

Broadwater Elementary School

Student and Parent Handbook
2016-2017



Celebrating Over 100 Years of
Quality Education

Home of the Panthers

Principal
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Inspire-Educate-Empower

BROADWATER ELEMENTARY



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Dear Broadwater Parents,

Welcome to the 2016-2017 school year! I cannot begin to express to you how excited I am to be the principal at Broadwater this year. Broadwater is a beautiful school with outstanding students and staff. I feel extremely fortunate to be part of such an incredible learning community.

I have lived in Billings my entire life and am a result of the excellent public schools here. I have been an educator in Billings Public Schools since 2009 serving as a classroom teacher, which includes teaching 3rd grade at Broadwater last year.

It is an honor and a dream to serve as a leader of this fine school. I have a wife who is an educator and a six-year old daughter. My daughter attended Broadwater last year and I was very fortunate to get to know the Broadwater community not just as a teacher but a parent as well. Having a child in Billings Public Schools helps give me a “parent perspective” as I make decisions. I have an open door policy and encourage you to share your concerns and celebrations with me as we work together to make this the finest school it can be.

To help us get to know one another better I would like to invite you to come to Broadwater on August 24th, from 1:00-3:00, to meet your child’s teachers, myself, and the rest of our great staff. This will be a good time to bring in your school supplies and meet your child’s teachers.

I am passionate about students learning and extremely anxious to work with you and your children this year. Thank you in advance for a great year and please let me know if there is anything I can do to help you or your children.

Justin Huck

Email: huckj@billingsschools.org

The Positive Pledge

I pledge to be a positive person and positive influence on my family, friends, co-workers and community.

I promise to be positively contagious and share more smiles, laughter, encouragement and joy with those around me.

I vow to stay positive in the face of negativity.

When I am surrounded by pessimism I will choose optimism.

When I feel fear I will choose faith.

When I want to hate I will choose love.

When I want to be bitter I will choose to get better.

When I experience a challenge I will look for opportunity to learn and grow.

When faced with adversity I will find strength.

When I experience a setback I will be resilient.

When I meet failure I will fail forward towards future success.

With vision, hope, and faith, I will never give up and will always move forward towards my destiny.

I believe my best days are ahead of me, not behind me.

I believe I'm here for a reason and my purpose is greater than my challenges.

I believe that being positive not only makes me better, it makes everyone around me better.

So today and every day I will be positive and strive to make a positive impact on the world.

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PREFACE

To Students and Parents:

The Broadwater School Parent Handbook contains information that students and parents are likely to need during the school year. This handbook addresses a variety of topics, but may not be completely comprehensive. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is created in collaboration with School Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect the Parent Handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available online at:

<http://www.billingsschools.org/policies--procedures.html>

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed, and amendments will be made to this handbook.

Broadwater School and the Billings Public School System does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Attendance

Prompt and regular attendance is ***a habit that must be learned***. Being in school is essential for your child's success. Good habits that are taught at an early age will carry through life. Most of our curriculum is taught in sequence, requiring an understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for students and is regarded and treated as a serious problem.

- State law requires that a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- Students may leave school during the day only if they check out in the office. A parent or legal guardian must send a note or call the office to request the student be excused from school. The secretary will notify the student when the parent/guardian arrives. **Students will not be dismissed from a classroom until that parent/guardian arrives. Prior to leaving, parents must provide a photo ID badge (Valid MT Driver's License, or State ID card) and sign the check-out clipboard in the office.** When the student returns to school, s/he must sign back into the building on the same clipboard.
- The Breakfast Program starts at 7:30 AM. **Students are not to arrive at school before 7:30, unless the student has a pass from a classroom teacher and/or other arrangements have been made.**

Absences

Reporting Daily Absences

In the case of an absence, please notify the school by 9:00 AM. We want to know that your child is safe and that you are aware of your child's absence. **Call 281.6207. If you do not have a phone, make arrangements to let the school know by other means. You will be contacted by the district's call out system if you do not report an absence by 9:00 AM.**

Excused Absences

Board Policy **3120-P2** states that absences from school may be excused only for the following reasons:

- Personal illness
- Medical appointments which cannot be scheduled outside the school day
- Participation in school activities
- Bereavement
- Verifiable family emergencies
- Necessary absences approved by the parent(s)

Pre-Arrangement of Absences

Arrangements for excused absences other than emergencies must be made in advance. Students should bring a signed written note to the office, or have their parent/guardian call the school at least **ONE DAY** prior to scheduled absences. In the event of an extended absence, teachers will not be expected to provide work ahead of time, but may choose to do so, if the situation allows. **It is the student's responsibility to arrange with their teachers to make up missed work.**

