

Peterson Elementary



Parent & Student Handbook
2019 - 2020

Peterson Elementary

Student/Parent Handbook

Welcome

We welcome you to Peterson Elementary School. This handbook has been prepared to give you and your parents information concerning your school and help you become more familiar with some of its basic requirements and policies.. More detailed information on school district policies can be found on the district web site or you may call the school with any questions.

New Staff and Assignments: This year we welcome:

- Mrs. Cavble - Kindergarten
- Mrs. Napier - Kindergarten
- Ms. Williams - 1st grade
- Mrs. McAlister - 2nd grade
- Mrs. McCafferty - 5th grade.
- Mr. Zander - P.E
- Jeanne Floyd - Panther Den
- Denise Erhart - Instructional Para

Old faces, new places:

- Mrs. Lister will be moving to the library
- Mrs. Bostock will continue to job share but in the 1st grade with Mrs. Heinrichs.
- Mr. Deopker will be moving to 4th grade.

Lunch/Breakfast

We have enjoyed the past 4 years with the Community Eligibility Program (CEP) that funded free meals in 4 of our Elementary Schools in District 5. Upon re-evaluation this spring it was determined that Kalispell Public Schools no longer meets the criteria for free breakfast and lunch. Beginning August 28, 2019, we will have lunch accounts open again for our students to purchase lunches. Please note that we will still have a relatively high number of students on the free and reduced lunch program. So, the students whose families are facing hardships will still have access to a nutritious breakfast and lunch at a free or reduced charge. To receive free or reduced priced meals, families must fill out an application at the beginning of the next school year. For more information, click on the link

Lunch/Breakfast Prices:

Hot Lunch - \$3.00/Reduced - .40 ¢

Breakfast - \$1.75/Reduced - .30 ¢

Milk - .45 ¢

School Hours:

8:25 - 4th and 5th Grade bell

8:30 - K, 1st, 2nd and 3rd grade bell

10:25 - K, 1st, 2nd, 3rd Recess

11:30 - 12:40: Lunch (varies by grade level)

1:35 - K, 3rd, 5th Recess

1:50 - 1st, 2nd, 4th Recess

3:25 - Kindergarten dismissal

3:30 - Dismissal

Behavior Focus Areas:

Be Respectful - to myself, others and things

Be Responsible

Be a Learner

Fighting, foul language, harassment and bullying or any other action that can harm or carries the threat to harm student or staff will not be tolerated. These actions will result in consequences ranging from detention to suspension/expulsion dependent upon the severity and number of occurrences.

District policy and state law prohibit students from carrying firearms, knives, explosives, or other dangerous or deadly weapons.

Discipline

Administrators will use informed judgement to determine whether behavior incidents represent an infraction of policy and to what degree. Peterson strives to use a process of restorative discipline, collaboration and a progressive level of interventions to change student behavior. Administrators reserve the right to assign consequences as deemed appropriate. Restitution may be required for behaviors that result in loss or damage to school and/or personal property. **Repeated chronic or cumulative offenses may require higher levels of consequences.**

***DETENTION** Detention of students after school, for the purpose of making up work, or for other reasonable purposes, may be required, but will be reserved for situations in which a student is falling seriously behind as a result of failure to work in class. Students detained will be supervised. When detention is necessary, the student will not be kept after 4:30 PM. Detention will not be carried out until reasonable provisions have been made for the student's transportation home. Parents will be expected to make provisions within a reasonable amount of time.

Attendance Policy

"To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record." *Policy #3120*

Students are expected to be in school each day. Teachers will report and the school will keep a record of all absences and tardies. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

****Students who miss 6 days or more per trimester will have a letter sent home stating the absences, reasons for the absences (if known) and the attendance policy. Students who miss 9 days or more per trimester**

will have a letter sent home requesting a parent conference with the Principal unless unusual circumstances or illness are apparent. During the meeting, the parents and child will be informed of the consequences for further absenteeism. If the student misses 12 days or more per trimester, a letter will be sent home requesting principal conference and possible referral to the Department of Family Services and/or the School Resource Officer, unless excused by special circumstances or medical reasons. If poor attendance becomes an issue, or if the student misses more than 30 days during the school year, it may be used as a primary criteria in evaluating the student's promotion or retention.

Student Arrival Time

Students should arrive no earlier than 8:00 a.m when supervision is present outside. Prior to this time, students are unsupervised and this presents a safety risk. If students are eating breakfast, they may arrive no earlier than 7:45 and proceed straight to the cafeteria to eat.

