

BEARTOOTH ELEMENTARY

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Believe
Everyone
Achieves
Roaring
Success

FAMILY HANDBOOK

2018 - 2019



Beartooth Elementary

1345 Elaine Street

Billings, MT 59105

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On behalf of the entire staff, I am pleased to welcome you and your child to Beartooth Elementary School. This coming academic year promises to be full of new activities and challenges for all of us at Beartooth School. Beartooth School is committed to the guiding principle that every student can learn and succeed. We work hard at Beartooth to create an environment that reflects trust, risk taking, and respect for others. I believe that optimum learning occurs when educators and parents work as a team. We look forward to that partnership and seeing you often in order to keep you informed on what's happening at school.



Hey! We're BEARS!

This Family Handbook has been prepared in order to let you know about school policies, procedures, and schedules. I hope that you will take a few moments to review this valuable information and welcome any questions you may have. I look forward to meeting you in the near future. Please do not hesitate to contact the office if you have any questions or comments regarding your child's educational experience at Beartooth.

Cordially, Travis Niemeyer, Principal

DAILY SCHEDULE

Teacher's hours are 7:55 – 3:55. The best time to call or visit with teachers is prior to 8:15 or after 3:15. You may call the office and leave a message for a teacher to call when they have time if that is more convenient for you. *Teachers do not take calls during class time.*

The bell rings at 8:25 a.m. for all classes to begin the academic day. Children who arrive after 8:30 a.m. are considered tardy and need to report to the office for a tardy slip. CHILDREN SHOULD NOT ARRIVE ON SCHOOL GROUNDS PRIOR TO 8:15 A.M. unless they are eating breakfast, which begins at 7:45. The playground is not supervised in the morning as teachers are preparing for the day's activities.

The following daily schedule meets or exceeds state accreditation requirements:

K-3	Start: 8:25	Dismissal: 2:28
4-5	Start: 8:25	Dismissal: 3:10

Please note: **Younger students are not allowed to wait for older siblings after school.** There is not childcare provided and students are expected to proceed directly home. Teachers have required duties beginning 15 minutes after the dismissal bell. **We need ALL students to be picked up within 15 minutes of dismissal.**

BEARTOOTH SCHOOL STUDENT EXPECTATIONS

- **NO BULLYING**

First and foremost, it's important for kids (and adults) to understand that not all hurtful behavior is bullying. What makes bullying different from the normal conflicts kids have with one another is the fact that bullying is comprised of the following key elements: the intent to harm; an imbalance of power; repeated aggression and/or the threat of further aggression. This is how we help students understand the different tiers of hurtful behavior.

When someone says or does something UNintentionally hurtful and they do it once,

that's **RUDE**. When someone says or does something intentionally hurtful and they do it once, that's **MEAN**. When someone says or does something intentionally hurtful and they keep doing it frequently, even when you tell them to stop or show them that you're upset, AND there is an imbalance of power (socially or physically) — that's **BULLYING**

- "Hands off" policy - students must keep their hands, feet, and objects off of others and their possessions.
- No drugs, weapons (real or toy) or alcohol are permitted at school.
- Respect the rights, feelings, and property of everyone: Abusive or aggressive language or mannerisms towards students or staff members will not be tolerated.
- Act in a safe manner: stay where an adult is in charge and where you can be seen, obey playground and equipment rules leaving snow, rocks and found objects on the ground. Football is allowed so long as it stays a game of respectful touch football, jump ropes should be used for jumping rope, and pretending to kick, hit or punch is discouraged.
- All students move in a quiet and orderly manner throughout the building.
- Help keep the school and grounds safe and clean.

THE PARENTS' RESPONSIBILITY

At Beartooth Elementary School we believe it is the parents' responsibility to help your children succeed by:

- Knowing the behavior and manners expected of Beartooth students.
- Making sure your child(ren) arrive on time, in good health and with proper rest and nourishment.
- Being aware of your child(ren)'s behavior at school.
- Supporting and following through with school policies and to maintain communication with teachers and other staff members.
- Providing necessary school supplies.



