



Centerville Elementary School Handbook

**Grades Pre-K – 5
2017– 2018**

Where we achieve the best by being:

**Inspired to Dream
Challenged to Think
Encouraged to Try
Equipped to Succeed**

Centerville Elementary School develops life-long learners, responsible decision makers and caring and contributing members of society.

August 2017

Dear Centerville Parents,

On behalf of the faculty, staff, Mr. McGee and the Board of Trustees, welcome to the 2017-2018 school year! We all look forward to an exciting and academically challenging school year.

There are many ways to teach children. In addition, many people – educators in our building – try their best to do just that. These individuals are professional educators, and each day they work hard in ways that cause deep and lasting impressions on others.

As educators, it is our business to care! We care about our community and demonstrate it through providing an excellent education for students. We care about each other. Centerville is a caring institution. Parents that step forward and express a question or concern are treated with respect. We have many teachers who take extra-time to listen carefully, and ask clarifying questions so they can focus on parent issues or concerns. Our teachers know problem solving is, in itself, an indication that we care. When students are struggling in the room, halls, or on the field of play many of our staff members take the time to work with parents to get their child back on the road to success. However, the most important way to show we care is by understanding that belonging and success are key to a strong caring school. Our teachers know that each student must experience some success while at school. For this reason, you will find many examples of how teachers work on ways to provide sound recognition, encouraging comments along with treating each student with genuine respect and politeness. We at Centerville School care! That's why we are teachers.

This handbook is intended to keep you informed as to the operation of the school, as well as to explain and clarify procedures, policies and regulations of the Centerville Schools. Please set aside some time to review the handbook with your children and **return the sign-off sheet** with any questions or comments you might have.

When a policy number is referenced, be aware that the handbook summarizes the policy. You can get a copy of the full policy by contacting the office. Please call if you have any questions.

As parents, you are most central to your children's lives. As educators, we know that success is reached when children become the best they can be and develop their potential. Together let's commit to work each and every day to instill a desire for learning in your children. We want students who want to come to school each and every day.

Go Miners!!

John McGee,
District Superintendent

District Directory

Address: Centerville School District, 693 Stockett Road, Sand Coulee, MT 59472 Office: 736-5167 FAX: 736-5210

Centerville Web Page Address: www.centerville.k12.mt.us

The Administration and most faculty can be accessed by e-mail. E-mail addresses are formatted with first name, then first letter of last name, followed by @centerville.k12.mt.us (all in lower case) Example: johnm@centerville.k12.mt.us

<u>Name</u>	<u>Position</u>	<u>Voice Mail</u>
Brian Davison	Facilities & Maintenance Supervisor	227
Amy Schmeckle	Science	246
Karl Berg	Industrial Arts	251
Skye Bumgarner	Pre-Kindergarten	255
Jamie Burton	6 th – 8 th Grade Science	247
Lynda Kohut	District Clerk	224
Katie Chartier	Title I	237
Janet Card	Speech Therapist	235
Steven O'Neil	4 th Grade	241
Connie Darko	Librarian	233
Mark Garber	Art	249
Denise Goff	Paraprofessional	257
Jerry Harrington	Mathematics	245
Jennifer Holtz	Music	244
Lynn Kindred	2 nd Grade	240
Michelle Lencioni	1 st Grade	239
Sue Lorang	Food Service	226
Alex Lowery	P.E./Athletic Director	230
Lydia McCracken	Big Stone Colony 5 th – 8 th	736-5476
Scott Marko	Facilities & Maintenance	227
	1 st Grade Aide	255
Patty Martin	Receptionist	228
Jamie Burton	3 rd Grade	241
Karla McCale	Technology/Speech	258
Angela McDaniel	JH/HS I.D.E.A.	234
John McGee	Superintendent	222
Randi Rains	Pre-k – 5 th IDEA	231
Lisa Navarro	Kindergarten	238
Ted Richards	7 th Grade/History/Mathematics	254
Anna Romanchuk	Food Service	226
Kim Romanchuk	Food Service Manager	226
Clarissa Schaffer	Hill Top Colony 5 th – 8 th grades	
Krista Scott	1 st Grade Aide	239
Bette Maki	Big Stone Colony Aide	736-5476
Andrea Breeze	Hill Top Colony Aide	736-5712
Samantha Sechrest	PK Aide	238
Becky Sullivan	Business/Computers	253
Sarah Schilling	JH/HS I.D.E.A Aide	265
Wendy Cavill	Elementary I.D.E.A /Title Aide	256
Mike Taylor	K-12 Principal	248
Melyn Maxfield	English/Spanish	252
Malisa Therriault	Hill Top Colony K – 4 th grades	736-5712
Valerie Steele	Big Stone Colony K-4 th grades	736-5476
Abraham Travis	Facilities & Maintenance	227
Rhonda Umphres	Administrative Secretary	221
Julie Weigum	6 th – 8 th English	250

