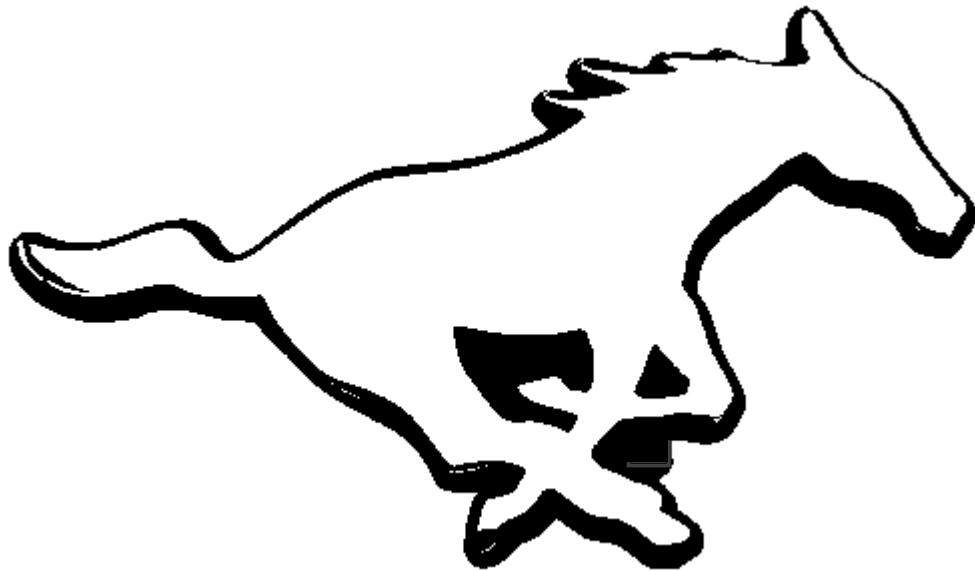


Malta Elementary School



Student Handbook
2014~2015

WELCOME TO MALTA ELEMENTARY SCHOOL

The mission of Malta Public Schools is to:

*Ensure an alliance of school, family and community;
developing life long learners who value themselves,
contribute to their society and succeed in a changing world.*

The mission of Malta Elementary:

*We, the staff of Malta Elementary,
are committed to providing all students
with a safe environment in which
behavioral, academic and social skills are taught
enabling students to reach their fullest potential
and to become responsible lifelong learners.*

OUR EXPECTATIONS OF STUDENTS IN OUR SCHOOL

As the year begins we would like all of you to know exactly what we expect from you as a student in our school.

- We expect you will represent our school in an outstanding manner.
- We expect you will work to the best of your ability.
- We expect you will treat others with dignity, worth and respect.
- We expect you will keep our campus beautiful and clean.
- We expect you will obey all the rules and regulations set forth by your teachers and the school.
- We expect you will work to keep a positive relationship with parents, teachers and friends.
- We expect you to reach beyond your grasp and learn new things.
- We expect you will make all of us very proud.

HAVE A GREAT YEAR!!

MALTA ELEMENTARY STAFF

School Board Members	Mr. Mark Knudsen, Chairperson Mr. Carter Clausen, Vice Chairperson Mr. Greg Skiff Mr. RJ Tollefeson Mrs. Gaelen Curtis
Superintendent	Mr. Kris Kuehn
Principal	Mr. Theodore S. Schye
Kindergarten	Mrs. Barb Swingen Ms. April Knowles
Grade 1	Mrs. Cindy Christman
Grade 2	Mrs. Heidi Lulloff Mrs. Teri Blunt
Grade 3	Mrs. Kendra Veit Ms. Jenny Crowder
Grade 4	Mrs. Stacie Simanton Ms. Kalli Reintjes
Grade 5	Mrs. Julie Henry Mrs. Barb Buechler Mrs. Lori Carney
Resource Room	Mrs. Kelly Sjostrom, PreK-2 nd Mrs. Meagan Bleth, 3 rd -5 th
Librarian	Mrs. Lynne Nevriy
Counselor	Mrs. Mary Brady
Physical Education	Mr. Dan Bain
Vocal Music	Mr. Larry Swingen
Vocal Music and Band Director	Mr. Erik Engebretson
Title I Teacher	Mrs. Karmen Kuehn
Tutors	Mrs. Marlys Stiles Mrs. Monica Tatafu Mrs. Anita Green
Speech Aide	Miss Amber Olsen
Special Ed Aide	Mrs. Sheila Nathe Mrs. Bobi Jo Shores Mrs. Pam Lindgren
Playground Supervisors	Mrs. Becky Siewing Mrs. Carryl Young Ms. Debbie Solberg
Office Secretary	Mrs. Melissa Dunbar Ms. Shelley Dunbar
Custodians	Mr. Tim Siewing Mrs. Mary Ann Schipman Ms. Vanessa King
Loring Colony School	Mrs. Jeanne Engebretson

