

Southside School



PARENT/STUDENT HANDBOOK

2021-2022

WOLF POINT PUBLIC SCHOOLS

SOUTHSIDE ELEMENTARY SCHOOL PARENT/STUDENT POLICY HANDBOOK

Welcome to the Wolf Point Elementary Schools!

Students in kindergarten through grade three are served at the Southside School. Students in our school receive a quality education. Students will spend their time in class building problem-solving skills and gaining a strong foundation in Reading, Writing, Math, Social Studies and Science utilizing the Montana State Standards as a guide. Students will attend specials classes where they will be exposed to the arts, technology, language, and health through P.E, Music, Library/ Technology, and Native American Studies. Intervention in reading, math and communication arts will be met through Title I, a school-wide program, Section 504, and/or Special Education.

In order to help you understand the basic operation of Wolf Point Elementary Schools, guidelines and rules are given in this handbook. We particularly hope to communicate to you an understanding of the rules and procedures of Southside School.

Please read and keep this copy in your home throughout the year.

Close cooperation between the home and school is essential to promote the best interest of your child/children. Parents are encouraged to visit Southside School and consult staff or principal. If you have any questions or concerns, please do not hesitate to call the principal at the Southside School (406 653-5555).

We will strive to have a successful and rewarding school year.

Patrick Drapeau
Principal

Southside Elementary Vision Statement

At Southside will prepare and equip every child with a strong foundational education using relevant data and differentiated instruction. We will encourage students to positively influence the atmosphere at Southside school, their homes, and the community by focusing on academic, cultural, and social development. Our goal is to cultivate future leaders in a welcoming, safe, supportive learning environment.

SOUTHSIDE SCHOOL DAILY SCHEDULE

Monday - Thursday

Pre- Kindergarten

AM Session 8:30 – 11:30 PM Session 12:30 – 3:30

Kindergarten & First Grade:

8:05 a.m. – 3:55 p.m.

Second & Third Grade:

8:05 a.m. – 3:55 p.m.

ENROLLMENT REQUIREMENTS

Wolf Point School requires that the following documents/forms regarding an individual child be provided or they will not be admitted.

- Copy of Birth Certificate
- Copy of Immunization Record
- Race/Ethnicity Report Form
- Title VI Student Eligibility Certification (required for all children of Indian descent)
- Copy of Certificate of Indian Blood (CIB) ***within 10 school days***
- Custody Documents (if your name does not appear on the child's birth certificate)

Other forms needed:

- Transfer of Records request
- Authorized Release Form
- ImMTrax release form
- Home/School Partnership Contract
- Field Trip
- Health Enhancement Participation Information
- Contact Information

FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires that directory information regarding your child be released by the district to anyone who requests it, but ONLY IF parents have been notified and they have been given the right to reject the release of any or all of the student's directory information.

Directory information ordinarily includes the following:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs
- Dates of attendance
- Awards received in school

In exercising your right to limit release of this information, please contact the school where your student is in attendance and inform them of which directory information item/s, if any, you wish the district to withhold about your child.

Your objection must be filed within ten days of the publication of this notice.

STATEMENT OF POLICY

The schools of Wolf Point School District #45-45A are equal opportunity schools. No employee or student shall be denied equal opportunity for educational instruction, participation in school activities or employment by the school because of policies or practices which discriminate on a basis of sex, age, race, religion or physical disability.

**Complete copies of the Wolf Point School District Policy Manual are located online at
(<https://www.wolfpointschools.org/>)**

2021-2022 WPSD CALENDAR

Monday - Thursday

Yellow - Regular School Day
Red - Regular School Day, End of Quarter
Tan - Early Release School Day for Students
Green - No Students, PIR, PDD, TCD
Blue - No School

150 PI Days
7 PIR Days
5 PD Days
2 TC Days

SCHOOL	CLASSROOM	HOURS
SSS K-3rd		8:05 a.m. - 3:50 p.m.
NSS, JH, and HS		8:00 a.m. - 4:09 p.m.

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8 / 9

FEBRUARY 2022						
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15

MARCH 2022						
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15 / 4

APRIL 2022						
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14

MAY 2022						
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17

JUNE 2022						
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2

AUGUST 2021						
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29	30	31				

6

17 & 19 - PIR	8	9	10	11	12	13	14
18 - PDD	15	16	17	18	19	20	21
20 - TCD	22	23	24	25	26	27	28
23 - Students start	29	30	31				

16.5

SEPTEMBER 2021						
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14.5

OCTOBER 2021						
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31						

16

NOVEMBER 2021						
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13

DECEMBER 2021						
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MISSION STATEMENT

In partnership with community, Wolf Point Schools will create a positive teaching and learning environment to ensure that every member of the school family reaches academic achievement as set by local, state, and federal standards. We are determined to utilize comprehensive school-wide research-based strategies to assure this outcome.

VISION STATEMENT

- ❖ All children feel safe, welcome, and successful.
- ❖ All children appreciate their unique qualities, cultures and their role as valued members of their school family.
- ❖ All children will read at or above grade level by the end of 3rd grade and remain on or above grade level thereafter.
- ❖ All students are responsible for caring for self, caring for others, and caring for property.
- ❖ All students have the opportunity to learn from their mistakes.
- ❖ All children, regardless of race or economic status, have fair and equal treatment.
- ❖ All students and school personnel have clear and focused individual goals.
- ❖ All school personnel are respectful, tolerant of differences, consistent, and nurturing.
- ❖ All school personnel are competent in fulfilling job responsibilities.
- ❖ All parents and community members show respect for education through their availability and involvement.
- ❖ All parents, community members, and school personnel need to work together to assist children in becoming productive members of their school and community.