Bus Drivers:

Jim Gasvoda 736-5416
 Ronnie Phillips 868-4242

Punky Guisti 736-5579 Steve Perry
 Roxanne Swartz 736-5681

Table of Contents

Centerville School District Educational Goals Centerville Elementary School Guidelines for Success

Absences/Tardiness
Access to Student Records
Age of Admission
Bus Rules
Calendar and School Day
Cell Phone & Other Electronic Devices
Change of Address
Curriculum
Discipline Philosophy
Dress Code
Drugs
Field Trips
Grading, Promotion and Retention
Uniform Complaint Procedure
Gum and Candy
Gun-Free Schools
Harassment/Intimidation
Homework
Instructional Materials and Library Books
Kindergarten Program
Lunch Program
Medications
Out-of-District Students
PTA
Searches and Seizures
Special Events and Activities
Special Programs
Spectator Conduct at Athletic and Co-Curricular Events
Substitute Teachers and Guests
Supplies
Tardiness
Technology Policy
Telephone Use
Video Surveillance
Visitors to the School

Centerville School District Educational Goals

Centerville School District's educational program seeks to provide the opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- ❑ To foster self-discovery, self-awareness, and self-discipline.
- ❑ To develop an awareness of and appreciation for cultural diversity.
- ❑ To stimulate intellectual curiosity and growth.
- ❑ To provide fundamental career concepts and skills.
- ❑ To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- ❑ To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- ❑ To develop the fundamental skills which will provide a basis for lifelong learning.
- ❑ To be free of any sexual, cultural, ethnic, or religious bias.

Policy 2000

Centerville Elementary School Guidelines for Success

These behavioral guidelines were established to insure that each child at Centerville is safe, happy and is treated with dignity and respect. We expect that these behavioral guidelines be followed throughout the school: in the classroom, on the playground, in music, in art, in the gym, in the computer lab, in the cafeteria, in the library, before school, after school and during special events. The Guidelines for Success are:

- ❑ Follow directions the first time.
- ❑ Be kind and respect others.
- ❑ Keep hands, feet and other objects to yourself.
- ❑ Use appropriate language.
- ❑ Use appropriate voice level.
- ❑ Be responsible.

Absences

1. Please telephone the office by 8:30 AM on the day your child is absent, tardy or arrives late. We ask that you do this so that each Centerville student is safe and accounted for. If we have not received a call from you, the office will call to confirm the absence. Our attendance number is 736-5167.
2. During the cold and flu season, we have requests to keep students in during recess and at noon. We encourage parents not to send children to school who are too sick to go out to recess. If there are extenuating circumstances, please call the office.
3. In addition to contacting the office, please contact your child's teacher ahead of time for planned absences. The teacher can then gather schoolwork so your child does not fall behind.
4. Students may not have more than 8 absences per semester. School Board Policy requires that letters be mailed to parents when students have been absent 3, 5 and 7 days in a semester. These letters are to inform you that your child may be in danger of failing due to poor attendance.

Students are expected to attend school each day. In addition to Montana's compulsory education law, the general welfare of all students is best served by regular school attendance. Completion of a course in the Centerville School District is defined as 65% mastery of the material and no more than 8 absences per semester.