Early Dismissal

Every year we have an excessive number of early dismissal requests, which often disrupt learning in the classroom. The end of the day is critical teaching/learning time at Broadwater, and we discourage frequent early dismissal. Should the need arise, however, a request (phone call or note) to have a student excused early from class should be sent with the student on the morning of the early dismissal. The time and reason for leaving should be included. **The parent, or authorized person, must report to the office, provide photo ID and sign the child out.** When possible, medical and dental appointments should be made outside of school hours. A doctor's note is appreciated for appointments scheduled during school hours.

Guidelines for Make-Up Work

Upon returning to school after an excused absence or tardy, a student will have the same number of days to make up missed work as the number of days s/he was absent. School work not turned in to the teacher within the time specified may result in the assignment receiving a lower grade or no credit (4th and 5th grades). In the case of a prolonged absence, a deadline shall be mutually agreed upon by the teacher, student and, if necessary, the principal.

The student (4th and 5th grades) is responsible for contacting teachers about assignments missed during absences. The student will receive full credit for work made up after an excused absence, if completed before the deadline. Parents may request makeup work for an absent child, and that request should be made upon the reporting of the absence. The assignments will be ready at the office by 3:00 PM the same day. Requests made after 9:00 AM on the day of the absence will be ready the next school day.

Unexcused Absences

Any other absence is considered unexcused. An unexcused absence is an absence from class, or classes in a single day, without a valid or verified excuse from the parent or guardian, or approved by school staff. Forged notes and fraudulent telephone calls will result in the absence being considered unexcused, and disciplinary action. Unexcused absences may result in loss of daily classroom credit.

Truancy (frequent tardiness) is an unexcused absence, which is by the student's own choice and neglect. Also, leaving school grounds during the day without checking out through the office constitutes truancy. Additional examples of truancy are: coming to school but not attending classes, obtaining a classroom pass but failing to report to the appropriate destination, or staying in the restroom for other than health reasons, without notifying the office. Truancy will be reported to parents and will result in disciplinary action. Parents of students who are absent "without lawful excuse" for one or more class periods in five days will be given written notice that continued truancy shall result in the parent's prosecution under the provisions of Montana Law 20-5-106. In the case of excessive absence and/or tardiness, the school district's Truancy Officer(s) can/will become involved.

Tardiness

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell sounds (Students enter the building at 8:10 and the tardy bell rings at 8:15). Late arrivals are a disruption and instruction time is lost. Student tardies are tracked in the main office and become part of the student's cumulative record. **Tardies and absences are tracked throughout the year for each classroom. Incentives are given to classrooms with good attendance habits. Chronic tardiness will result in an investigation by a district Truancy Officer.**

Appearance - School Board Policy 3224-P1

Students who wear clothing that is not appropriate for the school atmosphere will be asked to return home to make necessary changes, or be given clothing at school. **Administration reserves the right to consider a student's attire inappropriate or distracting.** Please adhere to the following simple guidelines before sending your children to school each day. Your support is greatly appreciated.

General Rules

- Outer clothing which resembles lounge-ware, pajamas, or underwear is prohibited, unless worn on designated classroom/school "Spirit Days".
- Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
- Any clothing that is viewed as distracting because of extremes in style, fit, color, pattern, fabric, etc., shall not be permitted. Undergarments may not be exposed at any time.

Specific Rules

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms. No halter-tops, tank tops, strapless tops, spaghetti straps, or bare-shoulder tops of any type will be allowed. Blouses/shirts which expose any portion of the waist, hips or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless or tube tops.
- Clothing which is cut, slashed or has holes in inappropriate places is prohibited
- In accordance with Board Policy **3224-P1** governing student conduct with regard to bullying, weapons, gangs, and drugs – clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement or artwork. This includes offensive words and designs, violence (blood, death and weapons), sex, Playboy/girl symbols, hate groups, tobacco products, drugs and alcohol.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function (as indicated below).
- Shorts, skirts, and dresses must be fingertip length or longer, and must have a hem. Pants must be worn at the waist and may not be sagged below the waist, revealing undergarments.

Accessories

- Appropriate shoes must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable, and will not be worn. Beach shoes/flip flops are not recommended, but may be worn. The above examples will not be allowed in Health

Enhancement classes; tennis shoes are required for all PE activities. Shoes with wheels attached (Heelys) may not be worn at school.

- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building. (Exclusive of Spirit Days)

Coats and Outer Garments

- Students should wear coats/winter garments to school, but will be asked to hang them in their classroom storage areas during the school day. Students not dressed appropriately for inclement or cold weather may/will not be permitted to go outside for recesses.
- Our Family Resource Center has a limited number of coats, hats and gloves, etc. throughout the year. Students will be given clothing, as needed, but may be required to keep school-issued clothing (coats, hats and/or gloves) at school to prevent items from being lost or stolen.
- Students are encouraged to bring lightweight jackets to wear in the building as changes in weather dictate. “Hoodies” are allowed, but hoods will not be worn in the building at any time.

Gang Related

Clothing or accessories, which are gang related, may be subject to disciplinary action, as per District Policy **3224-P1**. Belt chains, obscene emblems, do-rags, gang colors, markings, or other clothing that is distracting will not be allowed.

Hair Coloring

Personal identity is unique to all students. Broadwater recognizes and will tolerate self-expression up to the point of distraction. When self-expression interrupts classroom learning, our learning community is jeopardized. Students displaying brightly colored hair (blues, reds, pinks, etc.) will be encouraged to wash out the color, dye hair back to an original color, or be asked to cover with a hat. This decision is at the discretion of the building administrator.

Breakfast Program

At Broadwater School, we offer a breakfast program for any/all qualifying students. Our “Hot Breakfast Program” runs from **7:30 – 8:00 AM**, Monday through Friday, in the cafeteria. Students arriving late for the breakfast program or tardy for school will be provided with a breakfast alternative, or “cold breakfast” option. Cold breakfast will usually consist of a granola bar, yogurt, fruit and milk, etc., or a combination of the above. Students arriving late and/or eating a “cold breakfast” will check in with the kitchen staff, head to the playground, and will generally eat in the classroom at the start of the school day. Younger, primary students may eat cold breakfast in the gym or at the office depending on staff availability. Our goal is to feed any/all students in the morning and minimize the amount of time students are out of the classroom missing valuable instructional time.

Celebrating Holidays/Birthdays at School

At Broadwater School, our teachers and staff members are encouraged to observe national holidays from a historic standpoint. Classroom ‘celebrations’ may be held in observance of such holidays, but ‘parties’ are discouraged. Because classroom instructional time is so valuable, our goal at Broadwater

is to minimize outside distractions to students and teachers. For that reason, please **DO NOT** send flowers, balloons, bouquets of any kind or any other ‘delivery’ items to your child at the school. Our desire is to celebrate with you, but those items will distract students from learning in the classroom. If you choose to bring treats for your child’s birthday, please make sure they are delivered to the office, and are properly marked with the student’s name. School staff will deliver any/all treats to the classroom in the afternoon, after your child’s lunch period. As per teacher and staff request, students will no longer be allowed to leave the classroom to deliver birthday treats to other/former teachers and staff members during the school day. Birthday party invitations are **NOT** to be handed out at school, unless the whole classroom is being invited. Please check with classroom teachers regarding potential student allergies in the classroom; ie. dairy or nut allergies.

Cell Phones

Cell Phones and Other Electronic Equipment:

Students may not use cellular phones, pagers or any other electronic signaling devices on campus at any time, without consent of school staff. School phones are available to students, with teacher consent, in most circumstances. **If cell phones are brought to school, with parent permission, they are to remain “off” and in the student’s backpack during the school day, and may be used only after students dismiss for the day. Cell phones found in a student’s possession will be confiscated, and parents may be contacted.** Also included are Walkmans, Discmans, MP3 players and all forms of iPod music devices. All students are asked to turn these devices into teachers upon entering the classroom; s/he may pick up the device at the end of the school day. **At special times throughout the school year, students may be invited/allowed to bring electronic/music devices to school. This is not a requirement, and will only apply to classrooms that have earned the privilege as a reward.** Broadwater teachers and staff will not be held responsible for the theft of any items brought to school.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. With the passing of the Technology Levy, schools have been granted additional funds to be used in the purchase of new technology equipment. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (sent home at the beginning of the school year and available at the office) regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications – email – using district computers are not private, and are monitored by district staff. Some classrooms/teachers will be setting up student e-mail accounts through the school district, which may be used throughout the year for teacher/student/parent communication. You will be notified when this happens, and will have access to your student’s account, should you desire to monitor any ongoing communication. Additionally, students in grades 4-5 will have access to the online grading system, PowerSchool, and you will be given a username/password in order to monitor your child’s progress throughout the year.