Principal's Plan for Discipline:

When a child is sent to the principal for misbehavior:

1. First goal is to ensure safety. Second goal is to teach. If this corrects the behavior, the student will return to class.
2. When the teacher sends the child to the office, it is generally after several interventions from the teacher or a severe issue has occurred.
3. Every child is allowed to tell his/her side of the story.
4. Other students involved are questioned.
5. A determination is made if school rules were violated.
6. A consequence, or positive intervention strategy, will then be determined by the principal.
7. Name, date, grade, teacher, offense and consequence are recorded in PowerSchool.
8. Follow through by notifying the student's teacher. The parents are notified if there are severe or recurrent problems or by their acknowledgement signature on a **Problem Solving Plan**. If the Problem Solving Plan is not returned, more consequences may be given and a follow up call will be made. It is important that parents and school work together.



EXPECTED MORNING & PLAYGROUND BEHAVIORS

- ❖ Follow school rules.
- ❖ **Supervision is not provided for students on the playground before school.**
- ❖ Students eating breakfast may enter the building after **7:45**, eat and report to class after 8:10 for morning choice.
- ❖ Students not eating will gather in the gym until 8:10 when they will be sent to the classrooms for morning choice.
- ❖ Morning choice is replacing our “morning walk” before school. Students will be in their classrooms from 8:10-8:25 building social & collaboration skills through playing games and participating in activities of their choice (as determined by the teacher).
- ❖ Lunch tickets may be purchased in the gym after checking in at the office. At no time are students (or parents) to wander the building.
- ❖ Playground equipment is to be used safely and appropriately at all times.
- ❖ Students should line up quickly and quietly at designated doors as soon as adults whistle. They are expected to enter the building quietly when the teacher invites them.
- ❖ Children are not to leave the school grounds at any time without the permission of a supervising adult.
- ❖ It is important to inform the office of any issues or concern with equipment or structures.
- ❖ Personal toys, games, gum, candy, and **soda pop** are not allowed at school.
- ❖ Children are not to play on the bike rack or fences surrounding the playground.
- ❖ Bathroom passes are necessary to re-enter the building from the playground.
- ❖ If a ball leaves the playground, adult permission is needed to retrieve it.
- ❖ Students must ensure adults can be seen at all times and at all areas of play.



The office will determine if recess is **inside or outside based on weather.** All other rules apply.



Beartooth Elementary

1. When speaking to an adult, use sir, ma'am or the last name of the adult. You would say, "Yes, Sir," or "Yes, Mr. Jones."
2. When talking to others, make eye contact. It shows you are listening and is respectful.
3. Congratulate other when they win or do something well. Clapping should last 3 seconds with volume at appropriate level.
4. Always respect others' comments, opinions, and ideas.
5. If you win, do not brag. If you lose do not show anger. Share great moments together.
6. Cover your mouth when you cough, burp or sneeze.
7. Do not smack your lips, roll your eyes, or show disrespect with your body language.
8. Always say thank you when given something.
9. Surprise others with random acts of kindness.
10. Do not ask for rewards for behavior or grades.
11. Transitions will be quick, quiet, and orderly.
12. Do not moan or complain when work is assigned - practice makes you better.
13. When a guest teacher is in your classroom, all rules still apply. Treat them as you would a guest in your own home.
14. Follow classroom & school procedures.
15. Wash your hands of germs and clean the area after using the restroom.
16. After eating, be responsible for your items & area.
17. When meeting new people, shake hands with a firm grip, look them in the eye and learn their name.
18. If someone drips something and you are close by, pick it up or make the gesture. Do not walk by trash on school grounds.
19. Hold the door open for others.
20. If someone bumps into you, say, "Excuse me," even if it is not your fault.
21. If anyone is bullying you, let me know.
22. Be positive and enjoy life.
23. Learners make mistakes. When you make a mistake, learn from it and move on.
24. No matter the circumstances, be HONEST.

ESSENTIAL 24 MANNERS

Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is also important. If a student's behavior is of a very serious nature, the student will be sent to the principal.

We address behaviors by the minute everyday. However, any time an adult addresses a student about their more serious behavior, it should be done so using A) proximity, physically close to the student while protecting their personal bubble; B) eye contact, for respect and listening; C) privacy, so only the student and adult can hear with proper tone of voice.

When a student(s) will not follow the behavioral guidelines, additional practice, teaching and/or consequences will occur.

Teachers use a variety of Classroom Management Techniques and Plans

Beartooth staff firmly believes that meaningful relationships can have a profound impact on student behavior. We strive to build those relationships and teach using engaging strategies to mitigate classroom disruptions to learning by student behaviors. If methods used do curb behaviors teachers may work through the process outlined below.