Absences counted in the 8-day absence limit include such areas as:

Family trips, vacations, visiting friends or relatives, suspension in and out of school, medical appointments, skiing, hunting, etc.

Absences that will NOT be used in calculating the attendance record are:

School sponsored activities such as a science fair or music trips, bereavement in the immediate family (grandparent, parent, sibling), subpoenas to appear in court, or illness or hospitalization verified by a doctor's statement.

If a student goes over the 8th absence in a semester, parents and students must meet with the Attendance Board, which consists of the principal, counselor and the student's teachers. The Attendance Board will review the absence report. Unless extenuating circumstances exist, credit will be withheld.

Policy 3122

Access to Student Records

Parents and legal guardians have the right to review their child's educational records in the office. To request to review an educational record, please contact the principal.

Policy 3600

Age of Admission

Pre-Kindergarten: Student must have reached 4th birthday on or before September 10th of the current school year.

Kindergarten: Student must have reached 5th birthday on or before September 10th of the current school year.

First Grade: Student must have reached 6th birthday on or before September 10th of the current school year.

A Birth Certificate and Immunization Record are required.

Policy 3110

Bus Rules

Good conduct aboard the bus is of utmost importance. The Guidelines for Success are to be followed. The bus driver is in charge and is accorded the same courtesy and respect as a teacher in the classroom. Any disobedience is regarded as a serious matter and will be treated as such. Video cameras may be used on District property, including buses, to ensure the health, safety and welfare of all students.

Before boarding bus:

- Be on time and waiting at the approved stop;
- Stay off the road while waiting;
- Board after the bus comes to a complete stop;
- Cross the road at the bus stop **only** after traffic has stopped for the flashing red lights on the bus;
- When it is necessary to cross the road at the bus stop, *always cross in front of the bus* after the driver signals you and after you have looked up and down the road for vehicles.

While on the bus:

- Remain seated while bus is in motion. Sit, facing forward, with hands and feet to self.
- Use appropriate language.
- Talk in a conversational tone of voice.

- ❑ Saving seats is not allowed.
- ❑ Food purchased at the student store is to be eaten before boarding the bus.
- ❑ No food or drink is allowed on the bus, unless an exception is approved by driver.

When leaving the bus:

- ❑ Disembark from the bus in an orderly manner;
- ❑ Students should go directly home from their bus stop.

If a child needs to be dropped off at a different stop, please complete the bus transfer form and have your child turn it in to his/her teacher.

Violations of rules are documented by bus drivers on the School Bus Report. One copy is given to the principal and one copy is sent to parents. Bus drivers are authorized to take the following disciplinary actions:

- ❑ 1st infraction - give a verbal warning
- ❑ 2nd infraction – discipline slip sent home, child goes to principal, driver may assign child to a seat.
- ❑ 3rd infraction – discipline slip sent home, child goes to principal, parents called, child may be suspended from the bus for five days.
- ❑ 4th infraction – discipline slip sent home, child goes to principal, parents called, child will be suspended for thirty days.

If an offense threatens the safety of students, riding privileges may be revoked immediately.

Policy 3235

Calendar and School Day

Monday, August 23, 2017 - First Day of School

Thursday, May 31, 2018 - Last Day of School

Please refer to the Centerville School Calendar and to the monthly school newsletter for various program activities.

7:50	Supervision on playground begins
8:00	School bell rings – 4 th , 5 th
8:10	School bell rings – Pre-K, Kindergarten, 1 st , 2 nd , and 3 rd grades
8:00	School begins – <i>student is considered tardy if arrival is later</i>
Mid-morning*	Recess
11:45-12:15	Lunch and Noon Recess - PreK-2
12:51-1:19	Lunch and Noon Recess – 3-5
Mid-afternoon*	Recess
4:00-4:05	Elementary students are dismissed

**Older elementary grades sometimes omit a morning or afternoon recess.*

***** NO SCHOOL ON FRIDAYS *****

Policy 2100

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Policy 3630

Change of Address

It is vital that you keep your telephone numbers, both at home and at work, and emergency contact numbers current in the office. In the event of a serious accident, parents will be notified immediately. Without current information, this is impossible.