Conduct

In order for 400+ people to learn, live and work together in a productive, safe environment, appropriate behavior is required. Schools are established for the benefit of all students. The educational purpose of the school is accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process, or which infringes upon the rights of other individuals, will not be tolerated. The school system, the school and each class has established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The classroom teacher, through discussions, handles minor problems in a routine manner with the student(s). Repeated, disruptive incidents, or severe infractions, will be addressed by the building administrator. In most cases, parents will be contacted by phone, if this occurs. Your cooperation and understanding are essential.

Any discipline program will only be effective if collaboration exists between home, school, and community. It is our intent to create an environment built on compassion and consideration for the rights and feelings of others. Broadwater has developed the following school-wide rules for this purpose.

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- **Demonstrate courtesy – even when others do not**
- **Behave in a responsible manner, always exercising self-discipline**
- **Attend all classes, regularly and on time**
- **Prepare for each class; take appropriate materials and assignments to class**
- **Give their full effort every day and in every situation**
- **Meet district or building standards of grooming and dress**
- **Obey all building and classroom rules**
- **Respect the rights and privileges of other students, teachers and other district staff**
- **Respect the property of others, including district property and facilities**
- **Cooperate with and assist the school staff in maintaining safety, order and discipline**

To achieve the best possible learning environment for all students, Broadwater Elementary School behavior expectations and discipline procedures will apply:

- On, or within sight of, school grounds before, during or after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school; and
- Traveling to and from school or a school activity, function or event

Daily Discipline

Most daily discipline matters will be handled by a student's teacher. Our school discipline program is based on the belief that each student should take responsibility for his/her actions and the resulting consequences, good or bad. Consequences will be centered on the infraction and determined by the student and/or the teacher. Each teacher assumes direct control of his/her students. The building principal will assist and support each teacher when necessary.

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

Each teacher will carefully monitor the actions and behaviors of their students. Positive, motivating comments and actions will be encouraged and rewarded. Negative behaviors will be redirected. Disruptive behaviors will result in consequences. Parents will be contacted when appropriate.

School-Wide Expectations

Each teacher is given the freedom to develop his or her own classroom discipline plan. However, there are some common rules of conduct that will be expected and enforced by everyone.

Hallways/Stairs:

- Travel on the right side of any hallway or stairway.
- Be courteous of other classrooms by remaining quiet while walking.
- Enter and exit the building quietly.

Lunchroom:

- Keep hands and feet to self.
- Sit at tables as guided by lunchroom staff.
- Remain seated until dismissed.
- Keep food on lunch tables; throwing or passing/sharing food is not allowed (for allergy reasons).
- Visit quietly while using appropriate table manners.

Playground:

- *Please refer to the last couple of pages of this handbook for specific recess/playground guidelines and expectations. Review them often with your child(ren), as all students will be held accountable!**

Student Behavior Referrals

When a student's behavior requires administrative attention, a disciplinary referral will be made to the school office. When students are referred to the administrator for a serious violation, the administrator bases the resulting consequences on the nature of the referral and past behavioral incidents. A progressive set of consequences will be applied to all violations of school rules, with the exception of major infractions. Major infractions include alcohol and other drugs, assault, possession of and/or the use of weapons, the use of obscene language or threats toward self, peers, adults, etc. These exceptions may result in immediate recommendation to suspend/expel. Any out-of-school suspensions and/or expulsions will be kept in the student's permanent record. Behavior referrals, and all communication with parent(s)/guardians, whether phone calls or mailed copies of written documentation, provide a record of student behavior. Written referrals will be kept in the office discipline database separate from the cumulative student file. The administration and district staff may enter into an individualized behavior contract and/or intervention plan with a student and his/her parent(s)/guardians if necessary.

School District #2 has a standard procedure for dealing with the most severe behaviors. Consequences remain the same at all schools and at all levels. They are not to be taken lightly. Please review the policy enclosed, the infractions outlined, and the consequences. Please refer to District Policy: **3250**

Field Trips

When field trips are taken in conjunction with the curriculum, parents will be informed as to where and when students are going. For these school events, written permission is not needed. If the parent objects to their student attending the function, it will be the parent's responsibility to notify the school. Some field trips will require a parent consent form. Students will be given ample time (3-5 days) to return all consent forms. Failure to return a consent form will result in students not being allowed to attend field trips. **ALL field trips are a privilege and not a student right. Student behavior, academic progress and attitude are considering factors when determining a student's participation in a school-sponsored field trip. If your child is unable to attend a field trip, for any reason other than failure to return a consent form, the classroom teacher will notify you.**

Gun Free School

Broadwater Elementary School is a "Gun Free School," as defined by District Policy **3250-P5**. Any 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 a definite period of time of at least one calendar year. The Superintendent, however, may modify the expulsion period on a case-by-case basis. If the student violating the policy is identified as disabled, either under IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability recognized by the IDEA or Section 504; lawful procedures for changes in placement must follow. Any student subject to an expulsion shall be entitled to a hearing before the Board of Trustees.

