

LINDERMAN ELEMENTARY
PARENT & STUDENT
HANDBOOK

406-883-6229
406-883-6365 Fax

2022-2023

GRADES 2-4

PRINCIPAL – Kristin Wilson
SECRETARIES – Sophia Donovan
Brooke Ingram
COUNSELORS - Nicole Bonner
Katy Thomas

DAILY SCHEDULE

8:10 a.m. – First Bell
8:15 a.m. – School Begins
3:15 p.m. – Dismissal

Please call the school office by 9:00 a.m. each day your child is going to be absent or tardy.

PLEASE SAVE YOUR HANDBOOK FOR FUTURE REFERENCE



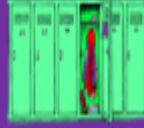




Dear Parents and Caregivers,

Welcome to Linderman Elementary. At our school you can expect to see students being positively reinforced for exhibiting behavior that is **RESPONSIBLE, RESPECTFUL** and **SAFE** both inside and outside of the school building. Your child may receive a purple Pirate Ticket when he/she is spotted exhibiting great behavior. Students may then use their pirate tickets to purchase items in the Linderman Student Store. When a purple ticket is received, it means a student was caught being *RESPONSIBLE, RESPECTFUL, or SAFE* in the following areas:

- Classrooms
- Hallways
- Restrooms
- Lunchroom
- Playground
- Bus

Please ask your classroom teacher about the tickets and encourage your child to do his/her best at school. The next page shows the expectations that are taught in each common area. You can review these expectations with your child and discuss how he/she is following the three Universals for Polson School District: *RESPONSIBLE, RESPECTFUL, SAFE*.

Sincerely,
The Linderman Staff

	Lunchroom	Hallway	Bus	Restrooms	Playground	Classroom
Safe	 Stay in personal space	 Walk Stay in personal space	 Back to back Seat to seat	 Go Flush Wash Leave	 Use equipment properly	 Stay in personal space
Respectful	Use quiet voice and good manners	Use "0" voice	Use quiet voice and good manners	Respect privacy Keep bathroom clean	Use kind words and actions	Use kind words and actions
Responsible	Clean up after yourself	Keep locker and hallway clean	Take care of yourself	Use supplies appropriately Clean up after yourself	Follow directions	Follow directions and classroom routines

LINDERMAN TEACHERS

2nd Grade

Jennifer Boen
Kylynn Sherry
Jen Seifert
Sheri Delaney
Mariah Newell
Kaila Nash

3rd Grade

Darcie Laud
Sandra Ranson
Shiane DuMont
Stephanie St Clair
Miranda Devereaux

4th Grade

Raina Yarbrough
Chris Ayers
Shelley Howell
Stacey Ellis
Jennifer Wyman
Vanessa Garfield

Special Education

Staci Hanson
Angela Mock
Lucinda Wadsworth
Stacey Hautanen

Speech

Madeline Gage

PE

Micki Stanley

Music

Elizabeth Collins

Library

Roxanne Hovenkotter

GT

Tamara Fisher Alley

Title Teacher

Kris Nordberg
Ian Donovan

EARLY RELEASE DAYS

Students will be dismissed early at 2:45p.m. on the following Wednesdays:

September 7
September 21
September 28
October 5
October 12
October 26
November 2
November 9
November 16
November 30
December 7
December 14
December 21

January 11
January 18
January 25
February 1
February 8
February 22
March 1
March 8
March 22
April 5
April 12
April 26
May 3
May 10
May 24
May 31
June 7

HALF DAYS

Students will be dismissed at 11:50a.m. on these dates.
Lunch will be served early at school.

September 14

October 19

February 15

March 15

April 19

May 17

June 9

NO SCHOOL DAYS

September 5

September 19

October 20-21

November 11

November 23-25

December 23 – January 3

January 23

February 20

March 27-31

May 29

**Last day of school is Friday, June 9, 2023
with dismissal at 11:50am.**

EMERGENCY SCHOOL CLOSURES

You will be advised of unexpected school delays and closures on radio stations KERR-750 AM and KQ-92 FM. In addition, a district robocall system will be used to announce delays and closures.

PROGRAMS OFFERED AT LINDERMAN

Linderman has a wide variety of programs that are available for students. We work to ensure that every student is learning and working to his/her potential. Below are some of the programs offered at Linderman Elementary School.