LEARNER GOALS

Students will:

- ❖ Develop the skills and attitudes necessary to be a productive member of society.
- ❖ Develop a sense of responsibility for self, others, and environment.
- ❖ Master the basic skills to become a life-long learner.
- ❖ Develop the skills to communicate effectively, think critically, and solve problems.
- ❖ Develop highest potential by realizing individual talents, well-being, and sense of worth.
- ❖ Develop an awareness of American Indian culture.

QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In accordance with the federal Every Student Succeeds Act (ESSA) of 2016, you may request information regarding your child's teacher/s and paraprofessionals. If requested, the information will be provided in a timely manner in an understandable and uniform format.

The information you may request:

- 1) State qualification and licensing criteria for the grade levels and subject areas in which the teacher/s provide instruction;
- 2) Emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- 3) Baccalaureate degree major of the teacher/s, other graduate certification or degree, and the field of discipline of the certificate or degree;
- 4) Paraprofessional's qualifications and services, that they provide.

If you would like to receive this information, please stop by the District Office of the Wolf Point Schools and complete a request form. District Office is located at 213 6th Ave S, Wolf Point, MT 59201

PARENT INVOLVEMENT POLICY

WPSD

The Wolf Point School District is committed to the goal of providing quality education for all children. To accomplish this goal, we will work toward building stronger partnerships between home and school. Parents play an extremely important role as their child's first teacher. A partnership between home and school will be encouraged and supported. Parents will be included in the joint development of the overall district plan and the process of school review.

Information regarding Title I school-wide program services is located in the Parent/Student Handbook

In addition to regular report cards, teachers will provide mid-term progress reports. Parent conferences will be held twice a year. In order to strengthen the home/school connection, the Title I program, partnership goals, and Home/School Partnership Contract will be explained and discussed at these conferences.

An annual parent/school planning session will be held to review and discuss student services. At this time, district level and school level parent involvement policies will also be reviewed.

Staff will be encouraged to promote and plan effective parent involvement activities. Planning will take place at staff, department, and/or grade level meetings.

Staff will share information and resource materials that assist parents in working with their students at home to improve study habits and academic progress.

The Wolf Point School District maintains an open-door policy, encouraging parents to visit, to volunteer, and to share their ideas for creating the best possible learning environments for students. All communications with parents will reinforce this open-door policy.

Data collected throughout the year will be used to evaluate and revise program design and parent involvement policies.

This commitment to family involvement was administratively approved. The policy will be promoted and coordinated by all school personnel.

SOUTHSIDE

Southside School operates a school-wide Title I program. Thus, Title I services are provided to all students. Part of the Title I school-wide program ***requires parental involvement***.

The Southside School is committed to forming effective partnerships between home and school. We encourage parents to join us in planning, implementing, and reaching school-wide goals.

Activities such as the following will be promoted:

- Read and Respond/Home Fun (20 minutes of reading at home four days a week for 1st – 3rd grades. Kindergarten encourages 3 days a week.)
- Family/school gatherings (barbeques, ice cream socials, etc.)
- Breakfast Buddies Reading/Homework program
- Family Solutions team meetings
- Parent/Teacher Conferences
- Grade level plays and programs
- Open house events
- Annual District-wide Powwow
- Annual end of year activities

To reinforce overall school success, we expand our efforts to include:

- Good Choice tickets
- Postcards
- Media recognition of student success
- Home visits
- Good Behavior Parties

Parents will be kept well-informed of the student's reading and math achievement through mid-term ISIP progress reports. Progress reports covering other subject areas will be provided upon parental request.

Southside School will collect data regarding the effectiveness of the parent involvement program. Information will include the numbers of participants at meetings and conferences. Other types of data may include phone contact logs, records on informal visits, and responses on surveys. The data will be used at the annual parent/school planning session to evaluate program design and, if necessary, revise the parent involvement policy.

FIELD TRIPS

A parental permission form is obtained for each student at the beginning of each school year or upon enrollment. This form allows students to be transported by bus or car for in town school field trips. *Teachers will notify parent/guardians of all **out of town field trips** to be taken by their class, and an additional permission form will be obtained.*

REPORT CARDS

Report cards are issued on the Thursday following the end of each nine week marking period or at Parent-Teacher conferences.

READ & RESPOND/HOMEWORK

Read & Respond is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associate good working habits. **1st – 3rd grade students are encouraged to do 20 minutes of reading and complete the Read & Respond at least four times a week. Kindergarten students are assigned a book and encouraged to complete reading 3 times a week.**

PLEDGE

State law requires recitation of the pledge of allegiance in public schools at the beginning of each day for all classes K-6. A student or teacher may be excused from participation if the student or teacher's convictions preclude participation.

STUDENT ATTENDANCE

Southside School staff encourages parents to send students to school on time each day ***unless a child is sick***. Children need the opportunity to learn. When they are not in school, it is impossible to make up class instruction, especially in the primary grades. ***Parent/Guardian is required to inform school by 8:30 a.m. if student is unable to attend.***

Opportunities to complete academic assignments are provided. Attendance will be considered when determining promotion as well as other factors:

- Grade level proficiency using scores, such as, ISIP, etc.
- Age of student
- Maturity of student

Promotion will be determined by Principal and classroom teacher.

NON- ATTENDANCE PROCEDURE

Southside Elementary strives for 93% attendance, which is **10 absences or less** in a school year.