Curriculum

Students at Centerville have a strong academic curriculum. This basic curriculum includes reading, spelling, handwriting, language, composition, mathematics, science and social studies, music, art, physical education, health, library, and computer technology.

The physical education/health teacher or the nurse will cover various health related topics throughout the school year, including human development. The teacher will give advance notice when human development topics will be covered. Please contact the physical education teacher with any questions or concerns.

Policy 2335

Discipline Philosophy

The Centerville Elementary Staff believes that children learn best when they feel themselves to be part of a community. We believe that children learn best when they are in a safe, understanding, and secure environment.

We also believe that children learn best when they feel cared for, and held accountable for their actions. Teachers and staff are compassionate, yet firm. One of the most important skills to be gained in the elementary years is that of self-discipline. Self-discipline, along with respect for others and respect for one's self, are the ingredients needed for good conduct.

Each teacher develops procedures and rules with her/his individual class. Teachers will notify parents if a child's behavior becomes disruptive. If a discipline slip is sent home, it should be signed by a parent and returned to school the following day. A discipline slip home is an opportunity for a parent to teach. Please contact your child's teacher for advice, if needed.

Respect

It is expected that students are respectful to and cooperative with staff members, substitute teachers, and other students. There is not a rule for every possible action that violates the rights of others. A student can get into difficulty for doing something even though there is not a specific rule prohibiting the action. **Any act** that disrupts a school activity, is disrespectful, or causes danger to people or destruction of property is against the rules.

Staff Responsibilities in Discipline

Centerville is an MBI (Montana Behavioral Initiative) school. This means that ALL staff has a responsibility to hold all students accountable to the Guidelines for Success. All staff is responsible for the development, implementation and maintenance of school guidelines. Likewise, staff recognizes and acknowledges students' behavioral successes.

In all relations with students, but particularly in disciplinary situations, teachers and staff understand their role in modeling respect for the dignity of students. Students need guidance and discipline as they develop, and we know that *how* we give this guidance is critical. For example, in a respectful classroom, you will rarely hear a teacher speak harshly to a student, yet the classroom is orderly, friendly and productive. This kind of classroom characterizes Centerville Elementary. We set the tone through our actions and attitudes.

Disciplinary Actions

Classroom teachers and playground assistants attempt to reteach a behavior whenever possible. We view minor misbehaviors as teaching opportunities and respond calmly and consistently with corrections or consequences. We respond positively to students when they are behaving responsibly. When a behavioral problem persists and a student fails to follow rules and procedures, the following disciplinary actions will occur:

- ❑ 1st infraction – discipline slip home, re-teaching;
- ❑ 2nd infraction – child goes to principal, parents called, loss of recess, discipline slip home;
- ❑ 3rd infraction – child goes to principal, parents called, ½ hour after school detention, discipline slip home, and
- ❑ 4th infraction – the child will follow the procedure for serious offenses outlined below.

Examples of a serious offense include cheating, abusive swearing, fighting, defiance, bullying, stealing, threats, possession of drugs or weapons and damage to property. Speaking to teachers and staff in a disrespectful tone of voice is a serious offense.

For **serious offenses**, a student and parent may expect the following to take place:

- ❑ 1st serious offense or 4th infraction of rules – child goes to principal, parents notified, child is placed in in-school or out-of-school suspension for one to ten days, or is recommended for expulsion. A conference with parents is mandatory. A Student Assistance Team meeting may be convened.
- ❑ 2nd serious offense or continued infraction of rules - Out-of-school suspension for one to ten days, or child is recommended for expulsion. A conference with parents is mandatory. A Student Assistance Team meeting will be convened.
- ❑ 3rd serious offense or continued infraction of rules – Parents will be notified that the superintendent is recommending expulsion to the Board of Trustees. A due process hearing will be convened at the next regular Board meeting.