Other Weapons

All students will be expected to sign a weapon's contract at the beginning of each year, or when they enroll in school. Weapons or dangerous objects at school are strictly prohibited. It is up to the building principal to determine what constitutes a "weapon." Violation of this policy requires the principal to notify the police and out-of-school suspension results. Returning to school will be determined through a long-term suspension hearing.

Head Lice

The Billings Public School system has a policy regarding head lice in the classroom and in schools. At Broadwater School, we comply with district guidelines, which requires that students be removed from class **only** when live lice are present, and parents are to be contacted. If parents are not able to be reached, students may return to the classroom. If a child has no evidence of live lice, or nits present, they **will not** be excluded from classroom activities. Please consult District Policy – **3417-P2** for more detailed information on the handling and treatment of head lice in the school/classroom.

Homework

Homework is a constructive tool in the teaching/learning process when geared to meet the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good work habits. Homework should be an application or adaptation of a classroom experience, and will not be assigned for disciplinary purposes. Parents can help in the area of homework by providing a quiet place where students are expected to complete their homework. We encourage you to **check** your child's homework on a consistent basis and to redirect whenever necessary. Teachers will return graded homework in a timely manner.

Broadwater School believes that homework is beneficial when done appropriately.

1. It promotes responsibility.
2. Students perform better academically.
3. Homework is beneficial to high, average, and low achievers.
4. Homework develops good study habits.

The District's policy states that 10 minutes multiplied by the grade level is an appropriate amount of study time. For example, a student in 3rd grade should anticipate a maximum of 30 minutes of homework in one evening; $10 \times 3 = 30$ minutes. If your student is taking more time than this, except for extended classroom or school projects, notify the classroom teacher immediately. **Teachers are not responsible for providing homework for advance notice of absence.**

Immunizations

State law requires the following immunizations prior to school entry. Documentation must be provided to the school.

DPT - 4 doses, one of which must occur after the 4th birthday

Polio - 3 doses, one of which must occur after the 4th birthday

MMR - 1 dose after the 1st birthday and 1 dose before entering kindergarten

Td Booster - 1 dose before entering 7th grade

Varicella (Chicken Pox)- 2 doses, one of which occurs on or after the first birthday, and the second at least 12 or more weeks later

Please make sure that the secretary has current and updated records. **Current phone numbers and emergency contacts are crucial.** Advise the school regarding any medical conditions from which your child may suffer.

Lost and Found

Make sure that all articles brought to school are labeled appropriately with your child's name (ie. coats, boots, gloves, hats, backpacks, lunchboxes, etc.) Lost items are displayed quarterly. Unclaimed items are boxed and given to a local charity or organization.

Lunch with Students

We do encourage all parents and family members to visit our school as often as possible. If you would like to eat lunch with your child, at any time this year, please call the school and let the kitchen staff know before 9:30 AM. This advance notice allows our staff to adequately prepare for adult lunch guests. Cost for an adult lunch during the 2016-2017 school year is \$3.50. Breakfast is \$1.70 for adults.

Medicines at School

Medications administered at school must have a completed parent consent form to accompany them. All medication (including aspirin, cough drops, etc.) must be in the original container. Prescription medication, including an **asthma inhaler**, requires a signature from your child's pediatrician. Forms can be picked up at the main office. Medication will be kept in the office under lock and key. Students should report to the office to take the medication under supervision. Please review District Policy **3416** for a more comprehensive explanation of administration of medications to students. Questions about medications administered at school can also be answered by any one of our school nurses.

Mid - Terms

Mid-terms are sent home in grades 4-5 only. The exception is first quarter. Grades are kept electronically and, upon request, can easily be printed to give a snapshot of your child's performance at any time. Teachers are expected to keep you informed if your child is performing below average. If you are not receiving work samples on a regular basis, your child is not providing you with information. Please contact your child's teacher with any grading questions that you might have. Parents of all students in grades 4-5 can access PowerSchool, through the parent portal on our Broadwater site, to monitor assignments and grades throughout the year. Classroom teachers can/will provide account information (usernames and passwords) upon request, or during fall conferences.

