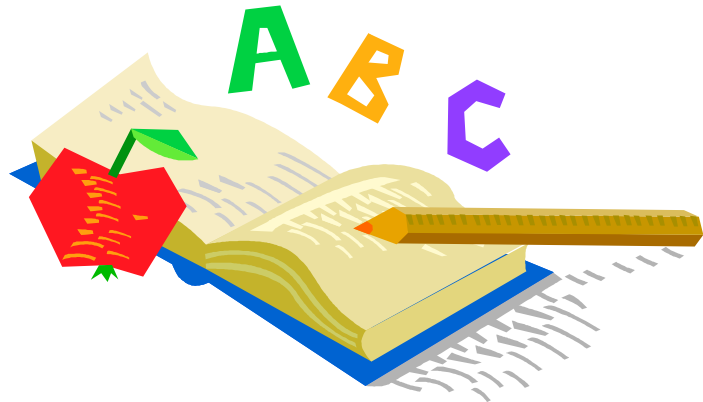


# Richey Public Schools



## PK-3 Handbook

2022-2023  
Revised July 2022



**Richey Elementary School District 78J**

Student Handbook 2021-22

202 Royal Avenue East

P.O. Box 60

Richey, MT 59259

Phone: (406)773-5523

Fax: (406)773-5554

**Megan Murrell** - Superintendent

Lissa Volbrecht- Lead Teacher

Dear Parent:

Welcome to the Richey Elementary School where we all share a commitment to our vision, respect for our differences and delight in learning together. This handbook provides an overview of the policies and procedures and practices in our District. You can find more information in our detailed Board Policy and Procedure Manual which is available at the main office.

It is important that we all work together to create the best possible learning environment and that we all know what is expected at school. Please discuss this handbook with your family and keep it handy for reference.

Respectfully,

Mrs. Megan Murrell  
Superintendent

**PLEASE SIGN, DATE, AND RETURN THE CONFIRMATION  
STATEMENT AT THE END OF THIS HANDBOOK.**

# Richey School's Mission Statement:

***“Challenging students today to  
Succeed in a changing  
World tomorrow”***



*WE Respect...*  
diversity

*We Value...*  
effective communication \* collaborative learning

*We Promote...*  
high expectations \* a rigorous curriculum \* critical thinking

*WE Believe...*  
technology enriches learning \* physical wellness is a part of a rewarding lifestyle  
an aesthetic education benefits all students \* students deserve an equitable education  
students should be active participants in their own learning

## General Information

### School Hours

Office- 7:30 AM – 4:00 PM  
School begins 7:50 AM  
Dismissal 3:14 PM- Monday-Thursday

Bus Departure 3:18 PM – Monday-Thursday

When we have school on Friday's Begin, Dismissal &  
Bus Departure times are the same as above

Phone Numbers (406) 773-5523

Name	Title	Phone Extension
Megan Murrell	Superintendent	219
Lissa Volbrecht	Lead Teacher/ 3 <sup>rd</sup> /4 <sup>th</sup> Grade	235
Peter Jinnah	PE/Advisor/Guidance	221
Kyle Senner	Ag-Ed/FFA	245
Deb Gibson	Secretary	217
Tara Hansen	English	225
Tammy Rehbein	1 <sup>st</sup> /2 <sup>nd</sup> Grade	234
Shally Libres	Music/PE	223
Kaysie Barnhart	Title I/Speech Aide	237
Joe Day Rider	7-12 Science	228
Jenny Gomez	7-12 Math	229
Jodi Williams	District Clerk	220
Laramie Head	Assistant Cook/Custodian	202
Jerome Brown	Maintenance	246
Penny Zuroff	Head Custodian	
Jon Barnhart	7-12 Social Studies	227
Radonna Thomas	Head Cook	202
Carla Smith	5 <sup>th</sup> -6 <sup>th</sup>	236
Onya Winhofer	Kindergarten	233
Cindy Sponheim	Pre-School	232
Emily Jinnah	Para	
Becky Idland	Para	
Ayumi Soeda	Para	

