

Dear Parents:

The Kircher School District has contracted with the Big Country Educational Cooperative to provide services for students with special educational needs. The services available through the Cooperative are:

1. Intelligence Testing
2. Behavior Evaluation
3. Counseling Services
4. Speech/Language/Hearing
5. Physical Therapy/Occupational Therapy

Our school also has staff members available to assist students in need of help. We have achieved Schoolwide Status through the Office of Public Instruction. What this means to your child is that we can give extra help with schoolwork on an as needed basis rather than a Title I identified basis. This frees us up to assist children who have been out ill, struggle with any subject or even excel with any subject by setting up extra projects of interest.

We have in-school library that has been dispersed inside of the classrooms and resource materials available to the students. The classrooms also offer Internet services for research projects. There is a twenty-station computer lab in the school with iPads available for school projects. These are not available to take home.

The school has an outdoor bulletin board for school information and activities. Detailed notes and calendars are also sent home on a regular basis. Hot Lunch menus are aired on KATL radio and published in the Miles City Star.

Please feel free to contact your classroom teacher if you have any questions regarding schedules or activities. Although the school does not sponsor extracurricular activities, it encourages student participation. Parent volunteers are needed periodically and are welcome to help with classroom activities. Parents are also welcome to visit the classrooms at any time and are encouraged to contact their student's teacher to sign up for parties or other activities. Please remember that the teacher is always in charge of all the students.

If, for any reason, you would like to see the professional credentials of your classroom teacher you may contact the County Superintendent at 874-3421 to do so.

Sincerely,

**KIRCHER SCHOOL BOARD**

Pat Linger's telephone number is 406-951-0147

Kircher School telephone number is 406-234-2761 ext 1 for Mr. Hill

## BREAKFAST

Kircher School will offer a breakfast daily for \$1.75 per meal. Reduced price breakfast is \$.30 per meal. Meal tickets are available for your convenience. Breakfast will be served at 8:00 am while children are in their classroom. Free and reduced meals are available for those households that qualify. A letter and application are sent home at the beginning of each year for parents to fill out and return to the clerk.

## HOT LUNCH

Kircher School will offer a hot lunch program. Students will need to purchase a lunch ticket from the school office either on a daily, weekly or monthly basis. The cost will be \$3.75 per student lunch and \$4.25 per adult lunch. Parents are welcome to eat with their child(ren). Please call the school by 8:15 am to be included in the hot lunch count. Milk tickets are \$.50 each or \$2.50 for 5 milks. Please do not get in the habit of allowing excessive charges to accumulate. Free and reduced meals are available for those households that qualify. Reduced lunches are \$.40 per meal. When your student needs a new meal ticket, the office will send a note home with them. Please drop the money off at the office or send it with your student. Students with sack lunches are asked to bring nutritious meals. Pop and candy are not the best ingredients for a successful afternoon of learning. Please use discretion. We do have two microwaves to heat lunches. Because of the volume of lunches that require heating, nothing that requires more than two minutes of heating will be allowed. ***A note will be sent home once you are able to pay on your accounts via Gradelink.***

## LUNCHROOM RULES

1. Come in quietly and be seated.
2. Respect each other.
3. Use good table manners.
4. Stay where you are seated until lunch is over.
5. Pick up trash around your chair and place setting, throw it away and empty your plate when requested to do so.

Consequences for misbehavior:

1. Conference with lunchroom supervisor
2. Detention

### CELL PHONES ON SCHOOL PROPERTY

While we understand that some parents need to be in contact with their child after school, there will be no cell phone or electronic device use on the school grounds or on the bus. Parents will provide the written Cell Phone/Electronic Device Usage Form signed by both parent and student prior to the student being allowed to have a cell phone/electronic device on school grounds or the bus. The cell phone/electronic device will be turned in to the classroom teacher each morning to be turned off and stored. The cell phone/electronic device will be returned to the student upon dismissal from school. Violation of this policy will result in the phone/device being taken away for a length of time designated by the teacher and a conference with the parent and student involved. If there is evidence that a student is showing or using inappropriate materials on their cell phone/electronic device, it will be banned permanently from school grounds and the bus.

### MEDICAL NEEDS

If your child has any medical needs, especially food allergies, please notify us immediately and provide medical requirements from your medical provider so the proper steps can be taken to ensure your child's well being at school. If the school menus require alterations, we will need written notification from you healthcare provider to do so.