One Classroom Management Plan might look like the following:

Undesirable Behavior:	Proximity/Verbal Warning/redirection and/or start-up request
Behavior Continues:	2 nd Prompt to follow direction Child may be given a break to refocus (in or out of class) and returns after the break and showing ready
Behavior Continues:	Proximity/Verbal Warning/redirection or Start-up request
Behavior Continues:	Another Prompt to follow direction Child may be given a formal refocus assignment to complete before returning to class
Behavior Continues:	Proximity/Verbal Warning/redirection or Start-up request
Final time:	Another prompt to follow direction Referral to office for Problem Solving Plan

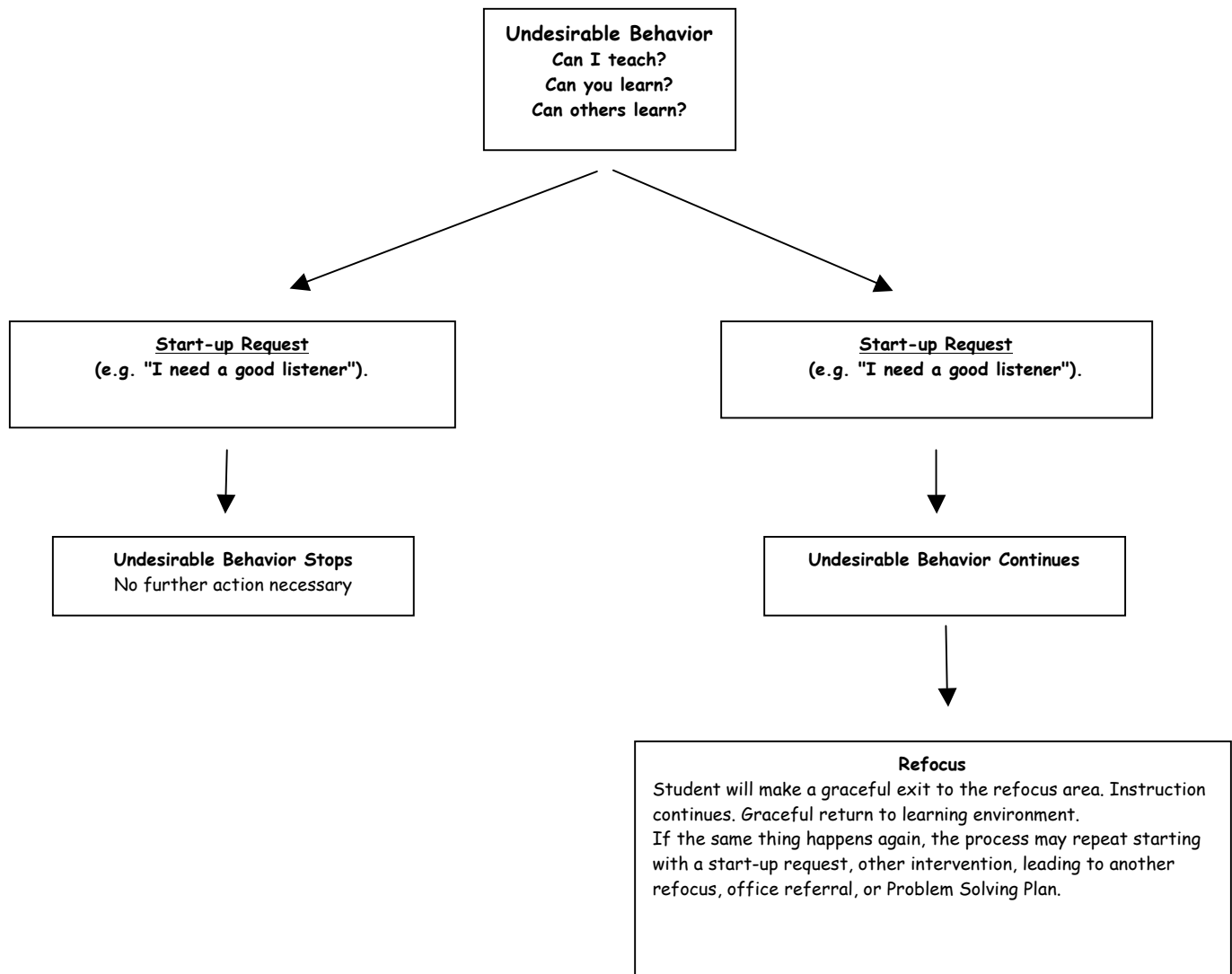
Teachers always have the right to use alternative means to extinguish behaviors. Anywhere in the above process, students may be assigned to walk laps during their recess. This keeps students active but reduces their ability to choose freely for their unwillingness to follow requests in class. Teachers may also choose to have students process any refocusing paperwork during part of their recess time, write a letter, repeatedly practice positive behaviors, etc. If behaviors persist, a more formal behavior plan may be initiated.