# Class Schedule

Class Schedule	Period 1 7:52-8:52	Period 2 8:54-9:52	Period 3 9:54-10:52	Period 4 10:54-11:52	lunch 11:52-12:12	Period 5 12:14-1:14	Period 6 1:16-2:14	Period 7 2:16-3:15
Libres	High school PE	5/6 Music M/W T/TH PE	PREP	3/4 Music M/W T/TH PE	K 2 11:30 3 6 11:45 7 8 11:50 9 12 11:52	K/Mus 12:14-12:44 1/2 Mus 12:45-1:14	High School Music	JH Band/Music
Barnhart	Weights	US History (11th)	World History (10th)	7th Grade History		8th Grade History	Prep	US Government (12)
Gomez	Trigonometry (11th)	Pre Calc (12th)	Geometry (9th)	Algebra I (8th)		Pre Algebra (7th)	Prep	Algebra II (10th)
Senner	Prep	S1- HS Natural resources S2- 8th grade Ag	S1 Ag Finance S2 Animal Science	Ag III (11th)		Ag II (10th)	Ag Mechanics	AG I (9th)
Jinnah	PARA	S1 JH Art S2 7th grade Spanish	PARA	PARA & MTDA proctor		1/2 PE 12:14-12:44 K/PE 12:45-1:16	JHPE	PARA
Hansen	7th English	10th English	8th English	12th English		9th English	Prep	11th English
Day Rider	8th Science	Earth Science (9th)	7th Science	Biology (10th)		Physics (11th & 12th)	Anatomy & Physiology	Prep
Smith	5th & 6th	PREP	5th & 6th	5th & 6th		5th & 6th	5th & 6th	5th & 6th
Volbrecht	3rd & 4th	3rd & 4th	3rd & 4th	PREP		3rd & 4th	3rd & 4th	3rd & 4th
Rehbein	1st & 2nd	1st & 2nd	1st & 2nd	1st & 2nd		PREP	1st & 2nd	1st & 2nd
Winhofer	K	K	K	K		Prep	K	K

Quarters:

Quarter 1: August 15 – October 13 (37 days)

Quarter 2: October 17 – December 21 (36 days)

Quarter 3: January 3 – March 9 (41 days)

Quarter 4: March 13 – May 25 (43 days)

**Attendance**

Regular attendance is essential to a student's success in school. If your child is absent, please call the office before school begins at 773-5523. Chronic absences may result in contacting the proper authorities.

**Tardiness**

Prompt arrival to school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Chronic tardies may result in a plan being developed by administrator, parents, and teacher

**Early Dismissal Procedures**

In emergency situations, (weather, power outage, water outage etc.) it may be necessary to dismiss school early. Every attempt will be made to contact parents to ensure the safety of their child.

**Required Health Records**

Immunization records are required for all students and for students new to the district before they can officially be enrolled.

**Lunch Program**

Lunches should be paid for in advance at the main office. Lunches are no longer free this year. The cost of lunch for grades PK – 4 is \$1.50 and \$2.00 for grades 5 – 12. Breakfast is \$.50. Extra milk is \$0.25.

**Free and Reduced Lunch**

Should you think you qualify for a free or reduced price lunch, please contact the main office for an application at any time.

**Illness and Injury**

In case of illness or injury, the child will be temporarily cared for by a member of the staff until the parent can be notified and arrangements for pick up can be made. Please discuss with your child the importance of seeking help when feeling ill or injured.

If your child has been ill the night before a school day, or has a fever keep them at home. Students should be fever free for 24 hours before returning to school. If your child has a temperature of 99 degrees or higher at school, parents will be called to pick them up.

**Head Lice****Richey Public Schools****STUDENTS**

3418

Head Lice

When a member of the school staff suspects a child is infested with head lice the following procedures will be followed: The child will be restricted from activities involving close contact (hugging, sharing personal items) with other children. The office will be notified and the parents must be contacted (verbal contact and a letter sent home). Immediate removal of the child is unnecessary. The child will be sent home at the end of the day. Parents/guardians are required to treat the child at home and return the treatment confirmation letter to the school office. A note

from a medical professional will be necessary if a child returns to school after the home treatment and is found with continued/additional nits and or lice.

#### Policy History:

Adopted on: 12/10/92

Reviewed on: 06/11/13

Revised on: 06/19/18

### **Athletic Programs**

There are a variety of athletic programs available sponsored and sponsored by the school system. You may contact your child's teacher for further details.