BELL SCHEDULES

Regular Day

7:45	Breakfast
8:00 – 8:10	Morning Duty
8:15	Tardy Bell K-5
9:40-9:55	Recess K-3
11:25	Lunch K
11:30	Lunch 1&2
11:40	Lunch 3
11:50	Lunch 4
11:50	Lunch 5
12:20	End of Lunch K-2
12:25	End of Lunch 3-5
1:40-1:55	Recess K-3
2:00-2:10	Recess 4-5
3:05	Dismissal K-3
3:10	Dismissal 4-5
3:20	Buses Depart

2:45 or Friday

7:45	Breakfast
8:00 – 8:10	Morning Duty
8:15	Tardy Bell K-5
9:40-9:55	
11:20	Lunch K
11:25	Lunch 1&2
11:35	Lunch 3
11:45	Lunch 4
11:45	Lunch 5
12:10	End of Lunch K-2
12:20	End of Lunch 3-5
1:20-1:35	
1:35-1:45	
2:45	
2:45	Dismissal K-5
2:55	Buses Depart

1:00 p. m.

7:45
8:00 – 8:10
8:15
10:50
10:55
11:10
11:20
11:20
11:30
11:55
1:00
1:10

School Hours for Students

The daily school schedule is printed above. Classes start promptly at 8:15. You are expected to be in your classroom prepared to start the day at that time or you will be marked tardy. During inclement weather, the students are permitted to stand in the entrances until the bell rings at 8:10 A.M.

Students should not arrive at school prior to 8:00 A.M. because there is no playground supervision before that time. All children are expected to come in when the first bell rings, go to the bathroom, get drinks, and go to their classrooms. All students are expected to commence lessons when the second bell rings in the morning and afternoon.

Attendance

If a child is going to be absent from school, please notify the school office at 654-2320 by 8:30 A.M. the day the student is absent. If the student is absent in the afternoon only, please call by the time class's resume at 12:25 P.M. We are required by law to locate students the day of the absence, if possible.

If a child is suspected of being truant, the principal will call the home. In severe cases, the truant officer will be sent to locate the child and parents. (School Laws of Montana 20-5-106, Truancy; and 20-5-105, Attendance Officer)

At the end of each grading period, perfect attendance certificates are given to recognize those students that have been here everyday. To qualify for perfect attendance recognition, the student must be in attendance each and every day for the entire school day.

A student will be counted as tardy up to 9:30 A.M. and 1:20 P.M. If a student is tardy more than five times in a grading period, they will not receive a perfect attendance certificate.

Leaving School Grounds

MES is a closed campus. Written parental permission must be received by the teacher before a student will be allowed to leave the school grounds during the day. This includes lunchtime.

Door Usage

- NW Door: Used by first and second graders before and after school. Used by third graders before school. Students eating breakfast will exit here.
- NE Door: Used by third and fourth graders before and after school. This is where students eating breakfast enter the school. Visitors will use this door and check into the office upon entering the school. Any students who are late arriving to school will enter here and check in with the office.
- SE Door: Used by fifth graders after school.
- Courtyard Door: Used by kindergarteners, fourth and fifth graders before school.
- SW Door: Used by kindergarteners before and after school. (This is not the door on the gym but the SW door of the school)

Visitors

School safety and providing quality instructional time are top priorities. In order to provide for a safe school and maximize instructional time, we are emphasizing these policies for visitors/parents/guardians:

- Parents/guardians are encouraged to visit during the school year. During the school day parent/guardians will not be allowed to go to a classroom unless a meeting time or class visit has been previously scheduled with the teacher and has office approval.
- All visitors to MES, including parents, must first report to the office to sign in and obtain a “visitor's pass”. Front office staff must first check with the person that the visitor must see BEFORE he/she proceeds to that location. Visitors must have the consent of the principal or his designee to be on campus during instructional time.
- Visits are limited to around 20 minutes. At the conclusion of the visit, sign out at the office and return your visitor badge.
- Parents/guardians will drop off forgotten materials (books, backpacks, instruments, etc.) at the office and the teacher will send the student to the office to retrieve the item at a non-instructional time.
- Parents/guardians will not be able to wait outside their child’s classroom for school dismissal. Appropriate waiting areas are the main entrance lobby or by an outside door.
- Students are released from the building during the school day only through the office.
- Phone calls to a teacher during instructional time will be sent to voice mail unless it is an emergency.
- Parents of Kindergarten students may enter the building by the library door after the 3:05 bell rings and the kindergarten classes have been dismissed by the teacher. After picking up your child exit back through the same door you entered (other classes in that wing are in session until 3:10).

Flag Duty

The students in grades four and five take turns putting up the flag in the morning and bringing it in at the end of the school day. Parents are encouraged to remind their children to stand at attention with their hand over their heart when the flag is raised and lowered.