An absence is defined as any period a student is not physically present in class or other school sponsored activity. ***All absences, except school-sponsored activities, whether excused, unexcused, or prearranged, are counted as absences. (Bereavement and extended medical are countable absences)***

1. When a student has three (3) unexcused absences, parents/guardians will be contacted by mail and encouraged to help their child complete academic assignments.
2. When a student has eight (8) unexcused absences, the parents/guardians are encouraged to schedule a meeting with the Family Support/Solutions Team in order to establish a plan of assistance for the student.
3. After ten (10) absences, a letter will be sent to Juvenile Court/Tribal Court, and a copy will be sent to parents/guardians. Courts will continue to be updated on a monthly basis.

STUDENT TARDINESS

Students appearing after 8:05 a.m. will be counted tardy. Students appearing after 9:00 a.m. or ½ hour past lunch will be counted absent. ***Chronic tardiness or leaving early will be considered when discussing retention.***

DISCIPLINE PHILOSOPHY

BASIC BELIEFS

We believe that schools should be comfortable, secure and happy places where all children and staff have a maximum opportunity to learn or teach/work. It is important to respect all people and all property. All people need to learn self-responsibility. It is important that we do our duties well. It is important to work as a team caring about each other. Attitude and behavior are choices.

PURPOSE

Wolf Point Public School's positive behavior plan encourages students to choose positive behaviors, guiding them to be successful in school and in life.

The plan:

- | | |
|---|---|
| 1. Encourages positive behavior by utilizing positive reinforcement, appropriate redirection, and incentives; | 3. Develops pride in self, school, community and country; |
| 2. Helps students replace negative choices with acceptable behavior; | 4. Develops respect for self, authority and others; and |
| | 1. Develops respect for property and environment. |
| | 2. Utilize a Refocus Form to learn self-responsibility. |

INCENTIVES/AWARDS FOR APPROPRIATE BEHAVIOR

Students may receive:

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| 1. Recognition – cheers, awards, certificates, assemblies, publicity, pictures on the wall, etc. | 3. Good Choice Card |
| 2. Token economy (school or classroom store) | 4. Parties, picnics, short field trips, healthy food, music, games, movies, special guests, programs, contests, competitions or events, etc. |

STRATEGIES FOR INAPPROPRIATE BEHAVIOR

Classroom management that may be utilized by the teacher:

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| 1. Pre-teaching of appropriate behavior skills | 5. Think-time or Time-out (4 to 10 minutes) |
| 2. Proximity | 6. Sincere verbal apology |
| 3. Limit setting | 7. Phone call to parent/guardian |
| 4. Redirection | |

CORRECTIVE CONSEQUENCES

- | | |
|-------------------------------------|-----------------------------|
| 1. Class Behavior Log Documentation | 2. Time-out / Re-Focus form |
|-------------------------------------|-----------------------------|

- | | |
|---|---|
| 3. Incident Referral | 8. Parent Shadowing |
| 4. Loss of Privilege | 9. Behavior Learning Center (BLC)/Alternative Learning Center (ALC) |
| 5. Notify parent/guardian | 10. Family Support/Solutions Team |
| 6. Parent/guardian conference | 11. Alta-Care |
| 7. After school (Prior Parent Notification) | |

STUDENTS HELD AFTER SCHOOL

No student will be held after school without making direct arrangements with parent. This is the responsibility of the teacher who is keeping a child after school.

Recess may be used to make up time for students.

SEVERE VIOLATIONS

A teacher may request that student be removed from the classroom if behavior is severe enough to cause disruption to the learning environment:

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| 1. Principal/Acting Principal will be notified. | 3. Only the principal may suspend or recommend expulsion of the student. |
| 2. Parents will be notified. | 4. Only the school board may expel a student. |

CONSIDERATION OF MITIGATING CIRCUMSTANCES

School personnel shall consider all aggregating or mitigating circumstances prior to dispensing disciplinary action.

The aggregating and mitigating circumstances to be considered include, but are not limited to:

- | | |
|--|---|
| 1. Age & maturity of the student | 4. Change in blood sugar level/insulin level of diagnosed diabetics |
| 2. Individualized behavior plan | 5. Pattern of misconduct |
| 3. Lack or change of prescribed medication for behavioral disorder | 6. Safety of student |
| | 7. Emotional turmoil |

EXCLUSION

- | | |
|-----------------------------------|---------------|
| 1. Behavior Learning Center (BLC) | 3. Suspension |
| 2. In-school suspension | 4. Expulsion |

BEHAVIOR LEARNING CENTER (BLC)

PHILOSOPHY: Behavior is learned. Appropriate behavior will be modeled in the Behavior Learning Center.

GOAL: Students will choose appropriate behavior so that quality teaching and learning can occur without excessive disruption.

DESCRIPTION OF PROGRAM:

The Behavior Learning Program has five component parts. Each of these component parts serves a specific purpose in teaching appropriate behavior. They are identified as:

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| 1. Reinforcement of school-wide procedures | 4. Celebrations for Positive Behavior |
| 2. Academic Shadowing | 5. Isolation* |
| 3. Teach Social Skills | |

*ISOLATION

Students may be placed in an isolated area to work independently on classroom subjects under adult supervision. Parents/Guardians will be notified by letter or telephone that the student is or will be placed in an in-school suspension situation. This will be recorded in the administrative log.

EXPECTED BUS BEHAVIORS

The safe transportation of students is the main concern of the bus driver. Any behaviors that distract the driver's attention will not be permitted.

- Students riding the after-school shuttle bus must exit bus at either Northside School or Wolf Point High School. **(Students are not allowed to ride the bus to either locations and end back at the Southside School.)**
- Students are expected to remain seated, use quiet voices, and keep hands, feet, and all objects to themselves.
- To assist the driver in maintaining discipline, he/she may report the student to parents and/or principal.
- When a student is referred to the principal/acting principal, he or she may receive an incident referral or lose bus privileges.

