

School Hours for Students

The daily school schedule is printed on the previous page. 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 9:00 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!**

Visitors

Parents are encouraged to visit school anytime during the school year. We ask that you make arrangements with your child's teacher. Parents and other guests must notify the office upon entering the building.

Flag Duty

The students in grades five and six 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.

The Pledge of Allegiance is recited in each classroom at 8:15 everyday over the P.A. We will select a 6th 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.

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.

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.

Buses

Discipline on school buses is outlined in the School Board Policy, Article 8.7 quoted below:

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.

Students will be cited for the following activities:

Failure to remain seated bus	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.

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 before the child can eat lunch. (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 1-6 are \$1.55 per day, \$31.00 per month, \$69.75 per quarter, \$139.50 per semester, or \$279.00 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 and sixth 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.
- Clean your plate before asking for seconds.
- Don't take finger foods, such as cheese and carrots, unless you intend to eat them.
- Limit of servings is two per student.
- The teachers at the tables will dismiss their students.

- Students are not to tamper with shakers, napkins, etc.
- Students are required 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 and jackets are not to be worn in the lunchroom.

School wide 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 School wide 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 School wide 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.

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, 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. Roll up sleeves on request. Visit quietly.

BE SAFE – Behave appropriately. Clean up after yourself.

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: Head down at a separate table for 5 minutes.

Intermediate: Move to a separate table for the remainder of lunch.

Playground Rules

BE FAIR – Include everyone and share equipment.

BE HONEST – Always tell the truth.

BE RESPECTFUL – Use kind words and actions.

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

Playground Consequences

1st offense – Benched for 1 recess time or 10 minutes at lunchtime

2nd offense – Benched for 1 recess time or 10 minutes at lunchtime

3rd offense – 1-day lunch detention, parents called by classroom teacher

4th offense – 2-day lunch detention; parent, student, principal conference

Hallway Rules

BE FAIR – Be considerate in the hallways.

BE HONEST – Take responsibility for your actions.

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

BE SAFE – Stay to the right while walking. Keep hands, feet, and objects to yourself.

Student Planners

MES will provide planners for students in the fourth, fifth and sixth grades. We are helping students with their time management and organizational skills and to better prepare them for junior high 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 1-6. If a student gets behind on homework, he/she will be assigned to the Homework Room after school.

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 3-6 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 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-Thursday from 3:15 P.M. to 3:45 P.M. 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.

The Malta Elementary School, in cooperation with the State Department of Health, is offering all students a fluoride mouth rinse program to prevent tooth decay. Students participating in this program will rinse their mouths in school with a 0.2% neutral sodium fluoride solution once each week, under supervision. This program is voluntary and parental permission must be received each year for your child to take part in it. The program is conducted by parent volunteers. If you are interested in volunteering to assist with this program, please contact the Malta Elementary School office.

Extra-Curricular Activities

Girl's volleyball in the fall for grades five and six.

Boy's basketball during the 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. A specified portion of this money is used to purchase the Christmas gift for the teacher.

Names are drawn for exchanging gifts for the Christmas party. Grades K-3 are limited to a price of \$1.00-\$2.00 and grades 4-6 from \$1.50-\$3.00.

Treats brought by students for their birthdays are allowed as long as there is a treat for each child in the classroom.

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. Permission to possess or use a cellular phone may be granted at the principal's discretion. They will be taken from the student and a parent will have to pick it up from the office.

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 April 28th 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 4-6, 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 Classroom Lab, Mobile Computer Lab as well as computers in each classroom are available for students in grades K-6. 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.

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-6) 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 section 5.66 and 5.662.

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.

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. 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 classroom teacher or 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.

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