## **Academics**

### **Homework**

Homework is important. It is an extension of the learning that takes place at school. Homework can provide practice and drill that reinforces classroom learning. It also provides opportunities for independent study, research, and critical thinking skills. Homework time should follow this schedule:

Kindergarten:	around 5 minutes per day
1 <sup>st</sup> grade:	around 10 minutes per day
2 <sup>nd</sup> grade:	around 15 minutes per day
3 <sup>rd</sup> grade:	around 20 minutes per day
4 <sup>th</sup> grade:	around 25 minutes per day

### **Student's Responsibilities**

1. Each student must make every effort to complete all homework assignments.
2. Students who are absent have 3 days to make up the work for each absence.
3. Students who have absences for any reason other than illness are required to get their assignments before the absence and the homework is due the day they return.
4. Students should ask questions to make sure they understand assignments before going home.

### **Teacher's Responsibilities**

1. Provide assignments which give students an opportunity to practice what was learned in class.
2. Be sure the students have a working understanding of what to do and how to do it.
3. Clearly state a specific standard of grading and a definite due date.
4. Maintain a careful record of student's progress in homework.
5. Be willing and able to discuss homework with a student and/or parent.
6. Insure that the quantity of homework is appropriate for the age of the students.

### **Inter-curricular**

Missoula Children's Theater is required and graded unless exempt by administration for unusual circumstances.

# **School Supplies**

## **Preschool**

- Backpack
- See-through box for crayons labeled with child's name (the hinged kind works well)
- Box of 24 Crayola crayons
- 3-4 pencils (regular #2 pencils work best)
- Plastic folder
- 8 Elmer's disappearing purple, regular sized glue sticks
- 4 large boxes of snack crackers (favorites are Goldfish, Cheez-its, Teddy Grahams, Scooby Snacks and Chicken in a Biscuit)
- Change of clothes in labeled gallon Ziploc bag to keep at school in case of accidents
- Spill-proof water bottle

## **Kindergarten**

- 2 folders
- box of crayons ( preferable 24 count)
- 8 glue sticks
- pencils w pencil box or bag
- erasers (big and small are great)
- backpack big enough for folders
- set of clothes to leave at school for emergencies
- pair of PE shoes to be left at school
- 3-4 boxes of crackers/ cereal/ snacks
- Markers and colored pencils are perfectly fine too if you want to send

## **Grades 1-2**

- 1 set of clothes to leave at school
- Gym shoes to keep at school
- 4 - glue sticks (disappearing purple)
- 1 – pack 12-24 colored pencils
- 1 – pack 8-24 crayons
- 2 - folders w/pockets
- 1 – folder w/pockets & clasps in middle
- 1 - scissors
- 1 – 1” binder and dividers with tabs
- 1 – pencil box
- 1 – pack of #2 pencils
- 4 – thin highlighters
- 1 – package of cap erasers
- 1 – large eraser
- 1<sup>st</sup> grade - 1 box of sandwich Ziploc slider bags
- 2<sup>nd</sup> grade - 1 box of gallon Ziploc slider bags
- 2 - boxes of snack (pretzels/crackers/cereal)
- 1 – backpack
- 1 – water bottle



## **Grades 3-4**

- Scissors
- glue
- pencils
- pencil box/bag
- pen ( preferably NOT black or blue)
- ruler
- erasers
- crayons &/or colored pencils &/or markers
- backpack
- 1 single subject notebook
- 2 folders
- P.E. shoes to be left at school
- Water bottle to be left at school
- 3-4 boxes of crackers/pretzels...etc. for the snack cupboard
- 4th graders- a basic protractor

### **Academic Responsibility**

Cheating will not be tolerated

### **Progress Reports**

Progress reports are no longer mailed and student progress can be monitored at anytime on Infinite Campus at <https://mtdecloud3.infinitecampus.org/campus/portal/parents/richey.jsp>.

### **Report Cards**

Report cards are issued four (4) times a year for all grades.

## **School Safety**

### **External Doors**

The external doors of the Elementary will be locked during the day. Please use the “buzz in” system. If no one responds check in at the high school office to gain entrance.

### **Personal Possessions**

Common sense and consideration is the best guide to determining whether or not to bring personal possessions to school. Items that are deemed dangerous or disruptive are not allowed.