Morning, Noon and Afternoon Recesses

Each grade level, K – 5, may participate in morning and afternoon recesses throughout the school day. Recess times may vary by grade level, and may or may not occur depending on daily classroom schedules. Morning and afternoon recesses will not exceed 15 minutes, except in special situations. Lunch recess also lasts approximately 15 minutes, and occurs after students have finished eating in the lunchroom. **The purpose of recess is not to burn off excess energy.** Rather, recess is a curriculum! It is based on practiced skills: Cooperation, Communication, and Self-Responsibility. The playground aides are there to assist children with injuries, and to promote positive play. We rely heavily on parents to model and promote good sportsmanship and positive peer interaction. All aides have been made aware of school policies and playground safety. Lunchroom/Recess aides deserve the same respect as any staff member who serves at Broadwater. ***Please refer to the Recess/Playground guidelines and expectations at the back of this handbook.**

No Child Left Behind

Federal Law requires that “highly qualified staff” work with your children. At Broadwater School, our staff has proven its effectiveness year after year, and every teacher and staff member demonstrates the utmost professionalism at all times, in and out of the classroom. If you are interested in reviewing our staff qualifications, please visit the office, or speak to Mr. Huck.

Nursing Staff and Student Illness

Our school does have a registered nurse on premises every day of the week. The time(s) that school nurses are available may vary throughout the school year, and are dependent on school and individual student needs. If your child visits the nurse’s office, and is found to have a fever, or has been ill at school, we will contact you to come and pick them up. In the best interest of all students and staff at Broadwater, please keep your child(ren) home from school if/when they present a fever, or are displaying cold and flu-like symptoms. Thank you, in advance, for taking care of your child and our school community.

Parent Involvement, Responsibilities and Rights

Broadwater School believes that the best educational result for each student occurs when all three partners are doing their best: the school staff, the student’s parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school.
- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the school. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, and the options available to the child.
- Monitor the child’s academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child, with the exception of CRT testing)
- Become a school volunteer. For further information, contact the school principal or office.
- Participate in the Broadwater School PTA. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

Parent Teacher Conferences

Conferences are held at the end of first quarter, usually in late October/early November, for all students. **This year, again, spring conferences will not be held for students in grades K-3.** If you would like to schedule a conference with your child's teacher, at any time, please contact the school office. **2016 Fall Conferences will be held November 2nd – November 4th.**

Report Cards

Report cards are sent home quarterly in grades K-5th.

Safety

Crosswalks: Guards are on duty before school and at both primary and intermediate dismissal times. Students are expected to utilize them at all times.

Fire/Crisis Drills: Drills are conducted on a regular basis. These procedures are treated seriously with the intent that lives can be saved by practicing safety drills. We expect students to take them seriously as well. No horseplay will be tolerated during these events.

School Hours

Our school office is open and staffed most days by 7:30, however exceptions may apply. Someone is always available to help with questions and phone calls by 7:30 each morning. All teachers are on campus by 7:45 AM. If you need to contact one of our staff members, make an attempt to do so before or after regular school hours.

Grades K - 3 rd	8:10 AM – 2:20 PM
Grades 4 th - 5 th	8:10 AM – 3:00 PM

Unless they are eating breakfast at school, children should arrive no earlier than 7:55 AM. Students enter the building at 8:10 AM, after the first bell. **Supervision is not provided before 7:55 AM.** Instruction begins promptly at 8:15 AM.

Upon dismissal, students should immediately leave school grounds. Student consequences are enforced beginning at 3:10 PM. **Primary students are not allowed to remain at school for older siblings because supervision is not available.** All other arrangements must be made through the principal or secretary.

Single Parents/Custodial Documentation

Please notify the school if there is a dispute between divorced or separated parents regarding your child's custody. The school is sometimes asked to help restrict parental contact. In such cases, we require a copy of legal documentation (divorce decree, restraining order, T.O.P., parenting plan, etc.) in order to comply with such a request. **Legal language is sometimes vague. Please make sure that issues are clearly outlined and current. All legal documentation must be reviewed with the principal and office staff.**

Student Transportation

Bicycles and Scooters: (Limited to grades 2-5 unless accompanied by an adult)

If a student rides a bike to school, s/he must park it in the designated bicycle racks and secure it with a lock. Bike racks are located at the main entrance, in the courtyard, and on the west side of the building.

A parent note, as well as a bicycle helmet, is required EVERY YEAR to ride a bike to school.