Beartooth Elementary Flow Chart of "Refocus" Procedure

Early intervention when discipline problems first occur is important. Often, severe discipline problems progress from minor problems. Early parental involvement is also important. If a student's behavior is of a very serious nature, the student will be sent to the principal.

Anytime an adult addresses a student about more severe or repeated behavior, they should do so using:

- A) Proximity-physically close to student
- B) Eye Contact-communicating respect & listening
- C) Privacy-so only the adult and student can hear



First Refocus will generally be filled out in the classroom.

Additional refocus forms will be filled out either in the classroom, different classroom, or office.
(This will be at the teacher's discretion.)

If multiple refocus forms are completed in a day, one or more will be sent home to be signed by the parent and the teacher will contact the parents. These could also result in a Problem Solving Plan - a more formalized process of reflection and required action by the student.



BREAKFAST PROGRAM-MORNING CHOICE

Breakfast is served every morning from 7:45 to 8:20. The front doors will be unlocked to allow children in at 7:45. **Please do not send your students to school before 7:45 (they will wait outside unsupervised).** When students are finished eating, they are to join the classroom for morning choice. Teachers will provide various activities students can take part in that build cooperation, collaboration, strategy, social skills, and community. At no time are students to wander the halls or be outside. **Any students arriving before 8:10 are to report to the gym until they are dismissed to go to their classrooms for morning choice.** Any child coming to school before 8:25, has chosen to participate in morning choice.

LUNCHROOM AND NOON BREAK

Students will eat first and then go outside to recess.

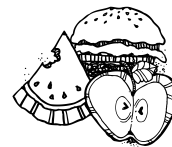
Sodexo, a private contractor, provides our school lunch program. Prices are as follows:

Student Breakfast:	\$1.30	Student Lunch:	\$2.75
Student Reduced:	\$.30	Student Reduced:	\$.40
Adult Breakfast:	\$1.70	Adult Lunch	\$3.50
Milk:	\$.60		

Applications for free and reduced lunch will be sent home the first day of school or be provided beforehand at our Meet & Greet. Menus will be sent home monthly. If the child has no money for lunch they will receive a sandwich and milk.

The purpose of the following rules is to provide an orderly, healthy, and pleasant breakfast/ lunchtime atmosphere at the school. Children are expected to use good table manners while showing respect and courtesy for others by using please and thank you, placing napkins on laps, brushing any mess or crumbs onto their tray and clean up personal spaces before leaving. Eating at school is a privilege. Parents are informed if there are continual problems. In extreme or consistent behavior cases, and to insure the safety of the other students, arrangements may have to be made for the student to eat away from school, or in an alternate location within the school.

LUNCHROOM/BREAKFAST RULES



1. Use quiet and normal conversation (restaurant voices)
2. Walk at all times, enter and exit quietly.
3. **We ask that students NOT bring pop in their lunches.** We also discourage glass containers since they are easily broken.
4. Leave the individual eating area neat and tidy. Food is not to be left on the table, floor, or taken outside.

After eating lunch, students proceed outside, (students are kept in only during extreme weather) for a noon break. They have a choice of activities to participate in such as four square, wall ball, jump rope, basketball, kickball, running races, etc.

Noon Supervisor's Responsibilities Include:

- The supervisors will monitor designated areas of the playground so that all students are following playground rules.
- Supervisors will carry radios with them at all times to communicate with office personnel.
- Noon supervisors will be in-serviced on the management plan and use techniques on dealing with students.
- Anytime an adult addresses a student about their behavior it should be done so using the same methods described for teachers earlier in this handbook.

Early Intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is also important. If a student strikes another youngster or staff member, throws rocks or engages in any harassment, has extreme and/or dangerous behavior, the student should be accompanied by the supervisor (if possible) to the office. The principal will decide the consequences for this behavior.

