BLUE CREEK SCHOOL
District #3
3652 Blue Creek Road
Billings, MT 59101

This handbook is compiled as a guideline for parents and students. Please review. This will give you insight into school procedures.

Input from the parents and teachers is essential for a smooth operating school system. The Board invites your suggestions or comments. Comments and suggestions can be directed to staff members, administration, or trustees following proper procedures.

Parents and patrons are also welcome to address the School Board at their regular monthly meetings. The meetings are held in the school, on the second Thursday of every month at 6:30 p.m. There is a designated time in the meeting to allow for parent/patron input. Notice to address the Board during the designated time is not necessary. The Board will not take action on parent/patron input unless it is an item on the board agenda. In order to add an item to the board agenda, the clerk or principal must be notified seven days prior to the board meeting.

Blue Creek School Mission
Empowering Achievement

Blue Creek School Vision
Building the foundation for success through a supportive culture, high expectations and a quality learning environment

BOARD OF TRUSTEES

Megan Loveridge, Chairperson
Joan Noddings, Vice-Chair
Phil Pimley
Leslie Weldon
Aimee Rust
Joan Iverson, Clerk

Blue Creek School Philosophy and Goals

The Public School Board of Trustees recognizes its constitutionally mandated obligation "to provide a basic system of free, quality, public elementary education." The Board is committed to furnishing this education to students of the community consistent with the legal requirements of the State of Montana.

All policies developed and action taken by the Board is done for the purpose of providing a quality general education for all students of the District.

The District's educational program will seek to provide an opportunity for each child to develop his/her maximum potential. Objectives for the educational program are:

- To develop the fundamental skills of reading, writing and mathematics.
- To develop a knowledge and appreciation of art, music, literature, and nature.
- To promote self-worth and self-discipline.
- To develop competence in choosing appropriate behavior and forming positive relationships within the school and community.
- To promote the student to attain and maintain physical and mental fitness.
- To develop a desire to learn.
- To teach each student their rights and responsibilities as citizens and members of society.
- To assist students in the development of problem solving, creative thinking and critical/deductive thinking skills.
- To provide fundamental career concepts and skills.
- To help the student develop respect for the needs and values of others, while maintaining his/her own individuality.
- To help each student strive for excellence and instill a desire to reach the limit of his/her potential.
- To seek parental input concerning the educational process at Blue Creek School.

In order to attain the above goals the School District will:

- Provide a one-track system of schooling that allows all students to have an equal educational opportunity.
- Provide an elementary education that primarily stresses Reading/Language Arts and Mathematics.
- To also incorporate into the curriculum the secondary topics of Citizenship, Physical Fitness, Social Studies, Science, Health, Music, Arts, and Library skills as time and finances allow.

Legal Reference 10.55.701. Administrative Rules of Montana (ARM), Board of Trustees

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CLASSROOM STAFF

KINDERGARTEN	Claire Gieser
FIRST GRADE	Lori Grusing
FIRST/SECOND COMBO	Robin Thompson
SECOND GRADE	McKenzi Dundas
THIRD GRADE	Jennifer Wagner
THIRD/FOURTH COMBO	Michelle Zimny
FOURTH GRADE	Kirstie Winthrope
FIFTH GRADE	Kylie Gamas
FIFTH/SIXTH COMBO	Amanda Bechtold
SIXTH GRADE	Kristine Leo

SPECIALIST STAFF

RESOURCE	PJ Lybeck
TITLE I	Sherry McDonald
HEALTH & PE /SOC STUDIES	Savannah Buckner
MUSIC	Karen Evanson
ART	Lacie Tucker
SCHOOL COUNSELOR	Kaylene Hall
EXTENDED STUDIES	Jennifer Wagner

SUPPORT STAFF

LIBRARY	Heather Mehelich
PARAPROFESSIONALS	Karen Borst
	Nicole Menholt
	Jesi Lofstrom
LUNCH STAFF	Lorrie Combs
MAINTENANCE/CUSTODIAN	Lorrie Combs
BEFORE SCHOOL PROGRAM	McKenzi Dundas, Director, Kristine Leo & Jennifer Wagner
IT SERVICES	Ken Oravsky
TECH COORDINATOR	Robin Thompson

OFFICE STAFF

SUPERINTENDENT/PRINCIPAL	Cathi Rude
FRONT OFFICE	Joan Iverson & Cheryl Hegg
CLERK	Joan Iverson

NOTICE OF NON-DISCRIMINATION

The following sample notice of non-discrimination meets the minimum requirements of the regulations enforced by Office of Civil Rights (OCR):

Blue Creek School, District #3, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Cathi Rude, Administrator, 3652 Blue Creek Road, Billings, MT 59101 or 406-259-0653

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

SCHOOL PROCEDURES

These procedures are in place to provide all students with a safe and enjoyable learning environment at Blue Creek School.