The 1st referral will result in a warning, the 2nd referral will be loss of bus privileges for the remainder of the year. ***The principal, acting principal, or transportation director may skip all steps and remove a student from the bus if misbehavior is severe enough to cause an unsafe bus environment or threaten the safety of students.***

SCHOOL-WIDE PROCEDURES

BUILDING PROCEDURES

CLASSROOM:

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|---|-------------------------------|
| 1. Keep hands, feet, and all objects to self. | 3. Follow directions. |
| 2. Be an active listener. | 4. Use kind words and actions |
- Teachers are free to add additional procedures if they are needed for their particular classroom situations.

HALLWAY:

- | | |
|---|----------------------------------|
| 1. Keep hands, feet, and all objects to self. | 3. Stay to the right. |
| 2. Walk quietly in single file. | 4. No passing. |

LUNCHROOM:

- | | |
|---|---|
| 1. Keep hands, feet, all objects, and food to self. | 5. Be polite, use good table manners, and use quiet voices while visiting students next to or across from you. |
| 2. Walk slowly and carefully, watch for others, and keep both hands on the tray. | 6. Eat your own food and don't share. (Health issue) |
| 3. Classroom teacher/para will seat students at farthest empty table in the order in which they left the classroom. | 7. Remove coats before sitting down to eat. |
| 4. Duty teacher/para is responsible to assist their students with condiments. | 8. Students may bring healthy, sack lunches. No pop/soda, candy or junk food is allowed for lunch. Students eating school meals may not bring additional food to the lunch room. |

BATHROOM:

- | | |
|--|---|
| 1. Keep hands, feet, and all objects to self. | 4. Wash hands with soap and water. |
| 2. Respect privacy; no peeking under or over stalls. | 5. Throw paper towels in trash bin. |
| 3. Use bathroom quickly and quietly and flush the toilet/urinal. | 6. Return to class immediately. Report any untidiness to classroom teacher. |

PLAYGROUND PROCEDURES

(Playground monitors **MUST BE CONSTANTLY** moving around the playground. One recess monitor is required to carry the assigned 2-way radio tuned to channel 3)

GENERAL:

- | | |
|---|--|
| 1. Keep hands, feet, and all objects to self. | 8. Play ball or tossing games away from playground equipment. |
| 2. Keep all objects off the playground equipment (rocks, wood chips, snow, backpacks and toys). | 9. Play contact games (tag, football, soccer, etc.) without hurting others, for example, no tackling. DON'T BE ROUGH! |
| 3. If playing on playground equipment, place backpacks on ground. | 10. Rocks, wood chips, snow and ice need to stay on the ground. |
| 4. Ask permission from teacher to take classroom/personal items outside. | 11. Keep off of ice patches, out of water puddles, and snow piles. |
| 5. Use equipment for its intended use (i.e. Benches are intended for sitting ONLY .) | 12. Play away from the concrete area in front of the office entry. |
| 6. Keep coats, hats, etc. separated to prevent spread of head lice. | 13. Stay inside the fenced area and off fence. |
| 7. Chasing games/Tag is played away from playground equipment. | 14. Line up immediately when the bell rings. |
| | 15. Walk on cement area. |

ARRIVALS & DEPARTURES

In the morning and after school, out of town buses will load and unload on 4th Avenue South. Students must use the crosswalks when crossing the streets. Parents of kindergarten students are required to walk their child **from** the playground.

For the safety of all children, students will not be allowed to go to illegally parked vehicles.

STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

Students leaving school during school hours for medical, parental, illness or other reasons must report to the office before leaving and be signed out by an authorized adult before leaving school grounds.

MONEY, SCHOOL SUPPLIES, PERSONAL POSSESSIONS

Any special supplies or materials will be requested in the form of a written notice by the classroom teacher. Do not send money to school for items unless specifically requested by the teacher. The school discourages students from bringing money or personal possessions to the school. The school will assume no responsibility for lost, damaged or stolen money or personal possessions.

Students are not to bring personal property such as, (electronic devices, remote control cars, hand-held video games, musical devices, trading cards, toys, etc.) to school as the school is not responsible for lost, stolen, or damaged property.

The following items are not to be brought to school: toy guns, projectile shooting instruments such as bow and arrows or dart guns, skateboards, roller skates, roller blades or magnets.

APPROPRIATE DRESS

The school expects students to dress appropriately for the weather, including footwear. Warm clothing (hats, gloves, and boots) is appropriate during cold weather. **Parents are advised that all items of clothing and property be marked with the student's name.** All head coverings, including hoods, are not to be worn inside the building. Hooded sweatshirts worn as a jacket may not be worn in the classroom. Any clothing, jewelry, chains, emblem, badge, symbol, sign or other items that could be perceived as an affiliation with any gang is prohibited. (SBP #3611)

WEARING MAKE-UP IS PROHIBITED. Cologne, perfume, hairspray and make-up are not allowed at school.

BICYCLES/SCOOTERS/HEELYS AT SCHOOL

Bicycles and scooters are to be ridden to and from school only. Usage is not permitted on the playground. Locks are encouraged for security reasons. The school will assume no responsibility for damaged, lost or stolen bicycles and scooters.

Heelys (roller skate shoes) are not allowed at school unless wheels are removed. Students may take wheels off at home and then wear shoes to school. If a student wears Heelys to school with the wheels, the wheels will be removed. The school will not be responsible for lost wheels at school.

ANIMALS AT SCHOOL

Dogs, cats & other animals regularly observed on the school grounds will be removed by the police or the dog catcher. This is a safety issue.

CLASSROOM PARTIES

The Southside school will have classroom parties during the school year: Halloween, Christmas, Valentine's Day, and Red Ribbon Week.

