

**2024-2025**  
**MIAMI ELEMENTARY**  
**K-8**  
**PARENT and STUDENT HANDBOOK**

The Miami Elementary Student Handbook contains information that students and parents are likely to need during the school year. We look forward to a great school year with your child!

**MIAMI ELEMENTARY STAFF**

|                    |                       |
|--------------------|-----------------------|
| Ms. Jessica        | Grades 4-8            |
| Mrs. Meisha        | Grades K-3            |
| Ms. Dawn/Ms. Deb   | Paraprofessionals     |
| Ms. Ashana         | Title Director        |
| Jackie Christiaens | County Superintendent |
| Don Broesder       | Board Chair           |
| Jason Mandel       | Trustee               |
| Clayton Gernaat    | Trustee               |
| Charity Ginther    | Clerk                 |



| <b>MIAMI SCHOOL DAILY SCHEDULE</b> |             |
|------------------------------------|-------------|
| Teacher Prep                       | 8:00        |
| Admission of students              | 8:30        |
| Lunch                              | 11:30-12:00 |
| Grades 3-8 Dismissal               | 3:30        |
| Grades K-2 Dismissal               | 3:10        |

**ARRIVAL PROTOCOL**

School begins at 8:30. Please make sure not to send your child to school before 8:25.

**ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Your child is expected to attend school every day except for illness, medical appointments or a family emergency. If an absence is necessary, parents need to contact the school by 9:30 am on the day of absence. If you know ahead of time that your child will be absent, please let the teacher know and work missed will be sent home for the child.

The Board of Trustees recognize that regular attendance is a crucial component for academic success, thus, the following steps will be enforced to facilitate attendance:

After 5 **unexcused** absences the teacher will contact the parent with a phone call, after 7 **unexcused** absences the student and parents will be required to meet with the Board of Trustees to make an attendance plan. After 8 **unexcused** absences the teacher will pull privileges as appropriate for the student to make up lost instruction.

Should the students be required to assist in the Colony duties (such as chicken butchering days, etc.) the school must be notified, preferably two weeks in advance but no less than 3 days.

Should students be required to assist in colony duties during the school day – an educational report will be assigned as an academic component per teacher, such as an essay, math equations, etc.

**Absences are defined as follows:**

**Unexcused:** Family trip, vacation, sickness without a note.

**Excused:** Doctor with a note, funeral/bereavement, chicken day, school related field trips, family emergency.

**ADMISSIONS POLICY**

The goal of Miami Elementary shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria including but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement process.

**COMMUNICABLE DISEASES / SICK POLICY**

Please call the school and report any contagious diseases BEFORE sending your child to school. Please remember if your child is sick, they should stay home from school. Child must be fever free for 24 hours without a fever reducing medication before returning to school. If you have any questions regarding a communicable disease or health condition, contact a physician's office or the Pondera County Health Department at 278-3247.

**COMPLAINTS BY STUDENTS / PARENTS**

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. Every effort should be made to resolve the problem at the lowest level. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Superintendent's office can provide information regarding specific processes for filing complaints. See Policy 1700.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. 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 (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. All students will be assigned a Chromebook at the beginning of the year. Any damage done besides normal wear and tear will be the student's and parent's financial responsibility. The teachers monitor each student's Chromebook using a program called GoGuardian.



## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus 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.
- 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 or assist the school staff in maintaining safety, order, and discipline.

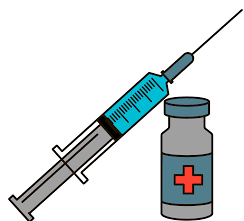
These rules and discipline will apply to all students before, during and after school hours and during any school sponsored activity such as the Library including the bus ride to and from. If students fail to comply with the code of conduct, the misbehaving student is subject to immediate disciplinary action as the teacher see fit. Each teacher has their own behavior policy, please watch for that letter to come home within the first week of school.

## **POSSESSION OF FIREARMS AND WEAPONS**

The District does not allow any weapons on the school property. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year. If student is found to have possession or used any other weapon on school property other a firearm, disciplinary action will be taken in accordance with Board policy.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. If you have specific questions or concerns, please contact Pondera County Health Department or your child's physician.