Every school day the Pledge of Allegiance is recited in each classroom at 8:20 over the P.A. We will select a 5th grade student to lead the pledge.

Dress Code

Parents are encouraged to assist their children in taking responsibility for their personal appearance while attending school. Good grooming and personal hygiene are part of the student's education. Students will not be allowed to attend school without shoes and appropriate shirts and/or blouses.

The principal and staff have the responsibility and right to determine whether or not individual dress is appropriate for school. If an individual is found to be in violation of dress regulations, they will be required to change into

appropriate attire.

Shorts may be worn through MEA days in October and during the months of April and May, subject to the following dress code:

1. Shorts, dresses, skirts, or skorts are allowable if the length is mid-thigh.
2. Sleeveless shirts and tank tops will be allowed.
3. No belly shirts showing midriffs.
4. No spaghetti-strap tops.
5. No low-cut necklines, backlines or underarm lines.

Nice looking T-shirts and jerseys, or other type of shirt with printing on it, may be worn with designs and wording as long as there is no hint, suggestion of, or reference to sex, drugs, tobacco, alcohol, gang/group or profanity as determined by staff. Hats, caps and/or sunglasses will not be worn in the building during the school day. Students are not to wear coats or jackets while attending regular classes. No clothing such as pajama pants, exposed underwear, spaghetti straps, loosely fitting and/or low cut halter tops or shirts which expose the midriff at any time.

Emergencies

Parents should update the information given on the student's original registration forms. This information changes from time to time. For example: 1) The name and telephone number of the person to call in case of emergency and you cannot be reached. 2) The name of the doctor that we are authorized to call in the above situation. 3) If your employment changes, so we can contact you in an emergency.

Fire Drills

Fire drills will occasionally be held at various times of the day. Students are to follow their teacher's instruction at all times. **Note:** Tampering with the fire alarm system, door closures and fire fighting equipment will be cause for recommendation for expulsion from school and referral to the state fire marshal's office.

Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

Personal Entertainment Devices

Students are not to bring expensive electronic equipment to school. If needed for special purposes, these items should be cleared through the office or with the classroom teacher. Students are not allowed to wear headsets at any time during the school day.

Bicycles

Bicycles are to be ridden to and from school only; students are not permitted to ride on school grounds at any time. Bicycle racks are available for safe keeping of your bicycles. We would recommend that you purchase a lock, and chain your bicycle to the rack.

Skateboards, In-line Skate and Heelys

Skateboards, Heelys and in-line skates are prohibited.

Consequences: Parent/Guardians will be called and asked to bring another pair of shoes for their child. We will remove the wheels from the Heelys and give them to the parent/guardian when they arrive at school.

Buses

Discipline on school buses is outlined in the School Board Policy. All students in our school system who ride a bus are subject to regulations. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Under the direction of the driver, each student may be assigned to a seat and held responsible for the seat if necessary. Pupils will not get on or off or move about within the bus while it is in motion. At all times, the driver is in full charge of the bus and pupils. Pupils are required to comply with his/her requests.

Bus Expectations for Students:

1. The bus is an extension of the classroom. Please keep voices and behavior equal to a regular classroom.
2. Be respectful of your coaches/advisors and driver.
3. Clean up after yourselves. There are 6 garbage cans on every bus. Please use them.
4. No glass bottles, sunflower seeds, shelled nuts, or popcorn are allowed.
5. If you spill a liquid, there are paper towels on every bus. Inform your coach of a spill, even if you clean it.
6. Leave the bus in better shape than you found it.
7. Report any broken or damaged parts to your coach or driver.

Students will be cited for the following activities:

Failure to remain seated	Refusing to obey the driver	Throwing objects out of the bus
Throwing objects on the bus	Hanging out of the window	Lighting matches
Smoking on the bus	Fighting	Profanity
Spitting	Vandalism	Intimidation/Harassment

Any student referred to his/her principal, for any of the aforementioned activities, will be subject to the following disciplinary action:

First Offense:	A warning to the student with a written report to the parents.
Second Offense:	Student will be suspended from riding any district bus for a period up to ten days.
Third Offense:	Student will be suspended from riding any district bus for an indefinite period.

A combination of violations may result in a student being suspended the first time for a period up to ten school days. Physical danger to self or others will constitute students placement on in-school suspension, out-of-school suspension or recommendation for expulsion at any step of discipline plans. Physical danger to self or others will also constitute no warning and student suspension from riding any district bus for a period up to ten days.

In the fall, each family having students riding a bus, is asked to complete a form containing information and an emergency home in town where their children can stay in case of an emergency when buses do not run.

Hot Lunch Program

If your child forgets his/her lunch money, we will extend two charges and notify the parents. On the third charge, the parents will be expected to bring the money. (This is after FIVE reminders.)