Discipline slips start over each quarter. The exception to this is when parents, teachers and principal feel it is not in the best interest of the child or other children in the school to allow chronic or serious behaviors to persist.

Other disciplinary measures include, but are not limited to detention, loss of student privileges, loss of bus privileges, notification to juvenile authorities and/or police and restitution for damages to school property.

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school and school activities, including, but not limited to:

- ❑ On, or within sight of, school grounds before, during, or after school hours;
- ❑ Off of school grounds at a school-sponsored or related activity or event;
- ❑ Traveling to and from school or a school activity, function or event, and field trips.

Policy 3300, 3310, 3311, 3312

Dress Code

In matters of dress, modesty and the good judgment of students and parents should suffice. In general, clothing should not disrupt or interfere with the learning process. However, when decorum is in question, the following standards will be applied:

1. Students clothing should be neat and clean.
2. Hats, caps, sunglasses, or coats are not to be worn in the building during school hours.
3. Clothing shall not advertise or promote drugs, alcohol, tobacco, violence or have sexual, derogatory or vulgar connotations.

Students should not wear shoes that mar the gym floor. Please know the days your child has Physical Education, so he/she may dress appropriately.

For younger students: please send adequate clothing for the winter and the wind, as students go outside most days.

Policy 3224

Drugs

Use of or possession of tobacco, alcohol, or any illegal drugs is forbidden at all times in school buildings, at school-sponsored activities, or on any school grounds, including the parking lot.

Policy 3330, 3340

Field Trips

Field trips will take place throughout the school year. In order for your child to participate, the yearly field trip form sent home at the beginning of the year must be signed and returned.

Policy 2320

Grades, Promotion and Retention

Centerville School recognizes its responsibility to keep parents informed of student welfare and progress in school. Report cards are given out or mailed home on a quarterly basis. Grade reports serve as the basis for continuous evaluation of your child's progress. The teacher will make every attempt to contact you if your child is in danger of receiving a failing grade on a report card. If your child is failing a subject, you are strongly encouraged to meet with your child and the teacher to create a plan of action.

If sufficient progress, according to district and state standards, has not been met, a teacher may recommend retention. The teacher will inform parents of possible retention as soon as it becomes evident that it may be necessary. A review conference will be held at that time.

The grading scale is as follows:

A (Excellent) 100-92

B (Above Average) 91-84

C (Average) 83-74

D (Below Average) 73-65

F (Failing) 64 and below

I (Incomplete)

S (Satisfactory)

U (Unsatisfactory)

Policies 2410, 2420, 2421

Gum and Candy

Chewing gum and drinking soda pop is not permitted while students are in school. Eating candy as a snack is discouraged. Classroom parties or with the teacher's consent are the exception. Please send nutritious snacks with your child.

Complaint Procedures

The District endeavors to address problems promptly, respectfully and equitably. We endeavor to respond to resolve complaints without resorting to a complaint procedure. Generally speaking use the following procedure:

Level 1: Informal – Speak to the person involved (except for sexual harassment complaints which should be discussed with an administrator).

Level 2: Principal – If the complaint is not resolved at Level 1, a written complaint may be filed.

Level 3: Superintendent – A meeting will be scheduled between the parties and the principal.

Level 4: The School Board

Level 5: County Superintendent

Policy 1700

Gun-Free Schools

A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for at least one year.

There are times when young children get mad at each other and make threats like, "I'll shoot you or I'll kill you." We live in a world where we must take all threats seriously. This kind of talk, innocent or not, is considered a serious offense.

Policy 3310

Harassment/Intimidation/Bullying

Sexual harassment, intimidation and bullying is prohibited. To get further information about this policy, please contact Ms. Marchington, Guidance Counselor and Title IX Coordinator for the District.

Policy 3225, 3226

Homework

Homework assignments vary by grade level. Parent assistance and support is needed by providing a quiet time and place to study and by providing the encouragement to see that the task is completed and returned to the classroom teacher. Parents are also strongly encouraged to read to their children, listen to their children read (at least 20 minutes each night), and encourage older children to read on a daily basis.