### **Video Surveillance**

The school [campus both interior and exterior](#) are monitored by a video surveillance system. Please refer to Board Policy 3235.

## Royal Guidelines for Success

1. Respect yourself, others and property
2. Offer support to others
3. Yearn for learning
4. Allow for differences
5. Look toward a bright future
6. Smile

## RICHEY BEHAVIOR EXPECTATIONS

Area	Be Safe	Be Responsible	Be Respectful
<b>Bathroom</b>	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Feet on floor</li> <li>3. Enter and exit quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands</li> <li>2. One pump of soap</li> <li>3. Turn off water</li> <li>4. Keep bathroom clean</li> </ol>	<ol style="list-style-type: none"> <li>1. Level one voice</li> <li>2. Hands and feet to self</li> <li>3. Respect others' privacy</li> </ol>
<b>Hallway</b>	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Stay on the right</li> <li>3. Walk in a straight line</li> </ol>	<ol style="list-style-type: none"> <li>1. Go directly where you need to go</li> <li>2. Keep hallways clean</li> <li>3. Keep hands and feet to self</li> </ol>	<ol style="list-style-type: none"> <li>1. Allow personal space</li> <li>2. Voices off</li> </ol>
<b>Lunchroom</b>	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Face forward feet under the table</li> <li>3. Clean your hands</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Clean up after yourself</li> <li>3. Be patient</li> <li>4. Only eat your lunch</li> </ol>	<ol style="list-style-type: none"> <li>1. Be polite to all students and staff</li> <li>2. Level one voice</li> </ol>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. Sit on your bottom</li> <li>2. Walking feet</li> </ol>	<ol style="list-style-type: none"> <li>1. Go straight to your line</li> <li>2. Keep backpacks next to you</li> </ol>	<ol style="list-style-type: none"> <li>1. Level one voice</li> <li>2. Respect others' personal space and property</li> </ol>
<b>Classroom</b>	<ol style="list-style-type: none"> <li>1. Keep your hands and feet to yourself</li> <li>2. Keep chairs pushed in</li> <li>3. Walk in the classroom and hallways</li> <li>4. Keep floor around desk clear</li> </ol>	<ol style="list-style-type: none"> <li>1. Finish classroom papers and homework AND hand in</li> <li>2. Take care of the classroom and supplies</li> <li>3. Use technology safely and carefully</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen and follow directions the <u>first time</u></li> <li>2. Take turns and share</li> <li>3. Be helpful and use manners</li> <li>4. Raise your hand for help and/or to participate</li> </ol>
<b>Playground</b>	<ol style="list-style-type: none"> <li>1. Rocks and snow stay on the ground</li> <li>2. Slides are for going down</li> <li>3. Be gentle and play with others</li> <li>4. Swings go back and forth.</li> <li>5. Use the hill only when snow covered</li> <li>6. Use monkey bars and jungle gyms appropriately</li> </ol>	<ol style="list-style-type: none"> <li>1. Bring it out. Bring it in.</li> <li>2. Be honest</li> <li>3. Be patient and wait your turn</li> <li>4. Line up quickly and quietly</li> <li>5. Use toys as designed</li> <li>6. Wear weather appropriate gear</li> <li>7. Leave food and drink inside</li> </ol>	<ol style="list-style-type: none"> <li>1. Be kind and helpful</li> <li>2. Care for your playground and environment</li> <li>3. Play fair and include others.</li> <li>4. Listen to adults and follow the rules</li> <li>5. Respect the rules of the game</li> </ol>

## Student Discipline

Each staff member is responsible for their own discipline and/or detention. Serious infractions will be referred to the administration and discipline will be **handled using the discipline matrix.** **Administration may deviate from the matrix for extenuating circumstances.**

The following are some examples of behaviors and consequences but not limited to these examples.

## Some Examples of Minor Behavior

- Twisting on the swings
- Climbing up the slide
- Not dressing for the weather
- Leaving equipment outside

## Possible Consequences for Minor Behavior

### First Infraction

Verbal Warning

### Second Infraction

Student will lose recess

### Third Infraction

Lose recess *and*

A Refocus Form will be filled out with the student and sent home for parent signature.

\*If 3 or more Refocus Forms are issued per student in one week, the fourth infraction will merit a Referral Form.