Each student is issued a lunch card at no charge, which is reusable each year. If a child deliberately defaces a card and it cannot be read by the machine, they will be charged \$2.00 for a new card.

Breakfast and hot lunches are served every school day. With the Accuscan program, meals can be paid for up to a year in advance. Prices for lunches for grades K-5 are \$1.65 per day, \$41.25 per month, \$74.25 per quarter, \$148.50 per semester, or \$297.00 per year. Breakfast prices are \$1.25, \$25.00 per month, \$56.25 per quarter, \$112.50 per semester, or \$225.00 per year. Applications for free and reduced price meals are sent home with each child in the fall. A new application must be completed at the beginning of each new school year. These applications are available

at any time during the school year from the school office. For more information on this program, please contact the Malta Elementary School Office at 654-2320.

Students are permitted to bring sack lunches; however, do not send pop or candy in their lunches. Milk can be purchased for 30 cents.

K.P. Duty: Fifth grade students have the opportunity to take turns working in the lunchroom in exchange for free lunches.

Cafeteria Guidelines

- Keep to the right when entering and leaving the lunchroom.
- Don't take finger foods, such as cheese and carrots, unless you intend to eat them.
- Limit of servings is one per student.
- The teachers at the tables will dismiss their students.
- Students are not to tamper with shakers, napkins, etc.
- Students are encouraged to take one bite of all food served.
- There are no second servings of milk unless paid for in advance.
- Students are expected to display appropriate table manners and use "please" and "thank you"
- Coats, hoodies and jackets are not to be worn in the lunchroom.

Schoolwide Discipline Plan

The entire staff of Malta Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy; in addition, have the maximum opportunity to learn. In an effort to accomplish this goal, we have developed a Schoolwide Discipline Plan for lunchroom, halls and playground. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive rewards.

Each teacher has a similar plan for classroom behavior, which will be sent to you by your child's teacher the first week of school. We are confident that such clearly stated and thorough Schoolwide and Classroom Discipline Plans will teach our children to be responsible for their actions and make the school year a positive and motivating experience. We ask your complete support in our efforts.

Acceptable Computer Use

All use of computer networks shall be consistent with the school district goal of promoting educational excellence. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action. Student use of the internet is intended for educational opportunities. Social networking, unauthorized web browsing, accessing non-educational video or music is forbidden.

The user is responsible for their actions and activities involving the computer network. Some examples of unacceptable uses are:

1. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
2. Hacking or gaining unauthorized access to files, resources, or entities.
3. Invading the privacy of individuals, which include the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
4. Using another user's account or password.
5. Misuse, abuse, vandalism, and/or destruction of computer hardware, printers, projectors, and Smartboards.

General School wide Rules

- Follow directions.
- No fighting, kicking, cussing, teasing, putdowns or back talk.
- Play or eat in assigned areas only.
- Do not litter or abuse school and/or private property.

- Walk on sidewalks, in hallways, and in the lunchroom.
- Hold on to all playground equipment to and from the playground.

Physical danger to self or others will constitute students placement on in-school suspension, out-of-school suspension or recommendation for expulsion at any step of discipline plans.

Suspension – Expulsion – Board Policy:

Students who continually indicate a lack of purpose by ignoring rules and regulations set for the general good of the student body may be suspended from school or class by the superintendent or principal. Powers of expulsion are retained by the Board of Education. Following suspension, parents will be contacted and their cooperation urged in alleviating the student's problem. Following expulsion by the Board of Trustees, a student may not be readmitted until the next semester of school or as determined by conditions set by the Board of Trustees.

Cafeteria Rules

BE FAIR – Happily allow anyone to sit next to you.

BE HONEST – Always tell the truth.

BE RESPECTFUL – Use your manners. Visit quietly.

BE RESPONSIBLE – Keep your food where it belongs. Clean up after yourself.

BE SAFE – Behave appropriately.

Cafeteria Consequences

Whole Group

1st Offense - Light changes to yellow and students whisper for 3 to 5 minutes.

2nd Offense – Light changes to red and students are silent for 3 to 5 minutes.

Individual

Primary: Name on clipboard, head down.

Intermediate: Name on clipboard, move to a separate table for the remainder of lunch.

Extended Consequences

If a student's name is written on the clipboard two times in a month there will be a phone call home, they will eat their lunch in the office, then go out to recess for the next two school days. This may continue throughout the month if necessary.

Rewards

A sucker or cookie every 3rd Wednesday of each month.

Playground Rules

BE FAIR – Include everyone and share equipment.

BE HONEST – Always tell the truth.

BE RESPECTFUL – Use kind words and actions.

BE RESPONSIBLE – Follow playground rules. Bring in what you take out.

BE SAFE – Practice safety. Keep hands, feet, and objects to yourself. Use equipment properly.

