

**EUREKA ELEMENTARY**  
**K - 4**  
**STUDENT/PARENT**  
**HANDBOOK**



**2010-2011**

# 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

Students will have supervision in the building by 7:45 am but will be encouraged to proceed to the playground or breakfast area until the first bell at 8:15 am.

Please help assure that your child is not coming earlier than this time.

### School Hours:

Breakfast: 7:50 AM - 8:15 AM

**8:15 AM First Bell**

**8:20 AM Tardy Bell**

Lunch: 11:25 - 12:15

**3:25 PM Dismissal Bell**

**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 leaves.**

## Breakfast / Lunch Program

The Breakfast / Lunch accounting program is on computer format. Payments can be made any day from 7:30 am – 1:30 pm in the 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 meals. As soon as your child's account falls into the charge status, they will receive a PAW PRINT STAMP on their hand each day as a reminder that their account needs to be paid.

**After the 5<sup>th</sup> 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.

All students are expected to go outside until the bell rings unless other arrangements have been made between the student and teacher. Breakfast will be served in the classroom and will be available to all students free of charge. Parents are encouraged to notify the classroom teacher if their student “opts out” of the breakfast program. Students are allowed to bring a HEALTHY alternative for breakfast time.

## **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; to be **Respectful, Responsible, & Ready 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**

- \* **Attend** school daily.
- \* **Be on time** for school.
- \* **Be prepared** for the school day.
- \* **Follow the 3R's** by being respectful, responsible, and ready to learn.

### **Parent Responsibilities**

- \* Send your child to school each day **on time**, with all the necessary materials, well rested and properly dressed.
- \* **Check your child's backpack for school communication notes** on a regular basis.
- \* **Listen to, or read to your child daily.**
- \* Communicate with your child's teachers when you are concerned about his or her health or school success.
- \* Provide your child with a suitable place to work on school materials.

### **Staff Responsibilities**

- \* Provide students with quality educational programs in an integrated setting.
- \* Provide an orderly classroom and a safe environment in which to learn.
- \* Develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- \* 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 immediately of any change of address and/or telephone number (including cell phone numbers). **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 am, 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(S) OF A STUDENT with CHRONIC ABSENCES will 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 the 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 return time is also logged on the form. This procedure helps us keep track of who is taking students from the school. **ALL VISITORS MUST sign in at the 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 1<sup>st</sup> and 2<sup>nd</sup> incidents will result in principal, or bus personnel & parent notification and 3 days suspension of bus riding privileges. The 3<sup>rd</sup> 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 parent(s) of the child become responsible for seeing that he/she gets 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, or bus personnel and parents.
5. Loss of bus privileges.

### 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 release and pick up 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 disrespectful behavior continues or if a serious offense occurs, the child will be sent to the principal. Consequences will be assigned and parents will be notified. Consequences will depend upon the severity of the infraction and may include but not limited to: recess and/or lunch detention, In-School or Out of School Suspension, referral to school counselor, or a parent conference.

**PARENTS OF A STUDENT THAT HAS 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. If your child has an asthma condition and requires an inhaler, please contact the office.

## 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".

## 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

Lion PAW Assembly's are held at the end of each quarter to recognize students in their exceptional abilities to exercise the **3R's**. Students in the fourth grade will also be recognized during these Assembly's 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. Please remember to demonstrate proper concert etiquette.

## 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.

**\*\*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.**

### Guidelines:

\*Any form of dress that poses a safety hazard or interferes with the learning process will not be permitted at school.

\* Items with inappropriate messages about drugs, alcohol, or tobacco and apparel such as short shorts, spaghetti straps, and Heely's or Wheelies, are not appropriate for school.

\*Students are to remove their hats when entering the building.  
Only on special occasions are hats, caps, stocking caps, and hoods allowed in the building.

**SCHOOL COLORS: Orange & Black**

**SCHOOL MASCOT: The Lions**



## Personal Items at School

**Eureka Elementary is not responsible for lost or stolen items. 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. These items cause a distraction from a student's learning environment and interfere with their social experiences.

**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.

## 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

Textbooks and library books are checked out to the students and we expect them to last for several years. If materials are lost or damaged, students will be assessed a charge.

## 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.**

**Elementary Office**

**Sue Purdy**

**297-5500**

**Elementary Principal**

**Cari Lucey [clucey@eureka.k12.mt.us](mailto:clucey@eureka.k12.mt.us)**

**Elementary Counselor**

**Terri Vaughn [tvaughn@eureka.k12.mt.us](mailto:tvaughn@eureka.k12.mt.us)**

**School Psychologist**

**Bob Smith**

**297-5623**

**Superintendent**

**Jim Mepham**

**School Board Members**

**Joan LeFrancois,**

**Chairman**

**Donna Lowery,**

**Vice-Chairman**

**Jon Leonard**

**Don Hammack**

**James Schmidt**

**John Harris**

**Christine Brown**

## Elementary Teachers

Pre-School	Sue Flanary	sflanary@eureka.k12.mt.us
Kindergarten	Michelle Bohn Amy Gondeiro Paula Kindel	mbohn@eureka.k12.mt.us agondeiro@eureka.k12.mt.us pkindel@eureka.k12.mt.us
First Grade	Kelley Comstock Jennifer Van Ness	kcomstock@eureka.k12.mt.us jvanness@eureka.k12.mt.us
Second Grade	Shelley Zauner Lori Coffman	szauner@eureka.k12.mt.us lterrycoffman@eureka.k12.mt.us
Third Grade	Stephanie McDuffie Ann Newell Angela Price	smcduffie@eureka.k12.mt.us anewell@eureka.k12.mt.us aprice@eureka.k12.mt.us
Fourth Grade	Shelly Moen Jennifer Hall Bryan Grutsch	smoen@eureka.k12.mt.us jhall@eureka.k12.mt.us bgrutsch@eureka.k12.mt.us
Title Teachers	Corina Henrie	chenrie@eureka.k12.mt.us
Speech	Darcy Shaffer	dshaffer@eureka.k12.mt.us
	Mindy Heinz	mheinz@eureka.k12.mt.us
	Annette Longgood	alonggood@eureka.k12.mt.us
Special Education	Rochelle Hartman	rhartman@eureka.k12.mt.us
Music	Danielle Alexander	dalexander@eureka.k12.mt.us
P.E.	John Bartmess	jbartmess@eureka.k12.mt.us
Library	Sue Mephram	smephram@eureka.k12.mt.us