1. Wear a helmet. It is the law!
2. No passengers on bikes.
3. Walk when crossing intersections.
4. Lock bicycles to the bike racks.
5. Walk bicycles and scooters when on school grounds and adjacent sidewalks.
6. Parents will be contacted if these rules are violated.

Scooters/Rollerblades/Skateboards/Heelys:

Broadwater School **does not support** the notion of students using Razor scooters as means for transportation. However, we feel that this is a parental decision. Much discussion should be given to this before allowing your child to transport. Statistically, the chance of injury coming or leaving school increases dramatically. Scooters are now the number one cause of injuries as noted by emergency rooms across America. **If ridden to school, scooters will be treated like bicycles, and will need to be parked and locked in the provided bike racks. They will not be stored inside the school or classroom. Abuse of these guidelines may result in loss of riding privileges. See School Board Policy 3250-P2**

NO ROLLERBLADES – NO SKATEBOARDS – NO HEELYS!

Student Visitors

Often a friend, cousin, or other relative may travel to Billings to visit. These visitors are not permitted to stay at school because of liability issues. Older siblings who attend middle schools or high schools occasionally have days off while elementary school is still in session. Although good intentions are recognized, these visits are extremely distracting to the classroom. Therefore, older siblings will not be allowed in our building unless there is a planned event, or arrangements have been made with teachers.

Visiting the School

For the safety of all students and staff at Broadwater Elementary School, all visitors (parents and other guests) are asked to enter the school through the entrance on 4th Street West. All other doors will remain locked during school hours. At the main entrance, you must “ring” into the office, be identified, and allowed into the building. **Please check in at the main office and sign the Visitor’s Log Book so we know your intentions. The secretary will issue you a temporary “visitor” badge for your convenience.** Do not be surprised, or offended, if school staff stops you and questions your presence at school. All staff have been trained and directed by the principal to remain vigilant with regards to school visitors; all for the sake of student safety. Miscellaneous items such as: lunches, money, instruments, books, assignments, etc., will be delivered by office staff, when possible, to minimize disruptions to the classroom.

All students will dismiss out of the east and north exits. Students will assemble with teachers along Wyoming and 4th Street West for parent pick up. Please do not park in the bus/approved daycare parking, for the safety of all of our students. You may park on the east side of 4th Street West, and on Wyoming. Also, please don’t use the parking lot during drop off and dismissal, it becomes to hazardous for our students, staff, and parents. If you need a close parking spot due to extenuating circumstances please contact Mr. Huck.

Volunteers

Many of the teachers at Broadwater regularly utilize classroom volunteers. Please notify the school at 281.6207 if you are interested in serving. ***All volunteers working in the Billings Public Schools are required to have a background check. This procedure is completed at the Lincoln Center-Human Resources located on the second floor.*** We ask that all volunteers sign in at the main office. Even more importantly, become involved with your child’s learning. ask questions, maintain contact with the classroom teacher, and support the school’s policies.

Weather

Montana weather is unpredictable. Cold and snowy weather dictates that children wear boots, mittens, hats, and a warm coat. If the temperature remains above 0 degrees, we take students outside. Wind chill is monitored closely. **Please, never assume that we will be staying indoors.** If your child has respiratory problems associated with asthma, please communicate this with the school and we will accommodate. Students who have colds, runny noses, sniffles, etc., should be kept home rather than stay in at recess. We don’t have staff available to monitor sick students during recess activity.

Great Things to Know

Listed below are some of the common core principles taught and reinforced throughout the year at Broadwater School:

Put-Downs to others are not acceptable.

Clean up after yourself.

Use please, thank you, and excuse me frequently.

Hats are for outside wear only.

Respect differences in others (ethnic, disability, skill level, religion, and appearance).

Present your best self to others.

Respect other's property, belongings and projects.

Practice good sportsmanship at all times.

Show appropriate body language (No rolling of the eyes, slumped shoulders, and negative facial expressions).

Do not bully, threaten, or harass.

Swearing and cussing is not tolerated (includes Jesus and God).

Speak when spoken to, but do not interrupt others.

Refrain from "hate" statements (referring to people, food, etc.).

Apologize and accept apologies.

Cover your mouth when you cough, sneeze, or yawn.

Blow your nose away from people (use Kleenex, not hand/sleeve).

Gossip, whispers and stares are hurtful.

Greet people with a smile. Make eye contact.

Hold doors open for others.

Use polite voice tone.

Keep hands and feet to yourself.

Walk around people, not through them when talking.