BUILDINGS

The use of school grounds by groups or organizations outside the school district will be determined by the administration in conjunction with the Board as needed. Outside organizations must provide proof of insurance before room and/or gym usage may be granted**.**

GROUNDS

The school grounds are considered private property and any activity without the expressed approval of the District is forbidden.

The drainage ditch northwest of the driveway is not school property and is **off limits** to students. Students are not allowed to play on or near the drainage ditch for their own safety. Blacktop areas are used during recess and other school activities when students are supervised by school staff.

ASBESTOS

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). On Nov. 27, 2006, an inspection was performed by a certified asbestos inspector of the school building for asbestos-containing building materials. At this time it was determined that the school is free of friable and non friable asbestos.

The EPA requires the District to perform re-inspection of the asbestos materials. The latest inspection identified asbestos in three school sites. The materials located in these three sites have since been removed. Blue Creek School contains no asbestos.
The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours. The Asbestos Program Manager, Cathi Rude is available to answer any questions about asbestos in our building at 259-0653.

RECORDS

School student records are confidential, and information from them shall not be released other than as provided by law. A state and federal law grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information concerning a student receiving special education services should be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. In this event parents/guardians must notify the school of this in writing. Parents should notify the school office of all directory information changes that may occur during the school year. (phone, cell phone, address or emergency contact changes.)

IMMUNIZATIONS

The State of Montana requires that a student be immunized against diphtheria, pertussis, tetanus (i.e. DPT), polio, rubella, measles and chickenpox prior to enrollment in the public school system. DATES OF IMMUNIZATION AND BIRTH CERTIFICATE ARE REQUIRED BY STATE LAW. ***__**Students will NOT be allowed to attend class without a birth certificate or proof of immunizations.**__

MEDICATION

State rules and regulations allow trained staff to administer prescription or nonprescription medication only by written consent. All medications will be stored in the school office and a designated staff person will oversee its administration (exception- asthma inhalers). School staff cannot provide any medications to students. Medications must be provided by the parent/guardian as follows:

- The parent/guardian must bring all medication to the school office in person. DO NOT send medication in with students.
- The parent/guardian should bring only the amount of medication that needs to be administered at school.
- The parent/guardian needs to give the school adequate time to prepare trained personnel.
- A physician's signature is required for all prescription and at the discretion of the school nurse for non-prescription medication.
- Prescription medication must be in the original pharmacy container and be properly labeled. The parent/guardian must provide written permission to the school, requesting the school to comply with the physician's order. Forms are available at the school office or on our website for this purpose.
- Non prescription medications must be in the original container and clearly labeled with the student's name. The parent/guardian must provide written permission to the school. Forms are available at the school office or on our website for this purpose.
- The initial dose must be administered by the parent/guardian to avoid any adverse reactions from occurring at school.
- Medications are not to be stored at the school for occasional use. Medications are to be dropped off and picked up by the parent/guardian when no longer needed.

State rules and regulations do not allow teachers to administer or provide medications for students. This includes prescription or nonprescription medication. The teacher may only remind the student to take the medication.

Students are also not allowed to self-medicate. Students may not have any medications in their possession, including but not limited to, on their person or in their backpack (exception- asthma inhalers). All medications must be turned into the office as stated above.

Medication remaining at the end of the school year will need to be picked up by a parent/guardian before the end of the school year. An adult must claim the medication. A student cannot be sent home with it.

ATTENDANCE

Any student absent from school without the knowledge of the parent is truant as defined by state law. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefit for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the guidance of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The many benefits that schools have to offer can only be presented to students who are in regular attendance.

***The Missing Children Act requires parents/guardians to notify the school in the event of their child's absence from school. PLEASE NOTIFY THE SCHOOL BEFORE 8:30 a.m. REGARDING YOUR CHILD'S ABSENCE by calling 259-0653 or emailing secretary@bluecreekschool.org. If notification has not been received by this time, school procedure is to call the home or workplace to verify the child's location.

TRAFFIC PATTERN

Morning: Parents are asked to enter the north side of the loop and continue around dropping students off at the playground area. Students are to go directly to the playground until the morning bell rings. If a student arrives after the first bell they may be dropped off at the main entrance to the school. **After the second bell at 8:20 AM a parent or guardian must sign the student in at the front office.**

End of the Day: The loop for picking up at the end of the day is the same with entrance on the north side. Please move your vehicle forward as soon as there is room. Students are only allowed to walk to their car when it has reached the sidewalk and school staff gives permission to load. **Children should load on the passenger side of the car only**. This is recommended to keep your child safe and out of

traffic. If needed, it is best to move your child's car seat to the passenger side. If you need to come into the school building during or prior to dismissal, please pull into a designated parking space so traffic flow will not be interrupted. Please use the crosswalk when crossing from the building to the parking area.