### Fourth Infraction

An Office Referral will be made to the principal

## **Some Examples of Major Behaviors**

- Weapons
- Endangering self or others
- Verbal/physical abuse
- Insubordination
- Damage to property
- Threats
- Bullying
- Fighting

### Possible Consequences for Major Behaviors

- Student will be removed from the playground and an office referral will be made to the principal. Parent/guardian will be notified.

\*If 3 or more Referral Forms are issued per student in one week, the following school day the student is present will be spent in full day in-school detention.

## Playground Student Referral Form

**Students Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff :** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Student choices did not align with the following building expectations:**

Be Safe	Be Responsible	Be Respectful
◇ Rocks and snow stay on the ground.	◇ Bring it out. Bring it in.	◇ Be kind and helpful.
◇ Slides are for going down.	◇ Be honest.	◇ Care for your playground and environment.
◇ Be gentle and play with others.	◇ Be patient and wait your turn.	◇ Play fair and include others.
◇ Swings go back and forth.	◇ Line up quickly and quietly.	◇ Listen to adults and follow the rules.
◇ Use the hill only when snow covered.	◇ Use toys as designed.	◇ Respect the rules of the game.
◇ Use monkey bars and jungle gyms appropriately.	◇ Wear weather appropriate gear.	

**Explanation:** \_\_\_\_\_

**Action Taken By:**

◇ Principal

◇ Teacher

◇ Other: \_\_\_\_\_

Action Taken			
◇ Student-Teacher Conference	◇ Home Call	◇ Parent-Teacher Conference	◇ Principal Visit
Description if necessary:			Number of prior referrals _____

## Building Student Referral Form

Students Name: \_\_\_\_\_

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Time: \_\_\_\_\_

Be Safe	Be Responsible	Be Respectful
<input type="checkbox"/> Hallway	<input type="checkbox"/> Hallway	<input type="checkbox"/> Hallway
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Bathroom
<input type="checkbox"/> Lunchroom	<input type="checkbox"/> Lunchroom	<input type="checkbox"/> Lunchroom
<input type="checkbox"/> Transportation	<input type="checkbox"/> Transportation	<input type="checkbox"/> Transportation
<input type="checkbox"/> Classroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Classroom

### Student choices did not align with the following building expectations:

Explanation: \_\_\_\_\_

Action Taken By:

☐ Principal

☐ Teacher

Action Taken			
<input type="checkbox"/> Student-Teacher Conference	<input type="checkbox"/> Home Call	<input type="checkbox"/> Parent-Teacher Conference	<input type="checkbox"/> Principal Visit
Description if necessary:		Number of prior referrals _____	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Refocus Form

Today I didn't follow one or more of the following expectations

	Be Safe	
	Be Respectful	
	Be Responsible	

What I did: \_\_\_\_\_

I can make a better choice next time by: \_\_\_\_\_

*\*Parents: Your student and I have discussed this at school. Please discuss with them at home as well. Then, sign and return this page the next day. Your student will lose recess/serve lunch detention until the form is returned with parent signature. Thank you!*

Student signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

## **Inclement Weather**

In case of inclement weather and school closure or early release parents will be contacted or may call the main office for details.

## **Parents and Community**

### **Dress Code**

#### **Dress and Grooming**

Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted in good taste. **This is a parent's responsibility.** Following are the schools rules applying to dress code.

1. Clothing should be appropriate for school. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.
2. Students may not wear hats or caps in the school buildings at any time, unless special permission is given from administration.
3. Students are allowed to wear shorts August-October and March-end of school. **Leggings or tights must be worn with shorter skirts or dresses in the winter.** Short shorts, spaghetti strap tops, halter tops, halter dresses, muscle shirts with open armpits or any apparel which exposes the mid-section or under garments are not acceptable. Tank tops that do not expose undergarments and are modest are acceptable. Shorts, dresses and skirts may be worn if they are in good taste and appropriate length (**fingertip length**) Shorts and skirts should be hemmed, neatly fringed or rolled. Biker shorts (extremely short) are prohibited unless worn with a long shirt or shorts underneath. Muscle shirts should have no more than 3" exposed under the arm hole or they need to be worn under clothing. All shirt and blouses must cover the midriff area. NO skin between the bottom of the shirt or blouse to the top of the pant will be allowed.
4. Questions about individual dress will be discussed with the Administration by members of the teaching staff. Women for girls and men for boys.
5. The Superintendent will be the final judge as to a student's clothing is appropriate.