Playground Consequences

1st offense – K-3rd 5 path walks, 4th & 5th 10 path walks

2nd offense – K-3rd 10 path walks, 4th & 5th 20 path walks

3rd offense – K-3rd 15 path walks 1-day lunch detention, parents called by classroom teacher. 4th & 5th 30 path walks and 1-day lunch detention, parents called by classroom teacher.

4th offense – K-5th 2-day lunch detention, parent/student/principal conference, playground skills workshop (4 days) & shadowing of duty person (5 days)

Rewards

5 minutes extra recess every two weeks for primary and every month for intermediate students.

We at MES want to shape positive behavior in our students through rewards and consequences. Research has

shown that exercise increases the flow of blood to the brain. The blood delivers oxygen and glucose, which the brain needs for heightened alertness and mental focus. Because of this, exercise makes it easier for children to learn.

- A Path Walk is a walk (no running) once up the path or once around kickball square or basketball court (one time up path or around court/square= one path walk)
- The path walker after completion of path walks would have to check in with a duty to let them know they were done

Shadowing- A student who has committed 3 or more offenses in a clipboard period will stay in the general area (i.e. 20 feet) of the duty and walk around the playground following the duty without playing during recess.

Playground skills workshop will assist children to cope with situations which involve social responses such as following the rules, winning and losing, sharing, taking turns, managing feelings, conflict resolution and cooperating.

Hallway Rules

BE FAIR – Be considerate in the hallways.

BE HONEST – Always tell the truth.

BE RESPECTFUL – Respect yourself. Respect others. Respect all property.

BE RESPONSIBLE – Keep hands, feet, and objects to yourself. Keep your locker area clean.

BE SAFE – Stay to the right while walking.

Hallway Consequences

Miss recess time, dismissed after other students.

Rewards

Fun gum in the hallway each month.

Student Planners

MES will provide planners for students in the third, fourth and fifth grades. We are helping students with their time management and organizational skills and to better prepare them for middle school. Students are required to have their planner and keep it up to date as teachers will check them on a regular basis for a grade. Lost planners are to be replaced within 14 calendar days. The replacement planners will be purchased at the elementary office at a cost of \$5.00.

Homework

Homework will be assigned to students in grades 1-5. If a student gets behind on homework, he/she will be assigned to the Homework Room after school or during recess determined by the teacher.

In an effort to encourage responsibility, specifically good work and study habits, the staff at Malta Elementary School has set a policy addressing homework. Occasionally, homework may be an additional assignment to be completed outside school time. Most of the time homework consists of completing work, which for one reason or another, was not completed by the end of the school day.

The staff needs parental support in helping to develop good work and study habits, which will serve our children throughout their lives. Every student begins with the premise that homework is to be done at home. However, a student who fails to comply has demonstrated an inability to finish homework at home.

A warning will be given to students in grades 3-5 the first time this happens. The second time this happens, your son/daughter will bring home a notice stating that starting the next day, he/she must stay after school or miss recess for three consecutive days and report to the "homework room" to work on homework. This notice needs to be signed by the parent(s) and returned with the child the next day.

The homework room will run Monday-Friday as determined by the teacher. The child may leave after satisfactory completion of the homework as determined by the homework room teacher.

After the three-day probation, the student will then return to full-time homework at home. One slip-up results in another three-day in-school probationary period.

This homework room will also be available on a voluntary basis for those responsible students who choose to complete their work at school.

Hygiene

Students should be clean and dressed in clean clothing for school. A good night's rest and a proper breakfast are essential if children are to be alert and do well in their studies.

Dental health is important as well, and children should be trained to brush their teeth at least twice a day and have regular dental check-ups.

Head Lice

The Board recognizes its responsibility to all students enrolled in the Malta Elementary School to provide a safe and healthy environment in which they may attend school. One inhibitor to a healthy environment is the head louse (*Pediculus capitis*). Head lice infestations must be addressed in public schools if a healthy environment is to be maintained. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after infestation is detected.

The innocent desire of children to be social and the communicable nature of lice requires preventive measures by the school district and the public health agency to contain infestations. The Malta Elementary School will work cooperatively with the public health agency to insure that infestations of head lice are contained and eradicated in the school.

In the interest of health and welfare of students enrolled in Malta Elementary School, no student will be permitted to attend classes with the general population if they are infested with head lice.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice. A child may return to school after being successfully treated so that no live lice are detected by the school nurse or a designated school official. Students found with nits (lice eggs) only or returning after exclusion with the presence of nits only will not be excluded, but will be subject to periodic checks to confirm continuing absence of live lice.

Parents or guardians will be informed of lice infestation by a phone call and letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents or guardians immediately upon discovery of head lice. Parents will be asked to come to school to pick up the student and begin treatment immediately.

Extra-Curricular Activities

Girls' volleyball in the fall for grades five and six.

Boys' basketball during the fall/winter for grades five and six.

Wrestling for grades five and six in the spring.

Basketball for girls in grades five and six in the winter/spring.