The Following **Lunchtime Behavior Plan** will be used:

Step I: Warning: This will take place at the time of the infraction or shortly after and should include the following:

Shut down request: "We need quiet voices" or "We need safe sliding on the slide," followed by a start up request, "Please eat quietly" or "Please sit to go down the slide".

Step II: If the undesirable behavior continues:

If the behavior is occurring in the lunchroom, the student will be asked to eat their lunch at a different table away from their peers, in the hallway, or office. If the behavior is occurring on the playground, the student will be asked to think about their actions while walking laps on the track. They should walk 1 lap for each grade they are in: Kindergarten-First Grade = 1 Lap, Second Grade = 2 Laps, etc.

Upon finishing their lap(s) the supervisor will ask the student what caused them to have to walk laps and what they will do differently next time. If time remains, the student can then rejoin recess.

Step III: If the undesirable behavior continues:

If the behavior is continuing in the lunchroom, the student may eat their lunch in the office for additional days. If the behavior is continuing on the playground, the student will be asked to walk laps for the remainder of their current recess.

Step IV: Continued problems will be referred to and consequences determined by the principal.

Bicycles and Personal Property

Students in grades 2-6 may ride bikes or scooters to school as long as they are wearing a helmet **and are locked to the bike rack**. It is recommended that Kindergartners and First Graders not ride their bikes for safety purposes. Bikes are not to be ridden on school grounds (for pedestrian safety). Roller blades and skateboards are not allowed because of safety and lack of storage. The school is **not** responsible for damage or theft.

Because the school cannot assume responsibility for damage or theft of personal items such as toys, electronic games, radios, cell phones etc, students are to leave these items at home.

If cell phones are brought, they need to be kept off and in a student's pocket or backpack. For the most part, these personal items do not contribute to a more effective education of the child. We do, however encourage students to bring something very personal with them everyday---a good attitude, a willingness to learn, and an open mind!!!!

ATTENDANCE

ALL STUDENTS ARE EXPECTED TO ATTEND SCHOOL REGULARLY AND BE PUNCTUAL FOR ALL CLASSES. **PARENTS ARE REQUIRED TO CALL THE SCHOOL BY 8:45 A.M. IF THEIR CHILD WILL NOT BE IN ATTENDANCE THAT DAY.** STUDENTS MAY NOT LEAVE THE BUILDING UNDER ANY CIRCUMSTANCES DURING SCHOOL HOURS UNTIL AN AUTHORIZED ADULT HAS CHECKED THEM OUT THROUGH THE OFFICE. STUDENTS REPORTING TO CLASS AFTER THE 8:30 BELL MUST PICK UP A "GLAD YOU'RE HERE" FROM THE OFFICE BEFORE THEY WILL BE ADMITTED TO CLASS.



IF A STUDENT IS LATE 10 MINUTES EACH DAY OF SCHOOL, HE/SHE MISSES 1,800 MINUTES OF INSTRUCTIONAL TIME. THAT'S 30 HOURS, OR 6 SOLID DAYS, OF LOST LEARNING. THERE IS NO QUESTION THAT MISSING 30 HOURS OF INSTRUCTION IMPACTS A STUDENT'S ACADEMIC PERFORMANCE. A MINNEAPOLIS STUDY FOUND THAT STUDENTS WHO WERE IN CLASS 95 PERCENT OF THE TIME WERE TWICE AS LIKELY TO PASS STATE LANGUAGE ARTS TESTS AS STUDENTS WITH ATTENDANCE RATES OF 85 PERCENT.

STUDENTS HAVING 4 OR MORE UNEXCUSED ABSENCES ARE CONSIDERED TRUANT. THE TRUANCY OFFICE MAY BE CALLED TO INTERVENE WITH ANY FAMILIES HAVING EXCESSIVE NUMBERS OF TARDIES OR ABSENCES.