Consequences: Students will be required to conform to the dress code. Any staff member, teacher and/or coach have the right to request a student to concur with these codes. If this requires that a student miss class, the absence or tardy will be unexcused. Disciplinary action will be taken in accordance to the discipline procedure on page 21-24.

#### **Parent Visitation**

We welcome and encourage parents to visit their child's classroom but we ask that the parents report to the administrative assistant or the main office when they come to visit school and please limit classroom visits to 30 minutes or less.

#### **Parent-Teacher Conferences**

There are dates and times set aside for parent/teacher conferences. Your child's teacher will contact you; however you or the teacher may schedule an appointment at any time.

## School Calendar

2022-2023 Richey Schools Calendar-1 L																																		
AUGUST							KEY DATES							JANUARY																				
SU	M	TU	W	TH	F	SA	August							January							SU	M	TU	W	TH	F	SA							
	1	2	3	4	5	6								1 New Years Day																				
7	8	9	10	11	12	13	11/12 PIR (12 hours)							School resumes on 3							1	2	3	4	5	6	7							
14	15	16	17	18	19	20	15-1st day school														8	9	10	11	12	13	14							
21	22	23	24	25	26	27															15	16	17	18	19	20	21							
28	29	30	31				11							18							22	23	24	25	26	27	28							
																					29	30	31											
SEPTEMBER							September							February							FEBRUARY													
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA							
				1	2	3																		1	2	3	4							
4	5	6	7	8	9	10	5 Labor Day														5	6	7	8	9	10	11							
11	12	13	14	15	16	17															12	13	14	15	16	17	18							
18	19	20	21	22	23	24	homecoming week														19	20	21	22	23	24	25							
25	26	27	28	29	30		18							16							26	27	28											
OCTOBER							October							March							MARCH													
SU	M	TU	W	TH	F	SA								MCT (3 or 10)							SU	M	TU	W	TH	F	SA							
						1																		1	2	3	4							
2	3	4	5	6	7	8															5	6	7	8	9	10	11							
9	10	11	12	13	14	15															12	13	14	15	16	17	18							
16	17	18	19	20	21	22	MEA ( 12hours)														19	20	21	22	23	24	25							
23	24	25	26	27	28	29								19							26	27	28	29	30	31								
30	31						16																											
NOVEMBER							November							April							APRIL													
SU	M	TU	W	TH	F	SA								9 Easter							SU	M	TU	W	TH	F	SA							
		1	2	3	4	5																												
6	7	8	9	10	11	12	10- PT conferences 3:15- 6:15 3 Hours														2	3	4	5	6	7	8							
13	14	15	16	17	18	19															9	10	11	12	13	14	15							
20	21	22	23	24	25	26	23/24 Thanksgiving														16	17	18	19	20	21	22							
27	28	29	30											16							23	24	25	26	27	28	29							
							16														30													
DECEMBER							December							May							MAY													
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA							
				1	2	3																1	2	3	4	5	6							
4	5	6	7	8	9	10															7	8	9	10	11	12	13							
11	12	13	14	15	16	17															14	15	16	17	18	19	20							
18	19	20	21	22	23	24	25 Christmas							15.5							21	22	23	24	25	26	27							
25	26	27	28	29	30	31	11.5							30 Memorial Day							28	29	30	31										

2 5 day weeks-  
Homecoming &  
MCT

regular school day  
PIR (42 hrs total)

end of quarter  
1/2 day

holiday/no school

156 days x 413 min=64428  
2- 1/2 days x 236=472  
64900/60=1081.666

Q1:  
Q2:  
Q3:  
Q4:

OPI requires 64800min/1080 hours

August 12- First Day for Practices (alt sports)  
October 20-21: Teacher Conventions

**STUDENTS**

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Page 1 of 2

Attendance Policy

Excused Absences

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
  - a. Bereavement leave of 3 days per year for members of immediate family.  
Definition of immediate family: husband, wife, son, daughter, step-daughter, step-son, mother, father, brother, sister, step-mother, step father, step- brother, step-sister, father-in-law, mother-in-law, grandfather, grandmother, step grandparents, grandchildren, brother-in-law, sister-in-law, aunt, uncle, niece or nephew.
3. Other reasons prescribed by the policies of the Board including:
  - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and other deemed co-curricular.
  - b. Subpoenas to appear in court or court-ordered, out-of-district placements for special services.
  - c. Illness or hospitalization.
  - d. Absences that are pre-approved by the building administrator.