Activity Tickets

Activity tickets can be purchased at the Malta High School office.

Family -\$175.00 Adult-\$65.00 Student-\$25.00

Field Trips

Periodically, the classroom teacher plans a field trip to a place of interest (Court House, County Library, Bowdoin Refuge, etc.), to supplement textbook learning. As in school, the students are expected to conduct themselves in an appropriate manner on school field trips.

Some field trips require that the students bring a sack lunch and/or wear special clothing. Parents will be notified of all field trips. All students participating in a field trip must have a permission slip signed by a parent or guardian for that trip.

School Board Meetings

The Board meets the second Wednesday evening each month in the Board Room at Malta High School at 7:00 P.M. Visitors are welcome!

Room Mothers

Each classroom has at least two volunteer mothers who plan and organize the parties, including games, and help with field trips and various other activities throughout the school year that may require their assistance.

If you are interested in being a room mother for your child's class, please call the school office at 654-2320.

Parties

All classroom parties (Christmas, Valentines Day, Halloween, last day of school, etc.) are organized by the room mothers for each classroom. Each student is asked to contribute an amount set by the room mothers toward the cost of the parties, at the beginning of the school year.

Students are asked to bring a canned food item to be donated to the food bank in lieu of Christmas gifts.

Treats brought by students for their birthdays are allowed as long as there is a treat for each child in the classroom and no food is made with nuts of any kind.

Soup Label Program

Our school participates in this program, sponsored by Campbell's, each year. By saving labels from Campbell's products, the school obtains various kinds of equipment and materials for the school. In past years, we have received playground equipment, cassette players, projectors, filmstrips, cassettes, science and history materials, etc. We ask you to save your labels for us, and send them to school with your child. It would be helpful if labels were stapled in groups of ten each. Volunteers are needed to help with cutting and counting the labels.

Volunteer Reading Program

Volunteers are being solicited to come to the school to listen to students read in grades 1-3. The purpose of the program is to give the students more practice reading orally. Each student reads for ten minutes alone with the volunteer. The more opportunity a student has reading orally, the better readers they become.

If you are interested in giving of your time to this worthwhile program, please call the Malta Elementary School office at 654-2320. Parents, grandparents or any interested adults are welcome to participate in this program.

Lost and Found Box

Articles found on the school premises are kept in the "Lost and Found Box" which will be brought out at the end of each month. Parents are asked to encourage their children to check this box for lost articles or are welcome to come in themselves to search for their children's belongings. Please mark your children's clothing, schoolbag, etc. with their name.

Lost or Damaged Books

Students will be assigned textbooks at the beginning of the school year. At the end of the school term, fines will be assessed for any damages other than normal wear during their possession. **Students are responsible for their textbooks.** For minor damages (writing, soiled pages, small tears, etc.) fines of \$2.00-\$5.00 will be assessed. New books that are lost, ruined or have major damage, students will be charged the price of a new book plus shipping. Used books that are lost, ruined or have major damage, students will be charged a used replacement cost plus shipping. If a used book is not available you will be charged the new book replacement cost plus shipping. These fines also apply to lost or damaged Library books.

ALL HARDCOVER TEXTBOOKS MUST HAVE A BOOKCOVER.

Damaged Desks

The classroom teacher will review desks when they are assigned to students on the first day of school. At the end of the school term the desks will be reassessed by the teacher and fines may be assessed up to \$10.00 for damage to desks. The exception will be deliberate or malicious damage to desks and this could result in fines up to the actual cost of replacement of the desk.

Student Lockers

Lockers are owned by the school district and made available for your use during the school year. Periodic inspection of the lockers will be announced and carried out in order that debris accumulation may be held to a minimum. Locker doors must be kept in a closed position at all times so as to make the most room available for passing in the hallways. The school reserves the right to search any and all lockers as determined necessary or appropriate. Lockers do not have locks.

Use of the Telephone

The telephone in the office is for business purposes only. Students will not be allowed to use the phone to make a problem for someone else. However, in cases of urgent need, students are allowed to use it with permission. Please plan ahead for what your child is to do after school each day. Students will not be called out of class for telephone calls. Important messages must be called in prior to 2:30 P.M.

Cell Phones

Students may **not** use or possess cellular phone, pagers, or other electronic signaling devices during school hours. They will be taken from the student and a parent/guardian will have to pick it up from the office. Parents/guardians may file a request for a student to bring a cell phone to school. The principal approves each request based on legitimate reasons such as the safety or well-being of the student. If the request is approved, the principal will give directions as to the housing of the cellular telephone during regular school hours. MES will assume no responsibility in any circumstance for the theft or loss or damage or phone bills related to a cellular phone or other communication devices.

Special Services

Malta Elementary School has on staff a speech and language therapist, counselor, resource room teacher and resource room aide. Regular classroom time and time spent in the resource room is divided, based on Child Study Team recommendations according to the individual child's needs.