### INTERNET ACCEPTABLE USE POLICY

One of the main purposes of the Internet is to support research and education among academic institutions in the U.S. by being connected to thousands of computers all over the world and providing access to unique resources. Students will be able to tour the White House, go on electronic field trips in other countries, and visit the Smithsonian Institute.

The use of the Internet at Kircher School must be in support of education. With access to global resources, there is information found on the Internet that is not of educational value to our students. The staff at Kircher School will take every precaution to make sure that users are restricted from accessing such information. However, with so much information available, it is still possible that a user might access controversial information while using the Internet. We do feel that the valuable information and interaction available outweighs the possibility that users may come upon inappropriate material.

The use of the Internet as part of an education program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon acceptable use guidelines outlined, the teachers will deem what is inappropriate use and their decision is final. The School Board or Teachers may deny user access at any time. If appropriate, a loss of internet use for thirty (30) days will be enforced.

To gain access to the Internet, all students must obtain parental permission. Parents desiring their child(ren) to have access must sign and return the proper form to school.

## RULES AND CODE OF ETHICS FOR COMPUTER USERS

1. Students must be under direct supervision of a teacher or paraprofessional. No one is to be accessing the Internet unless there is a teacher or para there to supervise.
2. Use of the Internet is limited to educational purposes only.
3. Students will not reveal their home address or phone numbers or any other student or teacher address/phone number.
4. Students will not use chat rooms, email or any other social media on Kircher School computers.
5. Students will not purchase anything over the Internet. If they do, student/parents will be held responsible for payment.
6. Students will not download files into the hard drive or print items from the Internet unless permission is given by the supervising teacher.

Any student who does not comply with the rules and code of ethics will lose computer privileges for thirty (30) school days. A repeat infraction will result in permanent termination of computer privileges.

The district may modify the acceptable use policy as the need arises.

## IMMUNIZATIONS

The 1979 Legislature passed an immunization law that went into effect on August 1, 1980. This law requires that all children attending private or public schools be immunized against preventable childhood diseases, including measles, rubella, polio, diphtheria, pertussis, and tetanus. Exemptions will be allowed for religious, medical or personal reasons by going through the proper channels beginning with the County Superintendent. Free immunizations are given based on need by the County Health Departments located in the Veterans Administration Complex.

## NO NIT POLICY

Periodic head checks will be conducted at the Kircher Staff's discretion. Students with head lice will remain at home until nit free. Students will need a note from

their doctor or county health nurse stating “nit free” before being readmitted to school.

#### ADDRESS AND EMERGENCY NUMBERS

The school should be notified when there is a change in the address or phone number of a student. The name of a neighbor or relative, who might be contacted if your child is ill and you cannot be reached, should also be provided to the school. This information needs to be kept current.

#### FIELD TRIPS

The Board encourages the use of field trips and expects at least one per year. A field trip permission slip will be sent home at the beginning of the school year and kept on file for the duration of the year. Parents will be notified before each field trip, but a new slip is not necessary.

#### GIFTED AND TALENTED PROGRAM

Students will be evaluated upon recommendation of teacher and/or parent.

#### SPECIAL EDUCATION PROGRAM AND RESOURCE HELP

Kircher School has a full time Special Education Teacher on Staff with a contract with the Big Country Educational Cooperative for specialized Special Education needs.

#### GRIEVANCES

If a personal grievance should arise, the parties immediately involved should attempt resolution as follows:

1. Parent/student conference with teacher.
2. Parent/student conference with teacher and head teacher.
3. Parent, teacher, head teacher, and county superintendent conference.
4. Parent, teacher, head teacher, county superintendent and School Board member at a closed session during a regular school board meeting or by appointment.

Please feel free to contact your child’s teacher if you have a concern. We need to know what your concerns are in order to improve our teaching. All grievances should be documented by the parent/student so follow up can be done.

## REPORT CARDS

Report cards are issued four times per year. We hope that these report cards, in conjunction with parent-teacher conferences, will provide an honest appraisal of your child's progress in school.

In order to familiarize parents with the school grading policy, we include it here:

### Kindergarten – Seventh Grades

93 – 100	A
84 – 92	B
72 – 83	C
65 – 71	D
64 and <	F

Plus grades are assigned the first two percentages within a letter; minus grades are assigned the last two percentages within a letter.