SCHOOL TELEPHONE

Use of the telephone by students is for emergency purposes only. Messages will be delivered to students, but they will not receive calls. Any calls made from any phone must be approved by classroom teacher/supervising adult.

PERSONAL CELL PHONES

Cell phones need to be given to classroom teacher at the beginning of day and should be picked up at the end of the day.

PARENT VISITATION AND CONFERENCES

Formal parent-teacher conferences are scheduled twice a year. A parent-teacher conference is a valuable opportunity for the parent and teacher to help improve each child's academic progress. Parents are encouraged to visit or call the school at any time to arrange a conference.

WITHDRAWALS OR TRANSFERS

Parents should notify the school one or two days in advance, if possible, of their intent to withdraw their child.

Written permission from the parent or guardian is required to obtain the Special Education records of an incoming student from another school district.

Wolf Point Schools will honor expulsions made by other school districts and will refuse to admit these students until the expulsion, as defined by that school district has expired.

SUPPORT PROGRAMS

The Southside School provides a number of classes for the educational development of the whole child. These offerings include:

MUSIC

All Pre-K – 3rd grade students are given the opportunity to develop vocal musical skills.

LIBRARY

All Pre-K – third grade students are given the opportunity to learn library skills. Second and third grade students are allowed to check out two books per week, and first graders check out one book.

GUIDANCE/COUNSELING

Principal or Solutions Team may refer students to guidance or counseling services as deemed necessary. Student self-referrals are not allowed. Teacher may refer students through Principal.

HEALTH ENHANCEMENT EDUCATION (PE & HEALTH)

All students are required by state law to participate in physical education. Students may be excused from gym by presenting a note signed by their family physician or a note signed by their parents for release due to temporary illness. The physical education teacher should be informed if there are any medical factors affecting your child's participation in P.E.

It is recommended that all students wear tennis shoes to P.E. class for safety and better agility. All other types of shoes are a safety issue. It is recommended that girls bring play shorts to wear under dresses or skirts.

Health education curriculum is taught to all students. Healthy lifestyle choices are introduced and encouraged.

TITLE 1

The Title I Program is a federally funded project designed to meet educational needs of children experiencing difficulty in reading, communication arts and math. It is the goal of the Southside School staff to use the in-class model, and serve the needs of qualifying students within the classroom unless otherwise necessary.

STUDENTS IN TRANSITION SBP # 3125

Students and families who are living in an emergency or transitional shelter, who are living with another family due to financial hardship,

who are living in a hotel/motel due to lack of affordable housing or financial hardship, or who are living in a car, tent, or other building that is not a "house" may qualify for services under the McKinney-Vento Act. Students who are "couch surfing," or who are living with someone who is not their legal parent/guardian may also qualify for services. These services include immediate enrollment, the right to stay in your "home" school, transportation, school meals, access to all school-based programs, and other services as needed. Families or students experiencing challenges with their living situation should contact the Southside principal for assistance. Eligibility for this program is determined by the district. If you feel a decision has been made in error, you may dispute that decision by completing a Dispute Resolution form available at the District Office or Southside School.

FAMILY SUPPORT TEAM (FST)

This is a team consisting of Principal, Counselor, Classroom teacher, parents and concerned parties to address the academic, behavior, or emotional concerns of students. This process is started by a teacher or parent referral. It is the goal of the FST process to determine appropriate intervention strategies for individual needs and school success.

RESPONSE TO INTERVENTION (RTI)

RTI is a process of teaching that measures how students respond to instruction, and then if necessary, changes the instruction to make sure that each student is mastering the skills necessary for academic success.

RTI addresses 5 key reading skills:

*Phonemic Awareness

*Phonics

*Fluency

*Vocabulary

*Comprehension

SPECIAL EDUCATION

This support program provides highly individualized assistance to children with identified learning, emotional or physical disabilities. Students are given academic support in both the classroom and special education resource room in the subject areas where assistance is needed. If a special education student has a significant behavior problem, it will be addressed in the Individual Education Plan (IEP). All special education referrals need to go through Family Support Team.

504 SERVICES

The Wolf Point School District provides services to students who are identified as having a disability that affects one or more major life activities. The Family Support Team completes the identification process. If additional information is needed, please see the Southside School principal.

BREAKFAST/LUNCH PROGRAM

Hot lunch & breakfast programs are offered at both elementary schools. Breakfast times are from 7:20 – 7:55, Monday – Thursday. All students will be given free breakfast/lunch, or they may bring their own sack lunch. Children will not be allowed to drink pop or eat candy with their lunches. Students eating school meals may not bring additional food to the lunch room.

HEALTH AND WELLNESS

Students are encouraged to maintain a good attendance record, but should not come to school when obviously ill.

ADMINISTRATION OF MEDICATIONS

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions if the pupil's parent or guardian consents in writing. (See page 50 for consent form.)
2. May assist in the administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil's parent or guardian consents in writing. (See page 49 and 50 for consent forms.)

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian (form 3416F).
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication. (SBP #3416)

COMMUNICABLE DISEASES

Because of the communicable nature of pink eye, scabies and impetigo, and Methicillin-resistant Staphylococcus aureus (MRSA) children with these health conditions should bring a note from their health care provider confirming that they have been examined, and are under treatment and can return to school. (SBP #3417)

HEAD LICE

School personnel may periodically check for head lice or nits. Notification will be given to parent/guardian of any student observed with head lice or nits. Any student with head lice will be sent home. School personnel will examine him/her upon return to school. If school personnel determine the student is not lice-free, he/she will be returned home until the condition is corrected.

PARENTS ARE ENCOURAGED TO CHECK STUDENTS FOR HEAD LICE AT HOME.