Classroom Placement

We will assign students to heterogeneous classroom groups. We make these classroom assignments with input from current teachers and the principal. We consider many factors such as balanced class size, range of academic abilities, social mixture, gender balance and learning styles. We have highly qualified teachers at each grade in our elementary school. Parents may want to share information about their child's learning style to help us in the placement process. Your concerns need to be put in writing with reasons outlined and related to the considerations above. Forms for this purpose are available the last school day of March. These forms are due back at the elementary office by the last Friday in April to be considered in the placement process. Parental input does not determine class placement.

Curriculum

Health: We have a program which emphasizes the care of our bodies; proper rest, food, exercise and cleanliness. The program also discusses the use and abuse of drugs and alcohol.

Sustained Silent Reading: SSR is encouraged in each classroom for 15-20 minutes each day. The student has a choice of reading material for this required reading period.

Music and P.E.: These subjects are taught on alternate days. Students are expected to wear tennis shoes on days they have P.E. Boots and hard-soled shoes are not allowed on the gym floor. Please have the students wear non-marking soled shoes for P.E.

Library: Each class has weekly library classes. In grades 4 & 5, a grade is given as part of the students' reading grade. Students also check out books at this time. Books can also be checked out and returned before the tardy bell in the mornings and immediately after dismissal time in the afternoon. If a student loses a book, they are fined to replace the book. Too many overdue books result in losing the privilege to check out books for a time.

Computers: A Mobile Computer Lab as well as computers in each classroom are available for students in grades K-5. Each classroom teacher makes a schedule and assigns the activities for each student. Each computer program teaches a particular skill. Games may be used for eye/hand coordination, eye tracking exercises, etc. Reading programs may be used to increase reading speed.

Cheating

Cheating by students will not be tolerated by teachers. Each offense for cheating will result in a (0) zero on that particular assignment and a reduction of 1 complete grade for the quarter: (example) student has a 94 average at a quarter reduces to 87. Repeated offenses, including offenses from previous years, may result in suspension. Students caught cheating are not allowed any extra credit to make up grade. Teachers will notify the principal of all students caught cheating. If a student is caught cheating by more than one teacher, the principal will take appropriate action. Teachers will notify parents of any/all cheating.

Report Cards

Report cards will be issued shortly following the end of the quarter. Students will pay \$1.00 for a replacement if a report card envelope is lost or destroyed. Parents are asked to sign the report card envelope and return it to the school with the child within three days after it has been sent home.

Parent-Teacher Conferences

Conferences for the parents of each student are scheduled shortly after the first quarter and again in the spring at the end of the third quarter. Conferences may be scheduled at any time at the request of the parent or the teacher. Parents are encouraged to visit their child's classroom often.

Mid-Term Progress Report

This report will be sent out at mid-term of each quarter. It is your information and does not need to be returned to the school. Please feel free to make an appointment with your child's teacher to discuss the child's progress.

Retention

Promotion at the elementary level (K-5) shall be determined by the teacher, counselor and the Principal. Students will be retained at the elementary level only after the procedural due process requirements for retention have been followed. Parents will be consistently notified. See School Board Policy.

Problems and Concerns

Problems and concerns should be directed to the child's teacher first. If satisfaction is not obtained, the concern should be addressed to the Principal. Any student or parent not filing under Title IX Section 504 (2.102 Board Policy), who believes that he or she has been discriminated against should follow the grievance procedure outlined in Board Policy, Article 2.104.

Medications

Students needing occasional medications, such as penicillin, etc., for colds, earaches and sore throats, are to take those medications at home if possible. Medication that is prescribed three times a day can be given before the student comes to school, after school, and again at bedtime.

All medications to be given at school must have a completed medication instruction form. A Physician's signature is not needed for over the counter medications. Over the counter medication may be brought to school by the parent/guardian in the original container with the age appropriate dosage labeled by the manufacturer. All medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. It will be secured and the parent or guardian will be notified to come and pick up the medication. Forms for your doctor to fill out are printed on page 21 of this handbook and may be obtained from the school office, Phillips County Family Health Clinic, and Valley Drug. **All** medication that comes to school must be turned in to the office and will be taken in the office. The medications must be in a container from the pharmacy with the name of the student, date, and name of the drug, dosage, and the name of the physician. Any medication sent to school without proper identification will **not** be given. Valley Drug will provide duplicate containers; one for school and one for home. A new form is required for each medication for each school year. Herbal, holistic, homeopathic and/or natural products will **not** be given at school. All Medicine Request Forms must be approved by the principal.

We ask your cooperation as we are primarily concerned with the safety and health of your child.