Be proud of your accomplishments without bragging.

Let elders in front of you.

Offer chairs for adults.

Chew with your mouth closed.

Broadwater School 2015-16 Lunch/Recess Schedule

GRADE	AM START TIME	LUNCH TIME	PM START TIME	DISMISSAL
K	8:10	11:00 (W)	11:40	2:20
1st	8:10	11:30 (W)	12:05	2:20
2nd	8:10	11:45 (S)	12:20	2:20
3rd	8:10	11:15 (S)	11:50	2:20
4th	8:10	12:00 (W)	12:35	3:00
5th	8:10	12:15 (S)	12:50	3:00

For more information regarding lunch with your child this year, check page 14 of this Handbook. That page includes adult/guest lunch prices and other information that will be useful for you as you plan your school visits.

*Classroom recess times, in the morning and afternoon, can be requested if you are interested. If you would like to know when your child's recesses are this year, please contact their teacher(s).

**Broadwater Elementary School
Recess/Playground Student Handbook
2016 – 2017**

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

1. Students will show respect for themselves, other students, adults and the school. Students shall follow instructions given by staff. Examples of unacceptable behaviors may include, but are not limited to:

- Talking back
- Name-calling or bullying behaviors (verbal or physical)
- Inappropriate language or gestures
- Spitting on the playground or on other students
- Misuse of school equipment or the school building (monkey bars, slides, playground balls, etc.)

2. Students may not play in the “off-limits” areas during any recess times. Examples may include, but are not limited to:

- Near a busy or side street, outside of the fences
- In the alley ways north of the school
- In designated parking areas
- On the large concrete pillars, sunken areas or ledges

3. Students will avoid rough play and will not harm other students with their hands, feet or other objects. Examples may include, but are not limited to:

- Tackling and/or Tripping/“Table-topping”
- Pushing/Shoving
- Fighting or “Play” Fighting
- Grabbing clothing or hair
- Throwing rocks, bark, sticks or snowballs

4. Students will take turns on playground equipment and include any student choosing to participate in an activity.

5. Students will use equipment in a safe and acceptable manner.

6. School staff reserves the right to modify rules at any time to ensure the safety of all students.

7. All “ball” games are to be played in appropriate areas, using proper equipment. Students are expected to follow the established rules of every game.

8. Every student should be involved in an activity to promote physical activity and wellness.

9. NO FOOD OR DRINK FROM THE LUNCHROOM IS ALLOWED ON THE PLAYGROUND.

10. Students are to inform an adult when playground equipment goes outside the playground area.

11. Students will remain on the playground during recess times unless they have permission to enter the building.

12. Students will stop playing when the bell rings and quickly and quietly line up to enter the building
13. Students should not bring toys from home to play with at recess. The school is not responsible for lost, broken or stolen personal toys.
14. Students are expected to use positive, encouraging behaviors every day on the playground.

Common Area Guidelines and Expectations at Broadwater

It will be imperative that ALL students know and understand the playground and recess expectations. Students will be expected to comply with all teacher and staff requests during these times, as it will always be in regards to their safety. Students who choose not to comply with the new guidelines WILL lose the privilege of recess for an indefinite amount of time.

SLIDES:

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

MONKEY BARS/BIG TOYS:

- No standing on top of or jumping/flipping off the equipment
- Students must keep moving on the equipment in order to allow others to play
- When playing tag, do not grab onto student clothing, arms and/or legs

FOOTBALL/SOCCER:

- Games will be limited to 24 players, maximum. Students may 'sub' in for one another
- No tackle football and no blocking allowed in touch/flag football
- When tagging in touch football, tag must be on the back or shoulders – no grabbing clothing
- No "stacking" teams – teams must be chosen as fairly as possible (GDA's can help)
- No tripping, pushing, shoving or other intentional rough play – be competitive, not mean
- Standard football/soccer rules apply during playtime – no "special" rules for any team
- If you become upset, walk away, cool down and talk to an adult
- Football and soccer privileges will be taken away if players cannot conduct themselves appropriately

BASKETBALL:

- No "jungle ball" or rough play on the basketball courts – standard basketball rules apply

WINTER TIME:

- No snowballs at any time
- No sliding on the blacktop when ice is present
- Students may build forts as long as they are done appropriately and are away from high-traffic areas
- No "King of the Hill" when snow hills pile up
- Appropriate clothing must be worn during winter months; heavy coat, snow pants, boots, gloves or mittens and hats. Students not dressed appropriately may not be allowed to play outside in the snow