***DO NOT PARK ON THE HIGHWAY AT ANY TIME DURING DROP OFF OR PICKUP.**
***DO NOT PARK IN PARKING SPACES IN AN EFFORT TO AVOID THE PICK UP LINE.**
ALWAYS TAKE CARE…WATCH FOR CHILDREN…DRIVE SLOWLY.

ARRIVAL

Students may not arrive to school before 7:55 a.m. If they are in need of supervision at an earlier time the Before School Program is available. Information is available at the office or online.
School begins: 8:15 am
A student will be marked tardy if he/she enters the classroom after 8:20 a.m. After this time parents and guardians must bring their child to the front office and sign the visitor log to check them into the school. Students are not to be on the school grounds before 7:55 a.m. There is no supervision provided before this time unless they are enrolled in the Before School Program provided by the District. If you are interested in before-school care, please contact the Extended Day Director.

EARLY PICK-UP

If you need to arrange to pick up your child before the 3:15 pm dismissal time for appointments, etc., please call the office. We ask early pick-up to take place before 3:00 pm. This avoids the congestion that occurs with the pick-up line procedure.

Parents must make arrangements with the school office for a student's early dismissal. The school only has legal authority to dismiss a student from school in the company of the child's parent or guardian. Parents or guardians need to sign the visitor log located in the front office to record an early dismissal. Parents should notify the teacher, or school office in advance of dentist or doctor appointments, or other planned absences. This helps teachers and office staff to be prepared for the dismissal.

DISMISSAL

Dismissal Time: 3:15 pm
Students must vacate the school grounds by 3:30 p.m. unless they are enrolled in an extracurricular activity such as basketball, orchestra, etc.
Supervision is NOT available after 3:30 p.m. unless prior arrangements have been made with a staff member. Exceptions are pre-arranged instances with a staff member.
If your child is being picked up by someone other than the parent or guardian, please notify the office prior to dismissal. This is to ensure the safety of your child.

SCHOOL CALENDAR

The school calendar is updated on a yearly basis. It will list designated holidays, conference dates, P.I.R. days, etc. It can also be found on the district website, http://www.bluecreekschool.org

PHONE USE

Students are to use the school phones for emergencies only. Parents may call the main office and leave messages for students. Students may not leave class to take phone calls. **Students may not bring cellphones to school.**

COMPUTER--INTERNET--ELECTRONIC DEVICE USAGE

Internet use is part of the technology program at Blue Creek School. Blue Creek School has taken every precaution to ensure that users will be restricted from information this is not of educational value. However with the vast amount of information available, there are no guarantees that controversial information may be discovered during internet usage.

Users of the computer network are expected to follow guidelines in order to maintain the privilege of computer use. The following is a binding agreement between Blue Creek School and the signor. By

signing the Consent Signature Sheet, one acknowledges reading and understanding all terms and conditions described below.

- Use of the computers, Chromebooks, iPads or other alternative readers is limited to educational purposes only.
- Students must be in the company of an adult when accessing the Internet at school.
- Use of the network to develop programs that infiltrate a computer or computing systems and/or damage the software components of a computer and/or computing system is prohibited.
- Hate mail, obscene remarks, discriminatory remarks and other antisocial behaviors are prohibited.
- Bullying, harassment, intimidation or hazing via electronic communication devices ("cyberbullying") is strictly prohibited.
- Accessing sites that contain obscene or inappropriate material is strictly prohibited.
- Attempts to use other user's passwords or access other user's files are prohibited.
- Copyrighted material should not be placed on the Blue Creek School District's computer without the author's permission. Only authorized people will be allowed to download programs onto the system.
- For security purposes, all materials put on any network computer, Chromebook, Ipad or alternative readers are accessible by any other network user. Students may not use computers for anything that would be considered of a private nature.
- Any user who does not comply with the Blue Creek School policy and procedures regarding computer usage will lose computer privileges for a period of 60 school days. Repeated infractions may result in permanent termination of computer privileges. Standard disciplinary policies of the District may also apply.
- The District may modify the acceptable use policy as the need arises.

Board Policy 3612 & 3612P, 3226.

TOYS & ANIMALS

Toys from home are not allowed at school. Students may not bring any balls, mitts, or games of any kind to school (this includes fidget spinners, trading cards, electronic games, basketballs/footballs/baseballs, dolls/action figures, etc). Toys brought to school will be confiscated by staff members to be picked up by a parent/guardian. The school will provide all playground balls and other playground equipment. If a student has acquired a toy/prize through the school via classroom reward, etc., they are to keep it in their backpack for use at home only.

For safety reasons dogs and other animals are not allowed on school grounds. Animal control will be notified as needed. (An exception is with the permission of the child's teacher to bring the animal, game or electronics to share with the class.)

WEAPONS--TOBACCO--DRUGS--PROFANITY

Any form of a weapon on school grounds is prohibited (B.B. guns, bullets, slingshots, knives, etc.). Federal, State and District laws and policies require the school to expel any student who brings a weapon/firearm to school. (Board Policy 3310) Parents are held responsible.

