.

Rights of Non-Custodial Parents

Non-custodial parents must have permission from the custodial parent to pick up a child from school.

Principals and school officials will require that a child remain in school for the duration of the school day and be transported home in the usual manner unless this permission is granted directly to the school by the custodial parent.

Non-custodial parents do have the right to obtain any and all information concerning the child that is available to the custodial parent. If information is disclosed to a custodial parent, it will also be shared with the non-custodial parent upon request.

A non-custodial parent has the right to any and all information concerning his/her child irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary.

Complaints

A student or parent with a complaint regarding a classroom procedure or other matter should first bring the complaint to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal may be requested. If the concern still exists, a written complaint may be filed in accordance to the School District policy. The Principal can explain that policy when needed.

Non-Discrimination Policy

No student attending the Eureka Public Schools shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in any phase of the instruction program or activity on the basis of race, color, religion, national origin, sex, handicap, marital, or parental status. If you feel you have been the subject of discrimination contact a school administrator.

Discipline Policy

“Teachers have the right to Teach,

Students have the right to Learn”

Students are expected to demonstrate self discipline at all times and display the 3R's of being **Respectful, Responsible, and Ready to Learn**. These expectations remain in effect during school hours, at the after school program, or any other school related activities such as district sporting events, concerts, and plays.

Appropriate actions from teachers, office staff, bus drivers, and administration will be taken when necessary to help students engage in following the 3R's. If a behavior continues or if a serious offense occurs, the child will be sent to the principal. Parents will be notified and consequences will be assigned. Consequences will depend upon the severity of the infraction and may include recess and/or lunch detention, In-School Suspension, referral for counseling, or a parent conference.

PARENTS OF STUDENTS THAT HAVE FIVE OR MORE OFFICE REFERRALS WILL BE REQUIRED TO ATTEND A MEETING WITH THE PRINCIPAL, SCHOOL COUNSELOR, AND TEACHER TO CREATE A BEHAVIOR PLAN.

Guidance and Counseling Programs

Montana School Counselors are obligated to address concerns of ALL students regarding Academic, Personal/Social, and Career matters. Children may choose to talk to a school counselor about topics that keep the child from concentrating on learning.

The school counselor does not provide extended, individual therapy for students, although she can help families find resources when additional support is needed.

For more information regarding the Elementary Counseling Curriculum please call:

Terri Vaughn at 297-5532.

ALTACARE services are also available during the school day for students who are enrolled in their program.

For more information regarding the Altacare Services please call: **297-2651.**

Student Health & Safety

We are required by state law to report to the Department of Family Services any suspected or possible cases of child abuse. It is not our intention to investigate these situations. Our major concern is for the safety and health of all our students.

Medications at School

Under normal circumstances prescribed medication should be dispensed before and after school hours under supervision of the parent or guardian. If a medication **must** be dispensed during school hours, the parent must deliver the medication to the office in its prescription container. All medications (including cough drops, inhalers, and vitamins) are to be kept at the office and a parent **must** fill out a *Permission for Medication* form.

Students are not to carry any medications or store them in their lockers.

Lice Infestation

Lice infestation is a communicable public health disease and no student who is infected by lice will be allowed to attend school.

Any student infected by lice may not return to school until they have documented treatment and are nit free. That is to state, all nits (larva/egg sacs) have been removed from the student's head. Any student not in compliance with this policy will be sent home and may not return to school until they are "nit" free".

TECHNOLOGY CODE OF CONDUCT: ACCEPTABLE USE POLICY

It is the intent of the Eureka Public Schools to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Eureka Public Schools believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Websites. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Notification of Family Educational Rights and Privacy Act (FERPA)

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their son/daughter; also, students eighteen years and older have access to their own records. Arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a possible cost of ten cents per page.