- *Title 1 services
- *Interventions in reading and math
- *Special Education services
- *Occupational therapy
- *Physical Therapy services
- *Counseling services
- *Speech and Language services
- *Gifted and Talented services
- *Music program
- *Physical Education program
- *Library program

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are as follows:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file with U.S. Department of Education a complaint concerning alleged failures by Polson School District to comply with the requirements of FERPA.
5. The right to obtain a copy of the Polson School District's students records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

Copies of School District No. 23 Policy on Student Records are on file at each of the school offices, school guidance office, and school libraries. Copies may also be obtained from the District Administration Office.

School District No. 23 designates the following items as directory information: student home, parent's name, address, telephone number, date and place of birth, participation in officially recognized sports, weight and height of members of athletic teams, immunization records, date of attendance, dates of graduation, awards received, school previously attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary prior to September 1st each year.

ARRIVAL ON SCHOOL GROUNDS

Please see that your child arrives no earlier than 7:45 a.m. School staff will be available for supervision at that time. Students eating breakfast should arrive no later than 8:00 a.m. Doors open at 8:00 a.m. Students may be dropped off no earlier than 7:45 a.m. and can wait at the office door.

PARENTAL VISITS TO SCHOOL & PARENT VOLUNTEERS

We welcome parents who wish to volunteer their services at our school. Please contact your child's teacher or the school office if you would like to volunteer.

All visitors and volunteers must sign in at the office and obtain a visitor's pass or badge. Please make sure you sign out before you leave. Our principal and our teachers are available for conferences upon request.

PHONE MESSAGES

The office will handle last-minute changes in your child's after school instruction and other emergency calls. However, please try to arrange after school activities with your child BEFORE he or she comes to school in the morning. Please make any such calls as early in the day as possible, preferably by 2:30p.m.

DISMISSAL

With the exception of bus students, children are to go directly home after school. Bus students are to line up on the south side of the building according to bus numbers. Bus students will find the bus rules and procedures included in this handbook. Please review these with your child.

MORNING DROP-OFF

When dropping off or picking up your child from school, please use the designated 2nd, 3rd and 4th grade drop off sites in front of the building. Please pull over to the curb to drop off your child. Dropping students off in the middle of the street is unsafe. Please do not park in the fire/bus loading zone directly in front of the school. Thank you for using the designated drop off zone so we can keep our students safe when coming to school. Please do not make U-turns in front of the school, as noted by the no U-turn signs.

PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS

Please come to the office to sign your child out for the day. If your child needs to leave the building on a regular basis (piano lessons, etc.) please send a note stating days and times your child will be out of the building.

“TAKE HOME TUESDAY”

Most important school notices will be sent home as necessary on Tuesdays. Please check your child’s backpack for notices on that day of the week. Linderman’s monthly newsletter will be sent home the first Tuesday of the month.

RECESS

The school day is structured to provide fresh air and exercise. All children are expected to go outside for recess. If your child has been ill and needs to stay inside for recess, please send a note to the teacher. Requests for extended time indoors (more than 2 days) need to be accompanied by a note from a physician. If the weather is severe, all children will be kept indoors.

ATTENDANCE

Attendance plays a crucial role in student learning. At Linderman we will recognize good and excellent attendance with monthly rewards and celebrations. We will also keep parents informed of student attendance by sending home a monthly attendance letter.

TOYS, PERSONAL BELONGINGS AND CELL PHONES AT SCHOOL

Children may bring playground-type toys to school, but are responsible for them. The school will not be responsible for items that are lost or broken. Toys need to meet the following criteria: 1) Toys should encourage cooperative play, 2) Toys must be safe, and 3) Toys must be non-violent. PLEASE leave electronic toys at home. Any toy that causes disruption to the school day will be deemed inappropriate for school. No Heely shoes are allowed at school. Students may bring cell phones to school but they must be turned off and kept in lockers or with a teacher. Cell phones are not to be used during the school day!

LOST AND FOUND

Please mark all of your child’s clothing and belongings with his/her name and check the lost and found regularly. Items that are not picked up will be donated.

CHANGE OF ADDRESS/PHONE

It is important that the school be notified of any change in your address or phone number during the school year. Also, please keep work and emergency numbers updated on your child’s school records. We must have at least one emergency number for each child enrolled. As of July 1, all changes to phone and addresses must be completed online. Please complete the online form as soon as possible.

HEALTH

If your child is on a daily medication, we will need a completed “Authorization for the Administration of Medication” (form 3416-F). The medication must be in a labeled container and will be locked in the nurse’s office.