Chewing tobacco, cigarettes, and drugs, in any form, are considered contraband and are not allowed in the school area. These may not be brought to school by any student. Federal and State laws prohibit the possession of tobacco by anyone (including adults) on school grounds.

Profanity is not allowed in any form, slang or otherwise.

GRADE PLACEMENT

Promotion/Retention and grade placement decisions are made by the school (Board Policy 2421). Parental input will be considered when determining promotion or retention, however, the final decision rests with the school.

CLASSROOM GRADING SCALES

Primary K-3

4 thorough understanding and ability to apply knowledge and skills
3 adequate understanding and ability to apply knowledge and skills
2 partial understanding and ability to apply knowledge and skills
1 minimal understanding and ability to apply knowledge and skills

Intermediate 4-6

4+/4/4-	Excellent
3+/3/3-	Above Average
2+/2/2-	Average
1+/1/1-	Below Average
0	Far Below Average

SPECIALIST GRADING SCALE

Kindergarten-6th

E	Excellent 90-100%
G	Good 80-89%
S	Satisfactory 70-79%
N	Needs Improvement below 69%

PROPER ATTIRE

Blue Creek has a dress code as established by the Board of Trustees (Board Policy 3224):
Blue Creek School will attempt to provide appropriate clothing in the event a student is in need. However, if this is not an option, the student may be required to call home so that appropriate clothing may be brought to the school.

- **Shoes** - Shoes must properly cover feet for safety reasons. Shoes exposing toes are not to be worn at school. Exceptions may be when a classroom teacher allows socks or open toed shoes to be worn in the classroom. In this case when the student leaves the room, shoes covering the feet/toes are to be worn. Roller-shoes ("Heelies") are also not appropriate for school.
- **Coverage** - Clothes must properly cover the body. **Shirts/tops must have sleeves and cover the shoulder area.** Shirts/tops that expose the midriff, spaghetti straps, tank tops, wide armholes, and shorts or skirts shorter than fingertip length are *not acceptable* at school. Undergarments should not show. Pants/Jeans that are oversized or low-rise also are not suitable at school. Longer shorts/skirts are encouraged in hot weather (fingertip length or longer). They are not suitable when the weather turns colder.
- **Logos and pictures** should be of an appropriate nature.
- **Jewelry -** Exposed chains, earrings, and jewelry are not to be worn at school. These items may pose a safety risk or a disruption to the students learning. They also may be of value and could be lost/stolen.
- **Hats-** Hats are outdoor gear. Hats are not to be worn in the building/classrooms unless it is a special event in the classroom. In this case hats will still need to be removed in other areas of the school.
- **School Clothes:** Blue Creek t-shirts may be available at the school for a nominal cost. These shirts meet school dress code standards. As able, the school will provide free-t-shirts to students. In this circumstance, donations are accepted into the school Activities Fund to help subsidize the purchase of Blue Creek school clothes. There are times when some specialized Blue Creek Clothing is available through ordering and purchase.
- **P.E. Shoes & Clothes:** Students must dress properly for P.E. The present school facility provides no dressing area for students. **Clothes worn to school must be appropriate for P.E. purposes.** Each student must provide a pair of P.E. shoes. These are to be kept at school and

are intended for indoor use in the gym. Shoes worn to school will be used when P.E. is held outdoors. Therefore, wearing appropriate shoes to school is very important.

- **Cold Weather Dress:** Increasingly, many students arrive to school not properly dressed for colder weather. **We encourage parents to monitor their children and ensure that they are properly dressed for colder weather. Snow boots, winter coats, hats, mittens or gloves, are a must on winter days.**
- **All students are expected to go outside during recess time. Many of our staff provide playground supervision thus there is no supervision in the classroom.** Students are expected to be properly attired for outdoor play in the snow and cold during recess times. Communication with teachers is necessary for a child to stay in during recess due to illness. Physician's authorization is necessary for extended requests.

HEARING SCREENINGS

Hearing screening is conducted at school as part of the Office of Public Instruction's Hearing Conservation Program. Test grades are K, 1, and 9 or 10. Children with a history of hearing loss or middle ear dysfunction are also automatically screened. Blue Creek also screens new students and students upon referral that may not be in one of the test grades or on an Annual Re-check List. The following types of screening may be performed: Pure Tone Screening, Otoacoustic Emissions (OAE's) Screening, Immittance Screening. Any parent/guardian has the option to allow their student to be screened or not. By signing the Consent Signature Sheet, one acknowledges reading, understanding, and consenting to have their student screened. If you would like further information regarding the hearing screening procedures, please contact the office at 259-0653 or the school nurse at nurse@bluecreekschool.org .