If homework seems to be taking an inordinate amount of time, or if your child is struggling with the assignments, please contact the teacher.

Instructional Materials and Library Books

Instructional materials such as textbooks are checked out to students. Students will not be charged for normal wear. They will be charged replacement cost, however, if the materials are lost, suffer excessive wear, or have unreasonable damage.

Centerville has a comprehensive library. We are also in the process of building a section related to children's growth and development, which parents may find of interest. Individuals who check out library books are responsible for the care and timely return of those materials. Replacement costs will be charged for damaged or unreturned books. You can assist your child in becoming better organized by noting library check-out times and then work to develop a plan for keeping track of books.

Lunch/Breakfast Program

Delicious and filling hot lunches are offered at Centerville Public Schools. A menu is sent home at the beginning of each month. We use an accounting program which works much like a personal checking account for lunches. Call the office for details. Lunch prices for this school year are \$2.00 for PK-5, \$2.25 for 6-12, and \$3.65 for adults. Breakfast prices are \$1.25 for PK-12 and \$1.70 for adults.

You may be eligible for the Free and Reduced School Lunch Program. Please call Mrs. Umphres if you think you may qualify. The income guidelines for the program are generous, from a Montanan's perspective. For example, a family of four qualifies for reduced lunch if their yearly gross income is \$45,510 or below. This information is confidential, your child doesn't even have to be aware of it. Additionally, the school is assisted with additional federal monies for books, materials, and staff, based on the number of Free and Reduced Lunch recipients.

The board has implemented a new school lunch charge policy. This policy limits the amount a family may charge and explains the steps of negative balance notifications. Please see policy 8205 for further information

Medications

If your child is taking medication during school hours, there are guidelines the school must follow under School Board Policy 3416. For more information, contact the office. If at all possible, we encourage you to give all medications at home.

Out-of-District Students

There are a number of criteria which need to be met if a student lives out-of-district and desires to be enrolled in the Centerville School District. Please contact the office for those criteria. The contracts are reviewed by the principal on a periodic basis. Standards outlined in the contract state that students must remain in good-standing academically, have limited absences and tardies, and exhibit excellent conduct.

Policy 3141

Parent Conferences

At the end of the first quarter, parent conferences are held. Your child's progress is discussed. *It is vital that you attend this conference.* If you are unable to make the assigned time, please

call to reschedule. If additional conferences with the teacher are necessary, they may be requested as needed.

PTA

The PTA meets the last Tuesday of each month. This is an important supportive organization and there are various levels of involvement in the group. Valuable work occurs here!

Searches and Seizures

To maintain security in the school, school authorities are authorized to conduct inspections and reasonable searches of school property and equipment, as well as of students and their personal effects. For details regarding student searches, please contact the office for the policy referenced below.

Policy 3231, 3231P

Special Events and Activities

There are a number of special events and activities which occur throughout the school year. These include musical performances, plays, PTA class demonstration evenings, Family Math, Missoula Children's Theatre, etc. These events and activities are important times for your children to share their "school world" with you. We realize in our rural community that it is often difficult to come back to school in the evening. Your effort and involvement is greatly appreciated!

Special Programs

Centerville has a variety of instructional services and activities designed to meet the needs of individual children. If you feel your child is having difficulties, please talk to your child's teacher. These special programs include:

- | | | |
|--------------------|--------------------|----------------------|
| *Title 1 | *Special Education | *Speech Therapy |
| *School Counseling | *Enrichment | *School Psychologist |

Spectator Conduct

Please be aware that at sports events and co-curricular activities, elementary students are there as spectators. **Please supervise your child closely. Unsupervised students playing outside the gymnasium during a basketball game, for example, will be directed back inside to sit with parents.**

Substitute Teachers/Guests

Substitute teachers, guests and visitors are to be treated with dignity and respect.