COMMUNICABLE DISEASE POLICY

Because infectious diseases are easily transmitted in schools, we offer the following guidelines for attendance:

- Strep throat/Pink Eye/Impetigo – If diagnosed with any of these, *please keep your child out of school for a minimum of 24 hours AFTER beginning treatment.*
- Fever – A temperature of 100 degrees or greater means your child is fighting an infection. *Please keep him/her out of school until the temperature is less than 99 degrees or for a minimum of 24 hours.*
- Vomiting/diarrhea – If your child has vomited or had diarrhea during the night or early morning, *please keep him/her home for the day.*
- Head lice – Children with live head lice need to be treated with a lice shampoo/rinse, and the eggs removed *BEFORE he/she may return to school. Repeated cases of head lice will be referred to other agencies.*
- Respiratory illness – If your child has a cold or cough, he/she is welcome to attend as long as he/she feels well enough to participate. However, with a frequent cough or dripping nose, he/she may desire to stay home until those symptoms subside.

SPECIALISTS

The district employs school psychologists, guidance counselors, speech and language clinicians and professional nurses. They can be contacted by calling the school office.

BREAKFAST, HOT LUNCH, AND MILK PROGRAM

The schools have an automated lunch purchase program. Costs are as follows:

- Lunch - \$2.75 per day
- Breakfast - \$1.80 per day
- Milk - \$0.35 (for students who bring a lunch)

Adult guests may purchase a ticket at the office and are welcome to eat any time.

Lunch is \$4.25

Breakfast is \$2.50

Parents/guardians are required to deposit money into their child's account. Debits will be taken for breakfast and lunch from the same account. You will be notified when your child's account needs more money deposited with a lunch notice slip on "Take Home Tuesday." You may also check the balance on your child's account on powerschool.polson.k12.mt.us. PLEASE MAKE SURE YOUR CHILD'S ACCOUNT STAYS CURRENT.

Free and reduced priced meals are also available for those who qualify. Paperwork must be filled out to qualify and can be picked up at the office. Please see the Meal Charge Policy below:

Meal Charge Policy

Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.

Full-Pay Students – **Elementary and Middle School Students** will pay for meals at the district's published standard rate. A student will be allowed to charge a maximum negative balance of \$15.00 to their account after their balance reaches zero. Once a student has reached the negative \$15.00 balance, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. (Sample: cheese sandwich, veggie sticks, fruit, and milk). This designated menu alternate will be charged to the student's meal account at the standard rate.

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day.

Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.75 each day. A student will be allowed to charge a maximum of negative \$15.00 balance to their account after the balance reaches zero. Once a student has charged the negative \$15.00, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. (Sample: cheese sandwich, veggie sticks, fruit and milk). This designated menu alternate will be charged to the child's meal account at the reduced rate.

Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Applications for free/reduced meals must be completed each school year for each family. Applications that are NOT received by September 30 will result in FULL pay status.

INSURANCE

Polson Schools does not carry accident insurance for our students. Any expenses incurred for injuries occurring while a student is on campus or while traveling on field trips are the parent's responsibility. Accident insurance is available to families through SMIC. This includes School Time Accident Only, 24 Hour Accident Only, Interscholastic Sports, and 24 Hour Dental. All plans are offered by Special Markets Insurance Consultants, Inc. Please visit their website's online enrollment tool at www.k12.specialmarkets.com. Families are encouraged to thoroughly review and consider the insurance information.

DRUG/WEAPONS FREE SCHOOLS

The schools in Polson School District are drug and weapon free. We have a strong drug and alcohol prevention program supported by our administrators, teaching staff, school nurses, and guidance counselors. Possession, use, or distribution of illicit drugs, alcohol, or tobacco by students will result in suspension from school. Contact with other social service and/or law enforcement agencies will also occur.

Possession of any potentially dangerous weapon may result in notification to local law enforcement, immediate suspension and/or a recommendation to the School Board for expulsion.

BUILDING SECURITY

The district uses video cameras with audio on District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law, shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student's educational record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

INTERNET USE AT SCHOOL

The Polson School District is pleased to offer its students **supervised** access to the Internet. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Polson School District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The district does maintain a filtering system to block certain sites, but this is not a foolproof system. That notwithstanding, the Polson School District believes that the benefits of student access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Policies and guidelines for acceptable use are available upon request.

PUBLISHING ON THE INTERNET

The Polson School District maintains its own website and each school is responsible for the content relating to their school. Information contained on the website includes details about the school itself, staff, lunch menus, newsletters and links to other appropriate and helpful websites.