SBP #3226 BULLYING/HARASSMENT/INTIMIDATION/HAZING POLICY

The Board 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. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions:

"*Third parties*" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

"*District*" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

"*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 or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"*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 school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of: Physically harming a student 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.

"Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

All School Board Policies can be accessed at

https://issuu.com/montanaschoolboardsassociation/docs/wolf_point_school_district_policy_m?e=16838009/12506753

CLASSROOM BEHAVIOR LOG 2021-2022

(SUBMIT TO PRINCIPAL AT END OF EACH SEMESTER)

Parent will be contacted by teacher after every 5 entries. After 3 parent contacts, student will be sent to principal. For each additional 5 entries, student will be sent to principal.

Student's Name _____

Grade _____ Gender ☐M ☐F Classroom Teacher _____

DATE	NUMBER	EXPLANATION OF BEHAVIOR	VICTIM(S) / OTHER'S INVOLVED
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		

- CHOICES: ☐Review rules with student
☐Conference with student - set up Individual Behavior Plan with specific goal and reward system.
☐Parent Contact: NOTE E-MAIL PHONE CALL VISIT
☐Visit with Principal
☐Conference with classroom teacher

DATE	NUMBER	EXPLANATION OF BEHAVIOR	VICTIM(S) / OTHER'S INVOLVED
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		

- CHOICES: ☐Review rules with student
☐Conference with student -- set up Individual Behavior Plan with specific goal and reward system.
☐Parent Contact: NOTE E-MAIL PHONE CALL VISIT
☐Visit with Principal
☐Conference with classroom teacher

INCIDENT REFERRAL FORM
Southside School Incident Referral

STUDENT NAME: _____ GRADE: _____

DATE OF INCIDENT: _____ TIME: _____ AM / PM LOCATION: _____

ISSUED BY: _____ JOB TITLE: _____

STUDENT'S CLASSROOM TEACHER: _____

Victim involved? Yes ☐ No ☐

Others Involved? Yes ☐ No ☐

(Attach names to be entered into Infinite Campus)

Check ONE offense. Students may be removed from the classroom for severe behavior.

<input type="checkbox"/>	DISRUPTIVE BEHAVIOR	(1500) Disorderly Conduct	(2200) Insubordination	(2400) Obscene Behavior
<input type="checkbox"/>	OFFENSE AGAINST PERSONS	(1800) Harrassment, Bullying, Intimidation (Non-Sexual)	(2900) Other / Sexual Offense	(3200) Threat/Intimidation
<input type="checkbox"/>	OFFENSE AGAINST PROPERTY	(1100) Arson	(1400) Breaking & Entering/Burglary	(2700) School Threat (Destruction/Harm)
		(3100) Theft	(3400) Trespassing	(3500) Vandalism
<input type="checkbox"/>	FIGHTING	(1300) Aggravated Assault (Battery)	(1700) Fighting (Mutual Altercation)	(2500) Physical Altercation, Minor
<input type="checkbox"/>	SUBSTANCE ABUSE	(1000) Alcohol	(1600) Drugs (excluding Alcohol & Tobacco)	(3300) Tobacco
<input type="checkbox"/>	WEAPONS	(11) Handgun	(12) Shotgun/Rifle	(13) Other Firearms
		(20) Knife, Blade	(96) Dangerous Weapons	(97) Other Weapons
<input type="checkbox"/>	FELONIES	(2300) Kidnapping	(2600) Robbery involving physical harm	(2800) Sexual Battery
<input type="checkbox"/>	ELECTRONICS VIOLATIONS	Misuse	Damage	Other
<input type="checkbox"/>	TRUANCY	Within the Building	Left the Building	Not at school
<input type="checkbox"/>	GANG RELATED BEHAVIOR	Symbols/Writing/Hand Signs	Attire	Recruitment
<input type="checkbox"/>	OTHER	(1200) Attendance Policy Violation	(9000) Other Offenses (Forgery, Fraud, & Bribery)	

Write a detailed description, including exact actions and words:

CONSEQUENCE GIVEN BY PRINCIPAL OR ACTING PRINCIPAL:

INTERVENTION/FOLLOW-UP SERVICES:

<input type="checkbox"/>	DISCUSSION WITH PRINCIPAL/ACTING PRINCIPAL	<input type="checkbox"/>	COUNSELOR REFERRAL
<input type="checkbox"/>	BEHAVIOR LEARNING CENTER (BLC) _____ DAYS _____ HRS	<input type="checkbox"/>	SOLUTIONS TEAM REFERRAL
<input type="checkbox"/>	PARENT SHADOW	<input type="checkbox"/>	504/SPECIAL ED REFERRAL
<input type="checkbox"/>	IN SCHOOL SUSPENSION _____ Days	<input type="checkbox"/>	ALTA CARE
<input type="checkbox"/>	OUT OF SCHOOL SUSPENSION <input type="checkbox"/> w/services <input type="checkbox"/> w/o services _____ DAYS _____ RETURN DATE PARENT/PRINCIPAL CONFERENCE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	STUDENT HANDBOOK REVIEW
<input type="checkbox"/>	OUT OF SCHOOL SUSPENSION RECOMMEND EXPULSION? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	PARENT CONFERENCE
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	OTHER

Notes:

Principal/Acting Principal _____ Date _____

DEFINITIONS FOR CONSEQUENCE CHART**DISRUPTIVE BEHAVIOR**

1500 Disorderly Conduct: Any act that disrupts the orderly conduct of a school function, behavior that substantially disrupts the orderly learning environment.

2200 Insubordination (Disobedience): Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

2400 Obscene Behavior: Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.

OFFENSES AGAINST PERSONS

1800 Harassment (Nonsexual), Bullying, Intimidation: Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.

2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure): Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.