SCHOOL VISITATIONS

SINCE THE HOME HAS AN IMPORTANT PART IN SHAPING A CHILD'S EDUCATIONAL GROWTH, THE DEVELOPMENT OF A COMMON UNDERSTANDING BETWEEN THE HOME AND SCHOOL IS EXTREMELY IMPORTANT. WE INVITE YOU TO OUR CLASSROOMS SINCE WE ARE EAGER TO LEARN ANYTHING THAT WILL HELP TO UNDERSTAND YOUR CHILD BETTER. PLEASE CONTACT THE OFFICE TO MAKE ARRANGEMENTS TO VISIT CLASSROOMS. WE ASK THAT CLASSROOM VISIT BE LIMITED TO AN HOUR UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE CLASSROOM TEACHER IN ADVANCE. ALL PARENTS ARE ESPECIALLY ENCOURAGED TO VISIT WHEN SPECIAL INVITATIONS ARE SENT FOR SCHOOL ASSEMBLIES AND SPECIAL PROGRAMS. WHEN PARENTS OR OTHER VISITORS COME INTO THE BUILDING, PLEASE CHECK IN AT THE OFFICE. WE DO THIS TO ENSURE YOUR CHILD'S SAFETY.

BEFORE AND AFTER SCHOOL CARE

ALL STUDENTS MUST BE PICKED UP WITHIN 15 MINUTES OF DISMISSAL. GRADES K-3 FROM 2:28 – 2:43; GRADES 4/5 FROM 3:10 – 3:25. PLEASE BE SURE YOUR DAYCARE PROVIDER IS LISTED ON YOUR ANNUAL INFORMATION FORM THAT IS RETURNED TO THE SCHOOL OFFICE AND ASK THEM TO HAVE SIGNAGE IDENTIFYING THEIR DAYCARE. IF THIS CHANGES DURING THE SCHOOL YEAR, LET US KNOW RIGHT AWAY. IF YOUR CHILD IS TO COME IN EARLY BEFORE SCHOOL FOR A SPECIAL SCHOOL ACTIVITY OR TO RECEIVE HELP, HIS/HER TEACHER WILL GIVE HIM/HER A PASS THE NIGHT BEFORE.

IF DAYCARE PROVIDERS ARE PICKING UP STUDENTS, THEY SHOULD HAVE SIGNAGE IDENTIFYING THE DAYCARE.

WE CANNOT ALLOW PRIMARY STUDENTS TO WAIT 40 MINUTES FOR SIBLINGS IN INTERMEDIATE GRADES. WE DO NOT HAVE SUPERVISION AVAILABLE DURING THAT TIME. THERE ARE SEVERAL DAYCARE PROVIDERS IN OUR SCHOOL AREA AND THE BOYS AND GIRLS CLUB AT MEDICINE CROW MIDDLE SCHOOL.



ELECTRONIC DEVICES

AS PART OF THE DISTRICT'S ACCEPTABLE USE POLICY 3205 STUDENTS MAY NOT USE PERSONAL ELECTRONIC DEVICES ON SCHOOL PROPERTY, UNLESS APPROVED BY AN ADMINISTRATOR FOR EDUCATIONAL PURPOSES. THIS INCLUDES CELL PHONES, MP3 PLAYERS, DIGITAL CAMERAS AND OTHER PERSONAL ELECTRONIC DEVICES.

ELEMENTARY STUDENTS WILL NOT CARRY CELL PHONES DURING THE SCHOOL DAY. THEY MAY REMAIN "OFF" IN THE CHILD'S POCKET OR BACKPACK. THE USE OF CELL PHONES DURING SCHOOL HOURS WILL RESULT IN CONFISCATION. PARENTS WILL BE NOTIFIED AND REQUIRED TO PICK THE PHONE UP. THE SCHOOL IS NOT RESPONSIBLE FOR THE THEFT OF ANY CELLULAR PHONE.

OTHER ITEMS

STUDENTS ARE ENCOURAGED NOT TO BRING ITEMS SUCH AS RADIOS, HAND-HELD ELECTRONIC GAMES, CD PLAYERS, CELL PHONES, SKATEBOARDS, ETC. TO SCHOOL. THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OR REPLACEMENT OF THESE ITEMS. SKATEBOARDING IS NOT ALLOWED AT ANY TIME ON SCHOOL GROUNDS. STUDENTS CANNOT HAVE LASER PENS/LIGHTS, SQUIRT GUNS, FIRECRACKERS, ETC. WHILE AT SCHOOL. FIDGET SPINNERS, WHEN USED APPROPRIATELY, CAN HELP SOME STUDENTS WITH FOCUS. SPINNERS USED INAPPROPRIATELY OR NOTICED DISTRACTING STUDENTS WILL BE PLACED INTO THE CHILD'S BACKPACK.