There are also individual class pages with photos and examples of student work. We see this as a very important way for students to publish their work and make it available to a larger audience. When publishing individual student work we would like to use the first name of the student as a credit for their work. If we use a photograph of a particular activity we will not be using names of students.

In accordance with our school districts' guidelines we need parent permission to publish names with photographs of students.

MTSS (Multi-Tiered System of Support)

MTSS is a systems which help our school staff identify students who may need additional support in different areas of learning and behavior. Student progress is monitored, instruction is adjusted, and a variety of interventions are delivered based on demonstration of need. This system helps identify students who are experiencing academic or social difficulties at school. A multi-tiered system is in place where tier 1 is the core curriculum, tier 2 consists of focused interventions which meet the needs of students who may need additional small group or individual instruction, and tier 3 is an intense level of interventions consisting of small group and individual instruction, as well as other supports.

Linderman Elementary Title I Parent Involvement Policy

In an effort to foster student success, partnerships between the school and parents are vital. At Linderman Elementary we believe parent/guardian support is crucial in our efforts to provide quality education, to maximize the success of our students and to help them achieve higher academic standards to succeed in school and life.

The purpose of this policy is to inform and educate parents about the Title I program and the responsibilities of the school in regards to parent involvement. It was developed in conjunction with parents, teachers, and administrators of Linderman Elementary.

The Linderman Elementary Title I program will:

- Involve parents in the development of this policy and the school/parent/student compact.
- Inform parents annually about the Title I program and the rights of parents and review these components each year.
- Design parent involvement programs and meetings that are aimed toward increasing parent involvement in student education and learning.
- Offer a number of meetings throughout the school year that are scheduled at reasonable and flexible times to encourage maximum participation.
- Provide timely information about school programs, curriculum and instruction, assessments, and measures of progress.
- Involve parents in the planning, review, and improvement of Title I programs.
- Provide opportunities for parents to offer suggestions and participate in discussions related to the Title I programs and receive timely responses. If dissatisfied with the school's Title I program, parent comments will be taken to the District level.
- Utilize parent involvement funding in a responsible manner based on the needs.
- Inform parents of school activities through multiple methods of communication. Activities that allow for additional opportunities for parent involvement may include, but aren't limited to:
 - Open House
 - Monthly Newsletters
 - Parent/School Compact
 - District Website
 - PATT (Parent Group)
 - Watch D.O.G.S. program
 - Polson Reads Program
 - Art Docent Program

School-Parent-Student Compact

Federal guidelines require that all schools receiving Title I funds develop a School-Parent-Student compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high-quality education for our students.

As a student I will:

- Attend school regularly and arrive to all classes on time
- Complete homework assignments on time and to the best of my ability
- Always do my best to produce quality work
- Participate in school-related activities
- Set aside time at home to read each day
- Show respect for fellow students, teachers, and school property
- Follow classroom, school, and bus rules

As a parent, I will:

- Ensure that my child attends school regularly and arrives on time
- Ensure that my child completes his/her homework on time
- Provide a place in the home where my child can read, study, and complete assignments
- Discuss my child's progress with his/her teacher on a regular basis
- Support the school and encourage my child to be respectful of teachers and fellow students
- Encourage my child to read at home daily
- Volunteer at school whenever possible

As teachers, we will:

- Help each child meet his/her fullest potential in a safe learning environment
- Make efficient use of learning time by coming prepared to teach activities
- Provide high-quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated
- Adapt instruction to meet the individual needs of all learners
- Encourage students to read for enjoyment, as well as for information
- Supply students/parents with frequent evaluations of progress and achievement
- Promote an environment where parents feel welcome in our school and are encouraged to volunteer and participate in classroom activities
- Encourage parents to contact teachers to discuss their child's progress academically and socially
- Hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

Linderman Elementary

Handbook Acknowledgement/Permission Form

Student Name: _____ Grade _____
(Please Print)

I have read the *Internet Use at School* Procedures. I agree to follow the procedures and rules contained therein.

I have read the *Parent and Student Handbook* and understand the procedures and rules therein.

I have read the *Title 1 Compact* and understand the procedures therein.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the Linderman Elementary *Internet Use at School* Procedures.

I give permission for my child to participate in any school activity that is not on school property, and that is chaperoned by a classroom teacher. This could include field trips, lunches, and end of year activities.

I give permission for my child's work or photo (without name) to be published on our school's web page or other publications.

I have read the *Student and Parent Handbook* and understand the procedures and rules therein.

I have read the *Title 1 Compact* and understand the procedures therein.

Parent/Guardian _____
(Please Print)

Parent Signature _____ Date _____