Note: Consider age and developmentally appropriate behavior before using this category.

3200 Threat/Intimidation: Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

OFFENSES AGAINST PROPERTY

1100 Arson: Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.

1400 Breaking and Entering/Burglary: Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

2700 School Threat (of Destruction or Harm): Any threat verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

3100 Theft: The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.

3400 Trespassing: To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

3500 Vandalism: Willful destruction or defacement of school or personal property.

FIGHTING

1300 Aggravated Assault (Battery): Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.

1700 Fighting (Mutual Altercation): Mutual participation is an incident involving physical violence where there is no major injury.

2500 Physical Altercation, Minor: Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.

SUBSTANCE ABUSE

1000 Alcohol: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion

1600 Drugs (Excluding Alcohol and Tobacco): Unlawful use, cultivation, manufacture, distribution,

3300 Tobacco: Possession, use, distribution, or sale of tobacco product or being under the influence of alcohol may be included if it results in disciplinary action sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

WEAPONS

11 Handgun: The weapon involved is a handgun or pistol.

12 Shotgun/Rifle: The weapon involved is a shotgun or rifle.

13 Other Firearms: The weapon involved is another type of firearm not named above, include:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;

- Any firearm muffler or firearm silencer; and

- Any destructive device, which includes:

Any explosive, incendiary (e.g., bomb, grenade), or poison gas;

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

20 Knife, Blade 2.5" or Greater: The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code {MCA 45-8-361(5)(b)} defines a weapon to include a knife with a blade 4 or more inches in length.)

96 Dangerous Weapon: A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

97 Other Weapons: The incident involves a weapon other than those described above (including Look-a-Likes).

FELONIES

2000 Homicide: Killing a human being

2300 Kidnapping: Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

2600 Robbery (involves Physical Harm): The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

2800 Sexual Battery: Oral, anal, or vaginal penetration forcibly or against the persons will or where the victim is incapable of giving consent, (Includes rape, fondling, indecent liberties, child molestation, and sodomy).

ELECTRONICS VIOLATION (WPSD POLICY #3612/3612P)

Misuse: Using electronics for non-educational purposes

Damage: Causing Computer failure or loss of data.

TRUANCY

For the purpose of this policy "truant" or "truancy" means the persistent non-attendance without excuse, as defined by this policy (WPSD #3123), for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under MCA 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

Within the building: Student leaves designated areas without proper notification of staff.

Left the building: Student leaves the building without Parent/Guardian or Staff approval.

Not at school: 9 or more undocumented absences. Attendance officer is unable to contact Parent/Guardian.

GANG RELATED BEHAVIOR (WPSD POLICY #3611)

Symbols/Writing/Hand Signs: Signs familiar or associated with gangs.

Attire: Attire worn to identify group association with gangs or gang-like attire.

Recruitment: Soliciting membership or payment for protection.

OTHER OFFENSES

1200 Attendance Policy Violation: Violation of school district, or school policy relating to attendance.

9000 Other Offenses (Forgery, Fraud, and Bribery): Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, and/or dealing in stolen property.

CONSEQUENCE CHART

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
LEVEL 1 : <ul style="list-style-type: none"> Electronics Violation Theft – (Petty) Gang Related Behavior (Symbols, Writing, Hand Signs) Gang Related Behavior – Attire 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal & Conference call and/or ½ hour in BLC (apology picture or letter) 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and Conference call and 1 hour in BLC (apology letter or picture) Clean up, replace or repair damaged or stolen item/s. 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal ½ day in BLC Conference call 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and; Conference call and; 1 day BLC Anything beyond step 5 automatically becomes a LEVEL 2, STEP 3 offense
LEVEL 2: <ul style="list-style-type: none"> Chronic Disruption Disruptive Behavior – Insubordination Disruptive Behavior – Obscene Behavior Offense Against Persons - Threat/Intimidation Fighting – Physical Altercation, Minor Truancy – Within the building Gang Related Behavior - Recruitment 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal & Conference call and/or 1 hour in BLC (apology letter or picture) 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal & Conference call 1/2day in BLC (apology picture or letter) 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and Conference call and 1 day in BLC (apology picture or letter.) Family Support Referral 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and Conference call and; 2 days in BLC 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and; Conference call and; 2 days in BLC Anything beyond step 5 automatically becomes LEVEL 3, STEP 3 offense
LEVEL 3: <ul style="list-style-type: none"> Disruptive Behavior – Disorderly Conduct Offenses Against Persons – Harassment; or Other Sexual Offenses Theft – (Misdemeanor) Fighting – Fighting, Mutual Altercation Weapons – Other Weapons Electronics Violation – Damage Truancy – Left the Building Truancy – Not at School Other Offenses – Attendance Policy Violation 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal & Conference call 2 days in BLC (apology picture or letter) Repair, replace or clean-up damaged or stolen items 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal &/or Police Officer Conference call 3 day in BLC 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and Conference call and 3 days in BLC Family Support referral 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and; Conference call and; In-School Suspension 3 days or 1 Day out-of-school suspension and Recommend ALC 	<ul style="list-style-type: none"> Discussion with Principal or Acting Principal and Conference call and In school suspension 3 days or 2 days out of school suspension and Family support meeting recommending ALC or Level 4, Step 1
LEVEL 4: <ul style="list-style-type: none"> Offenses Against Property – Arson; or Breaking & Entering/Burglary; or School Threat; or Trespassing; or Vandalism Fighting – Aggravated Assault Substance Abuse – Alcohol; or Drugs; or Tobacco Weapons – Handgun; or Shotgun/Rifle; or Other Firearms; or Knife; or Dangerous Weapon Felonies – (Theft); or Homicide; or Kidnapping; or Robbery; or Sexual Battery Other Offenses 	<ul style="list-style-type: none"> Call Police (if applicable) and parents Suspension (3 days) or Recommend Expulsion <p>*Weapons</p> <ul style="list-style-type: none"> Kindergarten & First Grade 1st = 2 days BLC 2nd = 2 days ISS 	<ul style="list-style-type: none"> Call Police (if applicable) and parents Suspension (4 days) or Recommend Expulsion <p>*Weapons</p> <ul style="list-style-type: none"> Kindergarten & First Grade 1st = 2 days BLC 2nd = 2 days ISS 	<ul style="list-style-type: none"> Recommend Expulsion 		

The principal may skip all steps and remove a student from the classroom/building if misbehavior is severe enough to cause disruption to the learning atmosphere and/or safety of students.