BIRTHDAYS AND SPECIAL OCCASIONS

BIRTHDAYS AND SPECIAL OCCASIONS CAN BE ACKNOWLEDGED IN THE CLASSROOMS. A REASONABLE TREAT (WE LIKE TO EMPHASIZE NUTRITIOUS SNACKS) FOR EACH MEMBER OF THE CLASS, PASSED OUT AT THE END OF THE SCHOOL DAY, IS ACCEPTABLE. WE TRY TO BE A PEANUT FREE SCHOOL BECAUSE OF SO MANY STUDENTS WHO HAVE ALLERGIES TO PEANUTS.

PLEASE DO NOT PLAN ACTIVITIES OR EVENTS THAT WOULD BE DISRUPTIVE TO THE LEARNING PROCESS. WE DISCOURAGE BALLOONS AND FLOWERS BEING DELIVERED AS WELL AS LIMOUSINES PICKING UP OR DROPPING STUDENTS OFF AT SCHOOL (LIABILITY ISSUES REQUIRE PRINCIPAL'S APPROVAL).

TO AVOID HURT FEELINGS, WE ASK THAT YOU SEND INVITATIONS FOR PARTIES, ETC., DIRECTLY TO THE HOMES RATHER THAN DISTRIBUTING THEM AT SCHOOL.

BILLINGS PUBLIC SCHOOLS ELEMENTARY COUNSELING SERVICES

ELEMENTARY SCHOOL COUNSELING SERVICES ARE AN INTEGRAL PART OF THE TOTAL SCHOOL PROGRAM AND COMPLEMENT LEARNING IN THE CLASSROOM. SERVICES ARE CHILD-CENTERED, PROACTIVE, AND DEVELOPMENTAL. COUNSELORS PROMOTE POSITIVE INTELLECTUAL, BEHAVIORAL, AND EMOTIONAL GROWTH. THESE UNIQUELY QUALIFIED PROFESSIONALS WORK DIRECTLY WITH STUDENTS IN INDIVIDUAL AND GROUP COUNSELING SESSIONS. CLASSROOM GUIDANCE LESSONS ARE PRESENTED IN GRADES K-5. COUNSELORS ALSO CONSULT AND COLLABORATE WITH PARENTS, TEACHERS AND OTHER PROFESSIONALS IN THE COMMUNITY. SCHOOL COUNSELING SERVICES ARE INTENDED TO ENHANCE THE POTENTIAL OF ALL

Parent Involvement

Parent involvement is a priority at Beartooth Elementary. Parents can be involved in a variety of ways - volunteering in the school, joining the PTA, or becoming a part of various committees to help plan the future of the school. Some important things you can do is talk to your child about what is happening at school, reading with them, assisting them with their homework, and coming to school events and conferences. Beartooth Elementary has several "Family Fun Events" each year.

At the beginning of the year, a Home-School compact will also be issued to parents outlining the steps the students, parents, and teachers will take to help each student reach their full potential. Teachers will send home classroom newsletters and information is updated on the Beartooth School website and Facebook. To access the website, go to <http://beartoothelementary.weebly.com> or follow us on Facebook @BeartoothElem; you can also follow us on Instagram and Twitter by following Mr. Niemeyer (@niemeyermr406). The calendar, handbooks, and other important information are available on the website.

Parents and other caring adults who would like to volunteer at Beartooth Elementary are encouraged to call the office at 281-6202 for more information. Tutoring students in reading and math, helping teachers, the librarian, and other school staff with special projects, and events during the school year are a few ways you can help. The work and time availability a volunteer is interested in and is able to do is matched with work that a teacher has available. A background check will need to be completed **before** a person can volunteer. A new background check must be completed every two years.



POLICIES & PROCEDURES

School Board policy dictates that all BPS students must be informed of certain policies annually. In the past, a District-wide Handbook of those policies has been printed one for each student and distributed at the beginning of the year. Since this process is quite costly and since this handbook is now available on the District web site along with ALL District policies and procedures, we are no longer printing a hard copy.

To access the District web site go to <http://www.billingsschools.org/>. Once you reach the home page, click on *School Board* → *Policies and Procedures*. You will then be able to access a specific policy and/or procedure. For your convenience, listed below are the required policies/procedures.