STUDENT DRUG AND ALCOHOL USE POLICY

In accordance with the requirements of the "Drug-Free Schools and Community Act" of 1986 all students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance/alcohol is wrong, harmful and prohibited. It is the intent of the Board of Trustees to keep this District and its activities free from narcotics, drugs, tobacco products, and alcohol or other intoxicants and to avoid the harmful effects that use of these substances bring into our schools. Appropriate disciplinary action will be taken against any student for violation of this policy, up to and including expulsion by the Board of Trustees. District action will follow applicable federal, state, and local laws along with the District's student policies pertaining to discipline. In addition to disciplinary action, a student may, at their own expense be considered for enrollment and satisfactory completion of a drug abuse assistance/rehabilitation program.

The principal of each district building is charged with developing and evaluating an age appropriate, developmentally based drug and alcohol education and prevention program. These programs will address the legal, social, and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, tobacco products, or alcohol. Students will be taught that the use of illicit drugs, tobacco products, and alcohol are wrong and harmful. A biennial review of the programs will be completed to determine effectiveness, implement changes, and ensure that disciplinary sanctions are consistent. Current programs include: Red Ribbon Week activities, Positive Action curriculum K-5, DUSO, TAD, "Free the Horses" - self esteem, D.A.R.E., M.T.I./T.I.P. camps, Havre's H.E.L.P., "Here's Looking at You" - 6-8, M.S./H.S. health classes curriculum, Home Ec Classes. Staff training is accomplished through in-service training and workshops Grant monies will be utilized to enhance this process.

Standards of student conduct prohibit the unlawful possession, use, or distribution of illicit drugs, tobacco products, or alcohol by students on school premises or as part of any school-related activity. Disciplinary sanctions for violation may include parental contacts, in-school suspension, out-of-school suspension, entrance into a drug abuse/rehabilitation program, and/or expulsion. Further individual activity sanctions/punishments are administered if the students are involved in activities. (See yearly Activity Handbook.) Usual disciplinary consequences are as

follows:

First violation: parental contact / school counselor session / up to three days in/out-of-school suspension / parent-student contract future violations / request an appropriate rehabilitation program. Law enforcement will be notified.

Second violation: parental contact-conference / school counselor session / up to five days in/out-of-school suspension / request an appropriate rehabilitation program. Law enforcement will be notified.

Third violation: parental contact-conference / request an appropriate rehabilitation program / recommendation to board for expulsion / guidance for an appropriate out of county rehabilitation referral. Law enforcement will be notified.

Each case shall be considered on its own merits and severity, with the principle purpose for discipline being early and consistent intervention. During our school counseling sessions the counselors will relay information related to any drug and alcohol counseling and rehabilitation/re-entry programs that are available to the students.

All countywide drug and alcohol counseling, rehabilitation, and re-entry programs will be supported and recommended by the district. The building principals will provide information about programs which offer treatment or assistance for people suffering from drug and alcohol problems. School counseling services will maintain current information about drug and alcohol counseling and rehabilitation programs for staff and students.

A copy of the policy above will be printed and distributed on an annual basis in this policy book, the teacher handbooks, the student handbooks, and the student folders.

Parents and students: Please be notified that compliance with these standards is mandatory.

MEDICATION REQUEST FORM

This form is designed to assure parents and protect children in need of receiving medication during the school day of the appropriate handling of such needs. The school does not want in any way to discourage parents from dispensing or supervising medication to their children at school if they are able to do so, but is assisting only as an alternative.

Date: _____

Student's Name: _____

I hereby give my permission to the staff at Malta Elementary School to dispense medication prescribed by Dr. _____ for my child, beginning _____; ending _____.

Name of medication, prescription number including drug store name:

Dosage and special instructions for dispensing: _____

If there are any side effects of this medication, please indicate:

Physician's Signature: _____

I hereby release the school from any liability in administering this medication.

Parent's Signature: _____

Principal's Signature: _____

Date	Time	Dosage	Initials	Date	Time	Dosage	Initials

Students Name:							
Date	Time	Dosage	Initials	Date	Time	Dosage	Initials

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STUDENT HANDBOOK SIGN-OFF FORM

MALTA ELEMENTARY SCHOOL

We have read the Malta Elementary School handbook, and we understand the guidelines set forth for our son/daughter or other student involved for the 2014-2015 school year.

We also understand that this signed form will be returned to your child’s teacher by the last school day of August.

Parent/Guardian signature
Grades K-5

Student signature
Grades 3-5

Date

Date

Please enter all current information:

Parents/Guardians _____

Street Address _____

Mailing Address _____

Home Phone _____

Mother’s Cell Phone _____

Mother’s Work Phone _____

Mother’s e-mail _____

Father’s Cell Phone _____

Father’s Work Phone _____

Father’s e-mail _____

Emergency
Contact _____ Phone _____ Relationship _____

Emergency
Contact _____ Phone _____ Relationship _____

Emergency
Contact _____ Phone _____ Relationship _____

Please return this signed and completed page to your child’s teacher by the last school day of August.