## DRESS CODE

School dress should be age appropriate. The School Board shall be responsible for deciding which dress and grooming is disruptive to the school environment. Fingertip length shorts and skirts and modest tank tops will be allowed. Bare midriffs, spaghetti straps, open backs, mesh shirts and skirts are inappropriate. Clothing attire with drug and/or alcohol advertisements, profanity or suggestive material will not be allowed. Clothing worn to school that is inappropriate will be replaced with clothing the school has on hand. If none is available, a phone call will be made to the parents to bring something appropriate.

**PLEASE NOTE:** While we respect your decisions as parents, we must also have guidelines for all to follow. Your child must wear a jacket or sweatshirt when the temperatures outside (including wind chills) are less than 50 degrees. **This includes both fall and spring weather. Your student may not wear shorts to school after October 1<sup>st</sup> or before April 1<sup>st</sup>.** Again, you as parents need to assess outside weather conditions before allowing your child to wear clothing that is not suitable for the outside temperatures. Alternate footwear is required in inclement weather, as we do not want snow, mud or water on the carpets. Students without alternate footwear will be required to stay on the concrete platforms during recess. Students without proper outdoor wear do not get to stay inside as an alternative.

## LEAVING SCHOOL GROUNDS

Montana State Law indicates clearly that a student is the responsibility of and subject to the authority of the teachers, paraprofessionals and County Superintendent while in school or on school premises. Therefore, we cannot allow the students to leave school grounds without parental permission.

## SUPERVISION OF STUDENTS

School hours are as follows: Monday through Thursday

8:00 am – 4:00 pm

**Our playground supervision begins at 7:45 am. No students are allowed at the school prior to 7:45 am unless reporting for assigned detention. If there is not a Kircher School staff member on the playground, please do not leave your child(ren) unattended. Students must be picked up from school no later than 4:10 pm unless prior arrangements have been made with the classroom teacher. No supervision is available after 4:10 pm.**

Teachers and paraprofessionals will supervise recreational activities and be always on the playground with students. Every effort is made to supervise your child(ren) in a way that will promote their safety and well-being.

Teachers and students both share responsibility for the care of the building and all recreational equipment. Older students will be asked to help teachers remove snow from the sidewalks and cement platforms after a snowfall. In the classroom, students are required to help the staff with the upkeep of the classroom and the school. We provide janitorial services on Tuesday nights and the weekend only.

### PLAYGROUND RULES

1. One person on the slide ladder at a time.
2. Slide down slide feet first on your bottom.
3. Football games are flag only. Flags are provided by the school
4. No jumping off the swings.
5. No sliding on ice.
6. Parking lot is off limits at all times.
7. Students must check out and check in all playground equipment.
8. No making or throwing snowballs.

### AFTER SCHOOL RULES

1. Students must line up and wait for the bus to arrive Monday through Friday.
2. The staff must have prior verbal or written notice when a student has alternate transportation. NOTE: Your student will not be released to alternate transportation unless staff has been notified.

### VISITORS

We welcome and encourage you to visit the school. We do ask, however, that you check in with your child's teacher prior to your visit. Upon arriving at the school, please check in at the office. We have implemented a lockdown system during the operating hours of the school. You will have to call the school (234-2761) upon arrival to gain access to the building.

### PARENT VOLUNTEERS

We ask that you get involved with your school. Please feel free to share your ideas and time with the school. We do ask that all volunteers conduct themselves in an appropriate manner while engaged in school activities. Volunteer paperwork and training will be available through the school; this is required prior to beginning any duties.

### CONFERENCES

Parent-teacher conferences are held after the first and third grading periods. You will be notified of the date and time they are to be held. Letters will be sent to schedule these conferences. We strongly urge you to attend to discuss your child's progress. If you feel a conference is necessary in addition to the regularly scheduled conferences, please call your child's teacher to make arrangements.

### LOST AND FOUND

Lost and found items are kept for a reasonable amount of time so that they can be reclaimed. It will be helpful if parents will clearly mark student's belongings.

### ATTENDANCE

There is little doubt that poor school attendance hampers a student's natural academic progress. It is vitally important that your child attend school on time, on a regular basis. School hours are as follows: Monday through Thursday 8:00 am – 4:00 pm. Any student arriving after 8:15 am or returning to school after 12:45 pm will be marked tardy. Please note the following attendance procedures:

1. Attendance is taken daily in the morning and in the afternoon after lunch. Your child's attendance will be recorded on the report card.
2. If your child is absent from school for any reason, please call the school immediately to let the teacher and/or office know. Please send a note when your child returns explaining the absence. If your child is tardy, please walk them to their classroom and give the teacher a verbal explanation.
3. Please do not endanger the health of others by sending your child to school when he/she is ill. A good rule of thumb is: If your child is too sick to go outside for recess, then he/she is too sick to be at school. You will be contacted to pick up your sick child.