The federal law, Family Education Rights and Privacy Act of 1974, states that:

1. Parents (or non-dependent students eighteen and older) must give written consent before release of "supplemental" or "confidential" information about their student (or themselves).
2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.
3. "Directory information" about a student may be released to the public without parent/non-dependent student consent unless that parent gives the school district written notice to the contrary using [FERPA Student Opt-out Form](#), available from school secretary. "Directory information" includes any one or all of the following: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photograph or other digital image, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

Eureka School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Eureka School District to include this type of information from your child's education records in certain school publications. Examples include: the honor roll or other recognition lists, school websites, graduation programs, a playbill showing your student's role in a drama production or concert, and sports activity sheets, etc. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

Parent / Teacher Conferences

Parent-Teacher conferences are an important part of school activities. Parents are encouraged to communicate with the school often and to set up conferences with teachers to discuss their child's progress. Regular parent teacher conferences are held at the end of the first quarter; and may also be scheduled again in the Spring. **However, parents may also schedule a conference at any time during the year to discuss any concerns they may have.**

Assemblies

Positive And Wonderful Students (P.A.W.S) assemblies are held several times throughout the school year to recognize students in their exceptional abilities to exercise the **3R's**. Students in the fourth grade will also be recognized during these P.A.W assemblies for being on the **honor roll** if they receive all A's or B's for the quarter.

Concerts

All students participate in the music program. Eureka Elementary holds a fall and spring concert. We encourage parents to attend these events and help celebrate their child's success.

Dress Code

Appropriate Dress:

Students at Eureka Elementary are encouraged to wear suitable clothing and footwear that is appropriate for classroom learning, recess, and physical education. All children are expected to go outside for recess every day. Therefore, during rainy and snowy weather, children must have a warm, waterproof coat, hat, gloves, and waterproof footwear. If you are unable to provide appropriate outerwear, please contact the office.

Any form of dress that poses a safety hazard or interferes with the learning process will not be permitted at school. Short shorts, spaghetti straps, "Heely's" or "Wheelies", and items with inappropriate messages about drugs, alcohol, or tobacco are not appropriate for school. Hats are also not permitted to be worn inside the building unless the day has been specified for a fund raiser.

SCHOOL COLORS: Orange & Black

SCHOOL MASCOT: The Lions



Personal Items at School

Students are encouraged to leave personal items such as electronic games, ipods/mp3 players, cell phones, etc. at home. These items, if brought, are not allowed out during any time of the day, including recess time. There is a chance of theft or breakage and the school cannot be held responsible for personal items. These items cause a distraction from a student's learning environment and interfere with their social experiences. If a student is found with any of these items out, they will be turned into the principal for the parent to pick up.

Money at school for purposes other than lunches or payment of fees is also not recommended. There are times when classrooms, lockers, and locker rooms cannot be monitored to prevent theft, and valuable items should be left at home.

****Please mark all of your child's belongings (including shoes and gloves), with his/her full name in permanent marker. Any unclaimed items will be put in the Lost & Found.**

Lost & Found

The school keeps a lost and found table outside the office area of the Elementary Building. A large number of items are misplaced by students each day during school and end up on our table. If your child has lost something, please encourage them to check this area, or you may choose to come in and check. Any unclaimed items will be donated to charity before Christmas break and at the end of school.

Pets at School

Animals must be transported to and from school by a parent or guardian. Whenever a student is going to bring an animal to school in connection to a classroom project, parents are to make prior arrangements with the teacher. If the animal is sick, diseased or there is any chance of injury to students or the animal, the animal may not be brought to school.

Bicycles

Bikes are to be parked when students arrive at school in the appropriate areas. Bikes are not to be ridden during school hours. We encourage the use of safety helmets and locks.

Books

Library books are purchased for student use. Students are encouraged to take books home and read them as well as use them in school. They should handle with special care by keeping them away from younger children and not leaving them where pets can damage them. They should be returned promptly so others can use them. Textbooks are checked out to the students and we expect them to last for several years or until we are ready to replace them with new ones. Textbooks are very expensive and the cost of replacement can range from \$35 to \$75. Students will be assessed a charge at the end of the year for unduly damaged or lost text or library books.

After School Program

**Eureka Elementary offers an After School Program
under the direction of the Twenty-First Century Grant.**

If a student participates in an after school program, they need to meet in the gym when the bell rings. **Please make clear arrangements each morning with your student regarding after school plans. Students will not be allowed to use the phone to make arrangements for after school play dates.**

Please contact the office for further information.

School Board Members

Superintendent

Jim Mepham 297-5650

School Psychologist

Bob Smith 297-5623