#### *Vaccine exemptions:*

- Religious beliefs: Signed statement outlining the reason for the conflict
- Medical Reasonings: Must submit a letter from physician

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District 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 either the supervising teacher or the Board.
- 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.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at lunch and at the end of the school day except with permission from the parents. A student who will need to leave school during the day must bring a note from his or her parent that morning. Should a student become ill or be asked to leave for disciplinary reasons during the school day, the student's parent(s) will be contacted and required to pick them up immediately.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents approximately every 9 weeks. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within five (5) days.

### **DISASTER DRILLS AND OTHER EMERGENCIES**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **STUDENTS' DESKS**

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law. The parent will be notified if any prohibited items are found in the student's desk.

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Miami Elementary has a zero-tolerance policy in regards to bullying. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. If you have any issues with bullying, please contact your child's teacher immediately.

## **SPECIAL SERVICES**

### **TITLE ONE**

Title One is designed for those students who are unable to get full value out of the learning process, which is offered to them in the traditional classroom setting. Instruction is given in the areas of reading, math and language arts. Title One schools are selected according to a targeting procedure set up the Office of Public Instruction under the guidelines of the U.S. Department of Education. See policies 2160-2160P.

### **SPECIAL EDUCATION SERVICES**

A commitment has been made to recognize the right of ALL children to an education in the Miami School District. The law now provides help for children with individual differences by outlining specially designed programs to meet each child's individual needs. We all deserve an equal opportunity to benefit from an education. Because children have a wide range of individual needs, many different kinds of Special Education services are available. They include, but are not limited to the following:

Speech Therapy      Vision      Audiology      Behavioral Therapy      Screening

Miami Elementary screens students for special needs during the school year. Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered for further evaluations. Parents who feel their child may qualify for Special Education services should contact the supervising teacher to initiate an evaluation.



### **TEXTBOOKS/READING BOOKS & MATERIALS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school will be charged to replace the book or the book series that they belong to.

### **SCHOOL FIRST AID**

Minor injuries will be taken care of by school personnel. Parent's will be contacted and requested to take over responsibility for any care that goes beyond basic "first aid." Parents will be asked to fill out an emergency care information and consent form with the name of the doctor and allergies if parents cannot be reached during the course of an emergency.

### **PLAYGROUND AND RECESS**

Students are expected to be dressed for outside play and activities all days except those in heavy rain or temperatures below zero. Students will be asked to wear a coat when the temperature is below 50 degrees. If it is cold, please remind your children to bring hats and gloves. All recesses will have at least one staff personnel present. Should child get injured while at recess, please have student report to teacher or aid on duty.

## GRADING

Report cards will be sent home by teachers on a nine-week basis. Student grades will be determined by test scores and daily written assignments. Student grades will be recorded as follows:

*Report card key for grades K-2:*

- + = Advanced Proficient: Consistently demonstrates above grade-level
- 1 = Proficient: Consistently demonstrates mastery
- 2 = Nearing Proficient: Shows partial progress toward mastery
- 3 = Below Grade Level Expectations: Not making expected progress toward mastery
- = Not making expected progress toward mastery

*Letter grades will be used as follows for grades 3-8:*

- |                   |   |
|-------------------|---|
| A — Superior      | W — Withdrawal                                  |
| B — Above Average | I — Incomplete                                  |
| C — Average       | NP — No Pass - credit denied, non-graded course |
| D — Below Average | P — Pass - credit granted, non-graded course    |
| F — Failing       |   |

There will be minus (-) or plus (+) signs used in grading on report cards for grades 3-8.

**All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities**

## RECEIPT OF HANDBOOK

*"I have received a copy of the Miami Elementary Student Handbook for 2024-2025. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."*

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name of Doctor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

If parent is not home, where on the Colony is their job in case of an emergency?? (examples: kitchen, preschool, cow barn, etc.)

\_\_\_\_\_  
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