A telephone call, e mail, or a note from either parent or guardian **is required** when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary.

Unexcused Absences

Unexcused absences are not acceptable at Richey Public Schools. Students who incur more than 5 unexcused absences per period, a meeting will be set-up with the superintendent after 5 unexcused absences. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections.

Absences which will be counted in the 5-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, hair, or photography appointments, skiing, hunting, court appearances due to misconduct, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.



The superintendent will determine the appropriate penalty for any student whose absence is considered unexcused.

Modification History:

Promulgated on: September 1, 1999

Revised on: July 19, 2007

Revised on: May 16, 2011

Revised: July 2014

**Make Up Work Policy**

Students are given 3 days for each day they are absent to get their make up work completed and turned in.

# INTERNET ACCESS CONDUCT AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612) and Acceptable Use of Electronic Networks (Policy No. 3612P). Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Users Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Users Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks for the students access to the Districts computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Districts computer network and the Internet.

Parent/Legal Guardian(Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.

**Please sign and return by Thursday, August 25, 2022!!**

## **STUDENT TECHNOLOGY USE AGREEMENT**

Name: \_\_\_\_\_

Grade \_\_\_\_\_

*Every student must sign:*

The Board and Administration recognize the importance of electronic resources, devices, and social networking as an educational tool to enhance the educational experience for the students and prepare them for a world outside of school. The Board is committed to providing proper training resources for all staff, students, and parents in all areas of electronic resources, devices, and social networking to provide a safe, modern, technology enhanced learning environment.

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phones and other Electronic Devices. Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet or violate any of the above mentioned school district policies or handbook provisions, I understand and agree that my access privilege **MAY** be revoked and school disciplinary action **WILL** be taken against me.

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phone and other Electronic Devices. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Districts computer network, the Internet, and use other electronic resources and devices deemed appropriate by the Districts.

I understand that electronic resources and devices may include but are not limited to, cell phones, Smart phones, IPODS, IPADS, Kindles, Laptops, on-line resources, or any other electronic devices and resources that may be used in the educational system and misuse of these resources and/or devices will result in privileges being revoked and disciplinary action being taken against me.

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return by Thursday, August 25, 2022!!**

## Release of Student Information Statement

If you do not want the school to publish or release information on your child/children, please do as instructed in the following statement, and return your request to the school office by **Thursday, August 25, 2022**.

Federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Richey Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, diplomas and awards received, and most recent school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child. If you do **not** want this information released, please notify the school immediately. We ask that you do this by the above date. A statement clearly stating your wishes will need to be on file at the school. If we do not receive your notice, we will assume that you have no objection to the release of this information.

We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our student's privacy.

Anyone with a concern should check with the Superintendent.

Name(s) of Student(s): \_\_\_\_\_  
\_\_\_\_\_

Sign below if you agree to release "directory information" as detailed above.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Student Handbook Confirmation Statement

This handbook is designed to acquaint students and parents with the rules, regulations, and other relevant information necessary for the orderly functioning of our school. No handbook can be all inclusive, thus additional rules and regulations may be adopted as the need arises. The rules and regulations covered in this handbook pertain to all school sponsored events whether they occur during the normal school day, off school grounds or outside normal schools hours.

Students are completely responsible for adhering to the rules, procedures, and explanations identified in this handbook. Students' classroom teachers will review this information with them on the first day of school and help identify changes that may have occurred since last year. In addition, the administration is available to clarify any part of this handbook.

**Student and parents are asked to sign and return this ONE PAGE acknowledging that they received, read and will adhere to the guidelines set forth in this manual. Please only return this ONE PAGE and keep the handbook for your records.**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Grade(s)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**My child/children have permission to attend any school sponsored field trips.**

\_\_\_\_\_ yes

\_\_\_\_\_ no

**Please sign and return to the office by Thursday, August 25, 2022!**