BREAKFAST, LUNCH & MILK PROGRAM

Blue Creek School District #3 participates in the National School Lunch Program. Nutritious meals are served on all full school days. Students may purchase breakfast and/or lunch, which includes milk. Additional milk may be purchased. Children from households that meet federal income guidelines are eligible for free meals or reduced price meals. All families who may qualify are encouraged to apply for free/reduced lunch. Parents may do so by completing the application which is sent home on the first day of school. Applications are also available in the office. School personnel can provide assistance in completing the application.***Please note a plastic lunch card is provided free of charge to each student at the start of the year. If the student damages his or her card a replacement fee of $5.00 will be charged.

Federal Lunch Requirements prohibit soft drinks during the lunch period.

MEAL PRICES

Milk $.35 (stand alone, no meal)

Student breakfast $1.60	Student lunch $2.60
Adult breakfast $2.25	Adult lunch $3.25

BREAKFAST SCHEDULE 7:30 a.m. -7:55 a.m.

LUNCH SCHEDULE

Kindergarten, 1st, 2nd, 3rd	11:30 - 12:00
4th, 5th & 6th	12:00 - 12:30

RECESS SCHEDULE

The students will be notified of procedures to be used at lunch and recess. Students will be expected to comply with all rules and regulations. Schedules are subject to change.

K,1st, & 2nd	9:30, 11:00 & 1:30
3rd	9:45,11:00 & 1:45
4th	9:45 & 1:45
5th and 6th	10:00 & 2:00

All afternoon recesses may be adjusted due to specialist schedules as needed by the classroom teacher.

TRANSPORTATION REIMBURSEMENT

Parents of students residing in School District #3 who live over 3 miles from Blue Creek School or 3 miles from the Middle School bus stop are eligible for transportation reimbursement. The deadline for signing a transportation contract for the next year is May 1st. Parents who have moved into the district after the deadline may apply for reimbursement but must do so as soon as possible. Transportation contracts are available in the school office.

ACTIVITY FEE

There is a $10 per student activity fee. This assists in covering some items such as entry fees, buses, etc. Please be aware there may be some special activities outside of the general classroom that may have additional costs. Payable to the Blue Creek Activities Fund.

EXTRA CURRICULAR ACTIVITIES

- **Basketball:** Blue Creek School offers basketball to boys and girls in the fifth and sixth grades. Each year, games are scheduled so that the sixth graders have a maximum of 12 games and the fifth graders have a maximum of 10 games. Schedules may be subject to change. Many home games are scheduled. Transportation is not provided for away games.

There is a $20 player fee to assist with the costs of the program such as referees and scorekeepers. Payable to the Blue Creek Activities Fund.

Academics are a priority. A student behind on work or failing in a subject may have modified playing time. Other examples include not attending practices on a regular basis, behavior, or illness. If a child is ill or absent (trip, parent choice, etc.) on a game day they will not play that game. In the event a student is to attend detention on a game day, he/she will not participate in that day's game; regardless of time it is served.

Students are welcome to attend games under the supervision of an adult. Unsupervised children cannot be in attendance. Parents are asked to take non-team members and siblings home between after school dismissal and game time as needed. Students are invited to return to school and watch the games under the supervision of a parent or other appointed adult. Also, students must remain in the gym during game time. Loitering on the playground or in the halls without an adult is not permitted.

- **Orchestra:** Blue Creek School offers an Orchestra Program. This program is two days per week for Beginning Orchestra and two days per week for Intermediate Orchestra. Schedules may change at the direction of the Orchestra Director. Again, academics are a priority. A student must be in good standing in academics and behavior for continued participation in orchestra. If a child is ill or absent (trip, parent choice, etc.) on a performance or concert day they will not perform.

Siblings are not allowed to attend practices for basketball or orchestra without adult supervision.

SEXUAL HARASSMENT

Blue Creek School Board Policy, Section 3225R addresses sexual harassment. Sexual harassment/intimidation of students is prohibited. Any individual associated with the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion. Incident Reporting Forms (see Appendix) are available at the front office and on the school website. Any persons interested in more information regarding Blue Creek School's policy on sexual harassment are encouraged to review the Board policy, available in the school office or on the school website.

STUDENT EXPECTATIONS

1. Quiet Hallways
2. Appropriate Language
3. Hands and feet to self

We promote appropriate classroom, hallway, lunchroom, before & after school and playground behavior in an effort to support an ideal learning environment for all our students.

DISCIPLINE PHILOSOPHY

In order for students to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, fairly, and consistently.
The principal, teachers, and supervisory personnel shall have the authority to hold any pupil to a strict accountability for any disorderly conduct in school, on the way to or from school or during recess. Teachers will use disciplinary measures, as they see fit, to maintain orderly conduct of pupils. The principal will exercise the authority to suspend pupils for good cause. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, parking lots, etc.) as well as student personal items at the school, without notice or consent of the student. (Board Policy 3231) It is the intent of the Blue Creek School Administration to support teachers in the areas of classroom behavior and discipline. Blue Creek School's approach to school discipline is based on the belief that each student can be responsible for his/her actions while in attendance at school. Most discipline incidents will be handled directly by each student's classroom teacher.