Policy 3120 Attendance Policy
Procedure 3120-P1 Attendance-Compulsory Attendance
Procedure 3120-P2 Attendance-Attendance Rules
Policy 3200 Student Rights and Responsibilities
Procedure 3200-P1 Students Rights and Responsibilities-Due Process Rights
and Responsibilities
Procedure 3200 Student Rights and Responsibilities-Freedom of Expression
Procedure 3200-P3 Student Rights and Responsibilities-Student Publications
Policy 3205 District-Provided Access to Electronic Information, Services,
and Networks
Procedure 3205-P1 Student: Appropriate Use Procedure
Form 3210-F1 Equal Educational Opportunity
Procedure 3224-P1 Student Dress
Policy 3225 Sexual Harassment/Intimidation of Students
Policy 3231 Searches and Seizures
Procedure 3231-P1 Searches and Seizures-Searches of Students and Their
Property
Policy 3225 Video Surveillance
Procedure 3235-P1 Video Surveillance-Buses and Schools
Policy 3250 Student Discipline
Form 3250-F1 Student/Parent/Principal Agreement for Eliminating Guns
and Other Weapons From Schools
Procedure 3250-P1 Student Discipline-Hazing
Procedure 3250-P2 Student Discipline-Student Responsibilities
Procedure 3250-P5 Student Discipline-Gun Free Schools
Procedure 3240-P6 Student Discipline-Detention
Procedure 3340-P1 Chemical Use and Student Activities
Procedure 3340-P1 Chemical Use Procedure: Questions and Answers
Policy 3416 Administering Medicines to Students
Procedure 3416-P1 Administering Medicines to Students-Procedures for
Self-Administration and Administration of Medications
Policy 3431 Emergency Treatment
Policy 3600 Records
Form 3600-F1 FERPA (Family Educational Rights and Privacy Act) Annual
Notification
Procedure 3600-P1 Student Records-Maintenance of School Student
Records
Procedure 3600-P3 Student Records-Withholding Records for Unmet
Financial Obligations
Policy 2050 Entrance, Placement, and Transfer
Policy 5021 Fingerprints & Criminal Background Investigations

Student Dress Policy

The purpose of this student dress policy is to insure students come to school properly prepared for participating in the educational process. We encourage students to “dress for success”. Years of experience have shown that students’ attitudes and behaviors are directly related to their dress and the pride they take in themselves and their work. All attire must be in good taste and appropriate to the school setting. The school’s personnel have a responsibility to insure proper and appropriate conditions for learning along with protecting the health and safety of its student body.

For the continued maintenance of a positive, and safe learning environment, the following rules and guidelines relative to student dress and grooming, gang apparel, possessions, and behaviors will apply to all students on school grounds or while attending school activities. The business at hand is education and while we want our students to be comfortable, their clothing or apparel must not be immodest, unsafe or distracting to the learning process. **The following guidelines are advised:**

1. Shorts, skirts and dresses should be mid-thigh length. No spandex or unusually tight shorts. Shirts can be sleeveless, but no low necklines, sheer, strapless, bare midriff, or spaghetti straps. Bra straps and all under garments should not be exposed. Destroyed and distressed pants must not have holes in places that expose undergarments. Pants must be secured at the waistline and may not hang down exposing undergarments. No clothing that could be considered pajamas or slippers may be worn to school unless a spirit day allows it.
2. Hair should not be disruptive to student learning. Unnatural colors and styles will be evaluated by the faculty on an individual basis and may result in communication between school and home. Under no circumstances should spray on or gel hair color be used before or during school. We ask that children do not wear make-up.
3. Clothing or apparel (including jewelry, accessories, notebooks, a manner of grooming which by its nature, color, arrangement, trademark, tattoo or any other attribute) denoting membership or interest in a gang will be prohibited.
4. Clothing that carries derogatory, obscene, sexually suggestive statements or connotations, endorses/promotes tobacco, alcohol or any illegal activity is prohibited.
5. **Students will not carry cell phones during the school day. They may remain “off” in the child’s pocket or backpack.** The unauthorized use of cell phones during school hours will result in confiscation. Parents will be notified and required to pick the phone up. The school is not responsible for the theft of any cellular phone.

If a student arrives at school with clothing that is inappropriate, the student will be offered alternatives to possibly remedy the situation or parents will be contacted to bring a change of clothes to school.