After School

There is **no supervision after school**. All **students are required to leave the school grounds** immediately upon dismissal at the end of the day.

Student Dress

"The District recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others." *Policy 3224*

Emergencies at School

If a child becomes ill or injured at school, every attempt will be made to notify the parents or guardians. If the parent or guardian, or another person designated by the parent or guardian cannot be located and informed, the child may be transported to the emergency room for medical attention if deemed necessary and appropriate. Home, work, and emergency numbers are vitally important to the school. In the case that your child becomes ill or injured it is imperative that the school be able to reach the parent/guardian or designated friend or relative.

Please update all telephone numbers as the change!!

Medications: Prescription, Over the Counter

The school understands that it may be necessary for your child to take prescription medication during the school day. In order to do so, these guidelines must be followed:

If a student requires administration of medication for more than 2 weeks, the student's parent/guardian must complete a Physician's Request for Administration of Prescription Medication.

This includes OTC and prescription medication. All medications must be brought to school by the student's parent/guardian in the original container. The original container must be labeled with the student's name, medication, dosage, and directions for use, time to be given, prescribing health care provider, and date. School personnel will not administer medication that is not in its original container.

Students are not allowed to carry or possess any medication while at school. Medications brought to school by a student will not be administered. Please plan to drop off and pick up any unused medication in person.

Phone/Electronic Use

Student possession and use of cellular phones or other electronic devices is a privilege. We recognize the value for students and parents to communicate before and after school. However, In response to recurring problems with cell phones including disruptions, theft, bullying, harassment and cheating, students are encouraged to leave all cell phones at home. Cell phones brought to school must remain off and secured in a student's backpack/bag or in their teacher's possession during normal school hours. Telephones are available for students in all classrooms and the office throughout the day.

If a cell phone or any other electronic device is deemed a distraction to the learning environment, the device may be confiscated by the teacher and left in the office. A parent or guardian may be asked to pick it up. Students cannot use cell phones for the following (as per FERPA):

- The use of cell phones during class for any reason without the approval of the classroom teacher.
- Taking pictures in locker room.
- Taking any picture of another person (falling asleep, chewing food with mouth open...it doesn't have to involve nudity) or using a device for the purpose of ridiculing / harassing another person.
- Use of cell phone or any device to cheat.

Consequences of unacceptable device use could include, but are not limited to the following:

- Device shall be confiscated.
- The device may be subject to search.
- May be turned over to law enforcement
- Parents may be informed.

Students who do carry cell phones or other electronic devices assume the risk of damage and/or theft as the school cannot, and will not, be responsible for lost, stolen, or damaged phones/electronic devices.

Classroom Transfers/Requests

Students will not be allowed to transfer between classes during the school year or make a request for a particular classroom teacher. All Peterson teachers are highly qualified and committed to working with both parents and students to promote a safe, positive environment that fosters student learning and well-being. Classes are carefully balanced at the beginning of the school year based on learning styles, academic strengths and weaknesses, social, emotional and behavioral needs. A classroom transfer causes a disruption in the learning environment for teachers, the student, and for other students in the classroom.

Head Lice

Head Lice (Pediculosis) The Board recognizes its responsibility to all students enrolled in Kalispell Public Schools to provide a safe and healthy environment. Kalispell Public Schools head lice policy and procedures are based on current, evidence based practices recommended by the Centers for Disease Control, the American Academy of Pediatricians and the National Association of School Nurses.

When a parent or school staff member suspect a child has head lice, a school nurse or specifically identified staff member at each district building, will confirm the presence in suspected cases. Since current medical research supports the notion that head lice are not a health hazard, are unlikely to be transmitted in the school setting and

if present, likely to have been present for several weeks in a child, confirmation will be timely but not necessarily immediate.

School nurses/school staff will communicate with the parent of infested student if an active case of head lice is confirmed. Emphasis is placed on giving parents accurate information. The student may return to class for the remainder of the day with the expectation that parents will provide treatment that day after school. Staff will monitor students with known recent history of lice infestation. Students will not be excluded from school for the presence of live lice unless it is determined there is an unusually high risk of transmission. There is no requirement to be nit free for school attendance.

While staff often know that a student has/had head lice, it is generally not essential that staff know what students have head lice in order to employ standard preventative measures in the classroom. Nurses/Staff will protect confidentiality of students by providing private settings for examination of hair and discussion with student and parent to the extent the school environment allows. In order to further protect confidentiality of students, classroom letters will not be sent home notifying parents of identification of head lice in individual cases. If/when there are multiple confirmed cases of head lice and/or reason to believe there is a higher risk of spreading to other children, the building principal and school nurse may make the determination to communicate general information with families in the affected classrooms. Information will be made available, including on the district website, in order to promote accurate information and treatment.