Daily discipline matters will be handled by a student's teacher, supported by the Discipline with Love and Logic and the Conscious Discipline program. These programs are based on the belief that each student can make responsible choices and take responsibility for his/her actions and the resulting consequences. Conscious Discipline integrates social-emotional learning, discipline, and self-regulation. Each teacher assumes the direct control of his/her students. The principal assists and supports each teacher. Each teacher will carefully monitor the actions and behaviors of their students. Positive, motivating comments and actions will be encouraged and rewarded. Negative behaviors will be discouraged. Disruptive behaviors will receive consequences. Parents will be contacted when appropriate.

Staff members have the obligation to develop and maintain a positive learning classroom environment and a safe/orderly playground. Students have the obligation to support that same positive learning environment in the classroom and the playground.

Each disciplinary situation may be somewhat unique. Consistent consequences for inappropriate behaviors will be applied as best we can. Communication with the parents is a fundamental part of this process. We believe that staff/parent cooperation and communication will help to deter negative behaviors and promote positive behaviors. Parents will be contacted when appropriate.

***There are certain behaviors that are more severe and will not be tolerated at Blue Creek School. These types of behaviors may be dealt with in an immediate manner. Examples may include but are not limited to: threats, intimidation or bullying (Board Policy 3225 and 3226), obscene language or behavior, sale/possession of drugs/paraphernalia or alcohol (Board Policy 3231), or tobacco, sexual harassment (Board Policy 3225), possession of a weapon (Board Policy 3310 & 3311R), stealing or destruction of school property.

Incident Reporting Forms (see Appendix) are available at the front office, or on the school website.

ELEMENTARY DISCIPLINE POLICY

The staff of Blue Creek School believes that students are more successful and learn better if they are in an atmosphere of caring and courtesy. We believe that this courtesy must be reflected not only by the staff members, but also by the students themselves. The staff and students have devised a set of rules and procedures to teach and coach good behavior and citizenship to our students as follows:

Behavior Slips

(Behaviors which warrant warnings and communications home via a slip, email, or phone call at the teacher's' discretion)May result in detention slips if severe or repeated frequently. ***3 behavior slips per week result in a detention slip. These behaviors include but are not limited to:

- Misuse of the cafeteria
- Taking food onto the playground
- Leaving the cafeteria without permission
- Yelling in the cafeteria
- Crowding in the lunch line
- Not taking care of lunch items properly
- Not following school rules.
- Not practicing safety on the playground
- Playing in undesignated areas.
- Not using crosswalks
- Entering the parking lot without an adult
- Misuse of playground equipment
- Disturbing classes
- Running in the school hallways
- Not using correct bathrooms
- Not using bathrooms in an appropriate fashion
- Being in the hallway without permission
- Physical contact in the building or during play
- Sliding on ice during winter days
- Ignoring whistles or bells

Detention Slips

(Behaviors which warrant automatic detention slips) ***3 detention slips for minor discipline problems becomes a major discipline problem and the student is referred to the principal. These behaviors may include but are not limited to:

- Leaving the playground without permission
- Harassment of others
- Willful disobedience
- Pushing, shoving, rough play
- Disrespect to faculty
- Throwing things
- Inappropriate Language

Detention slips will be turned in to the student's teacher who will keep a record of the slips issued to each student. If a student receives a detention slip the parent/guardian will be notified via phone call.

Detention is to be attended for one hour the day following the infraction. If a student fails to attend assigned detention the student will then receive a ½ day in-school-detention to be completed the next attended school day.

Attendance of detention may affect participation in Blue Creek sponsored extracurricular activities.

Major Disciplines

Major discipline problems will be handled as set forth in the Blue Creek School Policies in conjunction with the Board of Trustees Policies. Behaviors which warrant referral to the principal for discipline and/or referral to law enforcement may include but are not limited to:

- Disruption of school by depriving others through violence, force, noise, threat, passive means
- Extortion by force or threat
- Intimidation with threat of bodily harm
- Hazing by mental or physical abuse
- Insubordination
- Damage to property
- Stealing
- Physical Injury or Fighting (physical altercation)
- Truancy
- Computer policy infraction

Working Together

With parents/guardians working together as a team, our students' education will reflect excellence. It is our policy that students be held accountable for their actions. If a student demonstrates inappropriate behavior, he or she is dealt with fairly and according to our school discipline plan. We involve and inform parents/guardians as appropriate when these occurrences arise through written, verbal, electronic, or face-to-face communication methods. It is our belief that children of informed parents/guardians experience limited misbehavior. Together, we can keep Blue Creek School a place where kids come first and every kid counts and where learning and growing can occur in a quality learning environment.