4. State Law requires that all tardies and unexcused absences be tracked. The school must report truancy due to unexcused absences or excessive tardies to the designated authorities as habitual.

### DEFINITIONS

Truancy: Absences that take place without the approval of the parent and/or teacher.

Tardiness: A student is considered tardy fifteen (15) minutes after the beginning of the morning or afternoon sessions of school. All tardiness that extend beyond 8:30am or 1:00 pm will be considered a .5 absence.

Excused Absence: Generally, absences will be considered reasonable in cases of illness, bereavement, family vacations, situations resulting from “acts of God” and other emergencies.

Unexcused Absence: Any absence that does not fall into the excused category will be considered unexcused.

- Every absence where families do not contact the school is unexcused.
- Every unexcused absence counts toward truancy
- Families with unexcused absences or excessive tardies may be required to sign a Truancy Plan for Improved Attendance. The county truancy officer will be notified of all truancy plans.
- Failure of a family to meet conditions in the plan may result in the school turning over the situation to the Truancy Officer.

If a copy of the School Board Policy regarding Attendance is desired please request Policy 3122.

### STUDENT CONDUCT

All rules governing student conduct will be based on respect and consideration of the rights and property of others. These will be made known to all and posted. Kircher School feels it is important that students keep their dignity and self-respect when faced with consequences for their behavior. The school also feels that students need to be responsible for their own behavior.

The following program has been adopted school wide:

## SCHOOL RULES

1. Line up in quiet, straight lines as directed by supervisor
2. Follow directions as given by supervisor
3. No gum
4. Use proper language. Profanity and teasing are not allowed
5. Respect other students and their property
6. Walk in the building and up and down the stairs at all times
7. Go straight home after school
8. No outside food/drink inside of classrooms unless outside designated times. Before school and After school are appropriate times for this.

Listed below are the consequences for disregarding the rules. Students who have inappropriate behavior in the school or on the playground will receive the following consequences:

- K - 8 Each Offense – Warning  
Depending on the severity or frequency, student will lose recess time or possibly earn a detention.

### CRITERIA FOR A SEVERE DISRUPTION

1. A student willfully inflicts physical harm on another student.
2. A student destroys property.
3. A student overtly refuses to do what he/she is requested to do.
4. A student uses inappropriate language and/or behavior.
5. A student demonstrates a continuous repeated behavior

### CONSEQUENCES FOR A SEVERE DISRUPTION

The disciplinarian will deal with severe disruptions in one of the following ways:

1. Serve time before school in detention.
2. In-school suspension.
3. Out-of-school suspension.

### DETENTION

Detentions will be given to students at a staff member's discretion to correct disruptive/disrespectful behavior. These will be a length of time as specified by the teacher to be served on a day as designated by the teacher. Detention will begin at 7:00 am. The parent must sign the student in with the teacher prior to leaving the student. Only students serving detention may be brought to the school at detention time. If the student arrives after 7:00 am there will be no access to the school. The detention will be

considered 'failed'. The student will be expected to report for the detention at 7:00 am on the following school day. In-school suspension will result if detention is not served as required or two late arrivals occur. A maximum of three detentions will be allowed per grading period. A fourth detention is an automatic in-school suspension.

### PROCEDURE FOR SUSPENSION

The procedure outlined below will be followed if suspension of a student becomes necessary:

1. A conference with the student, parent, teacher, and Head Teacher will be held to outline the reasons for the impending suspension. NOTE: The student will have the right to know the charges and have the opportunity to present his/her side of the issue.
2. The Board of Trustees will be notified of the conference and the action taken by the Head Teacher.
3. If this does not resolve the problem:
  - a. The student will be sent home with a letter stating the time, date and nature of the infraction
  - b. A letter will be sent in the mail to the parents stating the same information with a copy to each board member.
  - c. The student and a parent/guardian will be required to appear before the Board of Trustees at the next scheduled meeting to discuss the issue and make appropriate resolution so the student may remain in school.