Bicycles

Students riding bicycles to school must observe all safety rules. Bicycles must be walked, not ridden, on school grounds or on the sidewalk in front of the school. They should be parked and locked to the bike rack during school hours.

Skates, Scooters, Skateboards and Toys

In-line skates, scooters, and skateboards are not to be used at school. If they are used to transport the child to and from school, they must be brought to the school office for safekeeping during school hours.

Students are not to bring toys (or other items with significant sentimental or monetary value) to school, as they may become lost, damaged, or stolen. The school will not accept responsibility for replacing any personal items damaged, lost, or stolen while at school.

School and District Communication

All communication is done electronically through either the district and/or school. Notifications, reminders, school closures, report cards etc. are sent through a mass communication program (Bright Arrow). It is critical we have current email and phone numbers in order to ensure you receive important and timely information.

Early Pick-Up/After School Changes

Our goal is to maximize student learning, therefore, students being picked up early will be called to the office when the authorized person picking the student up has entered the building. There is no need to call in advance. Your child will only be released to people listed in PowerSchool as guardians or emergency contacts. You must have photo I.D to present at the time of pick-up. Our teachers will continue to be happy to send a child down at a specific time if you set that up with the teacher but please note that your student will be sent back to class if not picked up within 10 minutes of the arranged time.

Notes to students for afterschool instructions or change in destination must be received by 3:00 p.m to ensure your student receives the message. Any requests received after 3:00 are not guaranteed to reach your student.

******Unless documentation is on file in the office to the contrary, it will be assumed by the office that both parents have a custodial right to take the student from school. This is very important to the safety of the children and will be strictly enforced. If changes are necessary in the manner of how a student gets home after school, please notify the teacher and/or office in writing of the change whenever possible.

Cold Weather

In the winter months all children will be expected to go outside during recess. Fresh air and exercise supports healthy bodies and enhances the ability of students to be more productive and learn better. Students need to be prepared each day with appropriate clothing including, hat, warm gloves, winter coat, snow pants and boots.

Weather will be closely monitored and appropriate action taken when it becomes too cold or windy. Students will be expected to go outside when temperatures are above 0°F, with wind chill factored in.

Volunteers

Volunteers strengthen the Peterson program by creating a home/school/community partnership that enables us to better meet the educational and social needs of students. Volunteers can work at our school in many capacities; POPS activities, classroom/library volunteers, literacy volunteers etc.

All volunteers must submit a background check to the school prior to being accepted as a volunteer in the classroom, at school or on a field trip. Forms are available at the front office and are no cost to you.

****** *All non-school age children may not accompany parents when volunteering at school or on field trips, to minimize distractions and the potential for classroom interruption.*

Visitors

All visitors, including parents, are required to check in with the office and obtain a visitor pass.

Note: We request all non-school age children not accompany parents

During school hours, classroom visits and meetings must be pre-arranged with the teacher to limit the disruption to the class. Items being delivered from home will be dropped off at the office and your student will be notified to come get them when classroom instruction allows.

****** *All visitors and volunteers will be asked to provide photo I.D*

Parents' Clubs

Peterson's parent involvement group is called POPS (Parents of Peterson Students). Parents will be notified in advance of meetings and are strongly encouraged to attend and be involved whenever possible.

Celebrations

Parties may be scheduled throughout the school year. Because of religious preference, you may not wish to have your child participate in room parties. If this is the case, your wishes will be honored. However, because normal class work precedes parties, you should request dismissal from the party only. Because of hurt feelings by the uninvited, please refrain from sending birthday and other such invitations to school. No names or addresses of any students can be released. Family Education Rights and Privacy Acts (FERPA)

Social Media/Photographs:

Many students have a no-photo request. Taking pictures of your own child at school events is permissible and encouraged, however, please be cautious if posting these photos on social media if other children are visible in the photo. This will help us respect and honor the needs of all our families.

Peterson Elementary School-Wide Title 1 Program

Title 1 is a federally funded program supporting Kindergarten through twelfth grade students in reading and math. It is the largest federal aid program to our nation's schools. The purpose of a school-wide program is to provide comprehensive instructional reform and support that will enable all students to meet challenging state standards. In school-wide programs, all students in the school are considered Title 1 eligible. This allows educators to provide extra help to students when and where they need it.