Also see Board Policy 3300R & 3310 for further information on student discipline.

VOICING CONCERNS

This is your school and we feel it is essential for parents and the school to work as a team in the schooling process. To facilitate this, parents are encouraged to voice their questions or concerns related to their children and Blue Creek School. Please follow this protocol when working with school personnel.

Step # 1. Contact your child's teacher, as he/she will make efforts to help solve the problem immediately.

Step # 2. Contact the principal if you are unable to solve the problem with your child's teacher.

Step #3. Request to be placed on the agenda of the next meeting of the Board of Trustees (see page 3 of this handbook). Patrons have the right to appeal any decision made by school personnel to the Board.

CONTACTING STAFF

We encourage open communication with school staff. If you wish to visit with your child's teacher, please call or email teachers before school (before 7:55), after school (after 3:30) to set up a conference time. During regular school hours, you may leave a message. Your child's teacher will return your call at his/her earliest convenience. Each staff member also has an email address and can be contacted this way as well. All emails use this format: lastname@bluecreekschool.org

***Please note that it is not possible to put calls through to your child's teacher and other staff members during dismissal time from 3:15-3:30 pm as this interferes with our dismissal process.** Again, it is our goal to have staff attention on students during dismissal of students.

VISITATION--VOLUNTEERING

Visitor badges and sign-in are located at the school office. Please stop and get identification and sign in each time you are in the school. This is required by state, federal and district regulations.

Again, if you wish to visit with your child's teacher, please call or email teachers before school or after school to set up a conference time. During regular school hours, you may leave a message. Your child's teacher will return your call at his/her earliest convenience. Each staff member also has an email address.

As a volunteer, you will be required to fill out a district volunteer application which includes a background check. The processing fee for the background check is $13.00 and must be paid when you return the application. Applications are located in the front office. Background checks must be cleared and received by the district prior to volunteering.

Please note: we respect that many volunteers also have parenting responsibilities. To optimize your volunteer time and lessen distractions in the learning environment siblings and other children are not to attend with the adult volunteering in the building or on field trips.

PARENT INVOLVEMENT

Blue Creek School encourages and supports parental involvement within our school in a variety of ways. It is our belief that with parents/guardians and teachers working together as a team, our students' education will reflect excellence.

1. Encourage parents to visit the school frequently and acquaint themselves with staff and programs.
2. Provide an open house in September for parents to meet their child's teacher.
3. Provide communication from the classroom explaining goals and procedures.
4. Schedule parent-teacher conferences in the fall and in the spring.
5. Encourage participation in the P.T.A. (Parent Teacher Association), which welcomes all school parents as members.

The parental involvement provisions in Title I, Part A of the ESEA reflect four principles which are:

1. Accountability for results
2. Local control and flexibility
3. Expanded parental choice
4. Effective and successful programs that reflect scientifically based research on these principles.

What is parental involvement under No Child Left Behind?

Parental involvement always has been a centerpiece of Title I. The statute defines parental involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and that other activities are carried out, such as those described in section 1118 of the ESEA (Parental Involvement). [Section 9101(32), ESEA.] from the Dept. of Education: Parental Involvement Title I, Part A Guide www.ed.gov/programs/titleiparta/parentinvguid.doc

TITLE I

What is Title I?

It is a federally funded program driven by the No Child Left Behind (NCLB) law that promotes parent involvement and requires *highly qualified* staff.

How is your child selected?

We use STAR testing, AIMSweb results, state test results, and teacher referrals.

What is a compact?

It is a written agreement between the staff, parents, and student.

Student Achievement:

The No Child Left Behind (NCLB) law is an updated version of the Elementary and Secondary Education Act (ESEA) which is the major federal K-12 education law that Congress reviews and updates about every five years. It increased accountability for student achievement demonstrated by testing and progress toward benchmarks. See Board Policy 2160R, 2160P, 4600R.

Adequate Yearly Progress (AYP) is determined by the scores from state testing (previously the MontCAS CRT assessments). Benchmarks are given for each year in order to meet the federal standards. The state Superintendent sets these for MT to be in compliance and were amended in 2011.

This changed for 2013-2014 due to the adoption of the MT Common Core Standards *(MCCS), Nov. 2011.* (November 2011). The MCCS replaced our previous English Language Arts and mathematics standards. The new standards are higher and clearer than MT's previous standards and focus on developing critical thinking skills and applying what students are learning to the real world (opi.mt.gov). The state assessment given in the spring of 2014 was a new assessment in line with the new standards. It was called the *Smarter Balanced Assessment Consortium, (SBAC)*. This resulted in a Field Test in order to ensure the validity and reliability of the new SBAC test. Spring 2015 was the first year of the official SBAC assessment and we continue to follow state guidelines using this assessment.