* All incident referrals are mailed to parent/guardian.

Consequence chart may be modified due to mitigating circumstances.

CITIZEN'S COMPLAINT FORM
WOLF POINT PUBLIC SCHOOLS
Wolf Point, Montana 59201

COMPLAINT AGAINST:

☐ SCHOOL DISTRICT

☐ DISTRICT PROGRAM

☐ DISTRICT EMPLOYEE

☐ STUDENT

DATE _____

FROM: Name: _____

Address: _____

Telephone No _____

Name of person(s) or program against which complaint is made: _____

Write a clear description of your complaint. This should be a description in your own words of the problem, including all names, dates and places necessary for a complete understanding of your complaint:

Have you discussed the complaint with?

Yes	Name	Date
Employee	_____	_____
Principal	_____	_____
Supervisor	_____	_____

Please explain why you have NOT discussed the complaint with the above individuals?

(OR)

What was the result of your discussion with the above individuals?

Have you discussed the problem with other individuals? ☐ Yes ☐ No

If yes, with whom have you spoken: _____

When? _____

Name _____	Date _____
Name _____	Date _____

What was the result of your discussion(s)?

I understand that:

1. The school district may request further information about this complaint. If such information is available, I shall present it upon request.
2. The school district will give a copy of this complaint to the person named in the complaint. He/She will be given the opportunity to respond, in writing to this complaint. A copy of any such response will be provided to me.
3. If a hearing is held on this complaint, it may be heard by the Board of Trustees. The school district will inform me of the time, date, and place of the hearing.

Signature _____ Date _____

You may use additional pages to describe your complaint more fully if you so desire.

PERMISSION TO ADMINISTER MEDICATION



Over-the-counter (OTC)



Prescription

Student's Name _____

Date of Birth _____

Parent/Legal Guardian's Name _____

Address _____

Phone _____

As the parent/legal guardian of the above-named student, I authorize the dispensing of _____ to my child. The medication shall be given as prescribed by the physician and/or manufacturer

In case of emergency related to the medication, the school should contact:

Name _____ Phone _____

Address _____

PARENT/LEGAL GUARDIAN'S SIGNATURE

DATE

Medication must be in the original container and labeled with the student's name.

TO BE COMPLETED BY THE SCHOOL

DATE MEDICATION RECEIVED:	
NAME OF MEDICATION:	
PRESCRIBING PHYSICIAN:	
DISPENSING AGENCY:	
DOSAGE:	
POSSIBLE REACTIONS:	

HEAD LICE PROCEDURES

_____’s hair was checked in school today and nits were found indicating head lice are active and reproducing. In order to eliminate this contagious problem, please remove all nits and lice ***before sending your child back to school.***

- IHS no longer provides medication as some head lice have developed a resistance to the treatment. A head lice comb is available at your local pharmacy.
- Check hair daily for at least **2 weeks** to ensure that your child remains nit free. Nits are the ultimate beginning to live head lice.
- *Your child may return to school after all live head lice have been removed from their hair.* Please complete and return the following information to the school with your child.

_____'s hair has been cleaned and he/she is free from nits and lice.

SIGNATURE _____ DATE _____
PARENT/GUARDIAN

WOLF POINT DISTRICT INDIAN EDUCATION COMMITTEE (IEC) & JOHNSON O'MALLEY (JOM)

Mission

The mission of the Johnson O'Malley program is to address the unique cultural needs of American Indian students attending the Wolf Point Public Schools through a supplemental program of services planned, developed and approved by the Indian Education Committee.

What is the Purpose of JOM?

The purpose of Johnson O'Malley is to provide supplementary financial assistance to meet the unique and specialized educational needs of Indian children. Johnson O'Malley funds are not to take the place of federal, state or local funds.

Local Indian Education Committee

The Indian Education Committee (IEC) is an elected governing body comprised of parents of eligible Indian students served under the contract. ***Eligible students need to be ¼ total Indian blood degree.*** Persons acting "in loco parentis" (assuming the "Place of the parent", such as legal guardians or parents of adopted children) may also serve except school officials or school administrators. The Johnson O'Malley Indian Education Committee participates fully in the planning, development, implementation and evaluation of the program. The Indian Education Committee also participates in the Title VII program. Meetings are held on the first Monday of each month, except July, at Wolf Point High School Library at 6:00 PM.

What is the Education Plan?

The plan identifies needs of the Indian students, the goals and objectives to be accomplished, procedures to be followed and the methods to be used in evaluating the program as well as proposed budgets. The tribal regulations also provide for tribal government representation. The Fort Peck Tribal Education Director guides the IEC decisions.

A committee consists of 4 members and exceptions can be made by the IEC depending on the exceptions and circumstances.

The Johnson O'Malley Indian Education Committee participates fully in the planning, development, implementation and evaluation of the program. The Indian Education Committee also participates in the Title VII program.