Supplies

Teachers suggest certain supplies for classroom use. A list of these supplies is available from the office or teacher. We suggest that you keep the list around and ask your child periodically about supplies. It is helpful if your child has these materials readily available *throughout* the year.

Tardiness

Students are expected to arrive to class on time, with the appropriate materials, and be ready to learn. The teacher will handle classroom tardies. Excessive tardies will be referred to the Principal's office. All students who are late at the beginning of the school day must report to the office before going to class. A tardy of more than 15 minutes will be counted as an absence.

Standard Tardy Penalties:

1st Offense warn student

2nd Offense 30 minutes Detention
3rd Offense 60 minutes Detention
4th Offense ISS – Half day

Office - Weekly tardy report will be generated.

Staff -Expectation of reporting within STI system.

Tardy -Student needs to have a signed pass from staff member if late to class or **beginning of school day.**

Tardy admits **WILL NOT** be issued from the office except for first period

If students continue to be insubordinate beyond any of these expectations, administration will have a meeting with parents and teacher(s) to find a solution.

Technology Policy

Centerville School District has an electronic Technologies Acceptable Use Policy in effect. Internet access and electronic networks, including the Internet, are a part of the District's instructional program. School computers are equipped with filtering devices that blocks entry into sites deemed inappropriate by the Children's Internet Protection Act. Information regarding this policy is sent home at the beginning of the school year or when new students register. This policy must be signed and returned by a parent and student before the student is allowed to use computers.

Policy 3612

Telephone Use

Students may use the phone in the event of illness or to adjust pickup times. Use of the phone to arrange to go to a friend's home after school is not allowed.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Policy 3235

Visitors to the School

We encourage visits by parents and community members. All visitors need to report to the front office and notify front office staff of your presence upon entering the building.

Parents are welcome to visit their child's classroom. This should be arranged with the teacher in advance. Advance notice will ensure that the regular teacher is in the classroom and that the visit will not interrupt testing periods.

Parents are always welcome to visit the principal. You may want to call ahead to make an appointment to make sure the principal is available when you are!

Conclusion

If you have any questions, concerns or suggestions, please contact the school. Superintendent John McGee welcomes a chance to meet and talk with you.

CENTERVILLE PUBLIC SCHOOLS

693 Stockett Road

PO Box 100

Sand Coulee, MT 59472

Phone (406) 736-5167 / Fax (406) 736-5210

Home of the Centerville Miners

Dear Parent/Guardian of Centerville Public Schools

RE: FERPA [Family Educational Rights and Privacy Act]

In regard to student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten [10] days of the time of receipt of this letter. Directory information ordinarily includes birth, categorized honor roll posting in school, newsletter and web page, immunizations, college and military acceptances, scholarships, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school and most recent previous school attended.

Please sign the line below and return this with the Consent Signature Form, if you have drawn a line through any of the above information.

Signature: _____

Student's Name:

If you have any questions about FERPA and this letter please contact the Superintendent's Office.

CENTERVILLE PUBLIC SCHOOLS

693 Stockett Road

PO Box 100

Sand Coulee, MT 59472

Phone (406) 736-5167 / Fax (406) 736-5210

Home of the Centerville Miners

CONSENT SIGNATURE FORM

This document must be signed and returned to Centerville Public Schools acknowledging that the student and parents/guardians have read and understand all of the rules enclosed in this handbook.

As you read each of the following procedures, **please initial on the line provided following each regulation.**

	<u>Parent</u>	<u>Student</u>
Student Handbook	_____	_____
Computer Network/Internet Regulations	_____	_____
FERPA (Family Educational Rights & Privacy Act)	_____	_____
Complete the form on back if you do not want directory information released.		

I have read, understand and agree to abide by the conditions set forth in each of the regulations listed above.

_____	_____
Student's Signature	Date

I have read the above regulations that my child has signed and agree that should a violation occur the district has the right to enforce the disciplinary action outlined for each regulation.

_____	_____
Parent's Signature	Date

PLEASE RETURN THIS FORM BY SEPTEMBER 7, 2017