We continue to strive for quality instruction and achievement by implementing the following:

1. Curriculum Committee
   - -Increasing direct instruction; 60 minutes/day required K-2 and 90 minutes/day required for 3rd-6th.
   - -consistent math curriculum materials and vocabulary school wide
   - -basal math series
   - -supplemental help
   - -Walk-to-Math and Walk-to-Read Programs
2. Title I teacher-area of focus to support students in math
3. Implement more instructional time into daily schedules
4. Use staff meetings and development days as an area of math concentration
5. Professional development in the MCCS as well as technology and writing curricula.

Teacher Qualifications:

Federal Law requires that "highly qualified staff" work with your children. At Blue Creek School, our staff has proven its effectiveness year after year, and every teacher and staff member demonstrates the utmost professionalism at all times, in and out of the classroom. All Blue Creek Teachers meet the Highly Qualified Teacher Standards set forth in the Elementary and Secondary School Act (No Child Left Behind). If you are interested in reviewing our staff qualifications, the paperwork is available on request at the office.

Homeless Liaison

Our school and school district provide equal access and comparable services to all students regardless of their home living situation. The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact Kaylene Hall, local school liaison, at (406) 259-0653 or by emailing hall@bluecreekschool.org .

What is meant by the term "homeless children and youth?" The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence.

Blue Creek School Playground Handbook

The following rules and expectations are to be followed by all students. These rules allow students to be aware of what is expected of them and the rewards or consequences of their behavior on the playground. These rules are meant to help ensure their own safety, as well as the safety of others.

1. Students will show respect for themselves, other students, adults, and the school. Students shall follow instructions given by the staff. Examples of unacceptable behaviors may include but are not limited to:
   - Talking back
   - Name calling or bullying
   - Inappropriate language or gestures
   - Spitting on the playground or students
   - Misuse of equipment or building
2. Students may not play in "off-limit" areas during recess. Examples of these may include but are not limited to:
   - Near the creek banks
   - Near the highway
   - Behind the school building
   - On the hill behind the swing sets
   - Out of the line of vision of staff
   - In between or behind the staff vehicles
3. Students will avoid rough play and will not harm others with hands, feet or objects. Examples may include but are not limited to:
   - Tackling
   - Pushing/Shoving
   - Fighting
   - Tripping
   - Throwing rocks/snowballs
   - Grabbing clothing/hair
4. Students will take turns on playground equipment and include any student choosing to participate in an activity.
5. Students will use equipment in a safe and acceptable manner.
6. School staff reserves the right to modify rules at any time to ensure the safety and well-being of participants.
7. All ball games are to be played in appropriate areas, using the proper equipment. Students are expected to follow established rules of the game.
8. Each student has the choice to be involved in an activity in order to promote physical activity and wellness. Periodically, activities will be selected and encouraged by the Health & PE teacher or staff to be utilized during recess time in order to provide structure and opportunities for involvement by students.
9. No food or drink on the playground
10. Students must first get permission from staff to retrieve equipment that goes outside the playground
11. Students remain on the playground at recess unless given permission to enter the building.
12. Students will stop play when the bell rings and quickly/quietly line up. Students will walk quietly by any open windows or classroom doors when returning to the building. Students must remain on the sidewalk when going to or from the playground, and enter the building in a quiet and orderly manner.
13. Students are encouraged to use positive actions on the playground. Examples of positive behavior may include but are not limited to:
   - Inviting others to play and sharing equipment
   - Playing fairly
   - Following established rules of the game
   - Encouraging others
   - Following directions and listening
   - Resolving conflicts
   - Respecting adults, other students and school property

EQUIPMENT/GAMES

Swings

- One student per swing.
- No twisting swings.
- No shoving, underdogs, or run throughs.
- No jumping off the swings.
- No climbing on swing set poles.
- Swing in a sitting position with a forward & back motion.

Monkey Bars/Jungle Gym

- No standing on top of equipment.
- No hanging upside down.
- No chicken fights or tag games on equipment.
- No jumping or flipping off the equipment.
- Students need to keep moving in order to allow others on the equipment.

Football

- No tackle football. No blocking allowed in touch/flag football.
- When tagging in touch football, must tag back or shoulders. One hand touch.
- Students may play on the field at the west end of the parking lot.

Basketball

- No hanging from the hoop, rim, or net.
- No climbing the basketball pole.
- No more than 5 a side.

Jump Ropes

- Jump ropes are for jumping only.
- No wrapping ropes around students or equipment.
- No twirling overhead. No helicopter.

Slide

- One person at a time.
- Slide feet first, seated on bottom.
- No running up the slide.
- No swinging from the bar above the slide.

Winter Time

- **NO snowballs.**
- **NO sliding on the blacktop when ice is present.**
- Sledding hill is located behind the intermediate basketball hoops. Students may slide feet forward, on their bottoms only.
- You must be dressed appropriately: winter jacket, snow pants, boots, mittens & hat to play on playground equipment and in the snow.