

Sunburst Elementary School Condensed Handbook Information 2019-2020



In an effort to cut down on paper use, we are only sending home the documents that we absolutely need to have signed and returned. All other documentation can be found on our school website at www.sunburst.k12.mt.us – click on the drop down in the upper left hand corner to go to Sunburst Elementary – go to forms, and click on handbook to access the entire handbook.

Parent Acknowledgment of Handbook and Information

I have received and read the handbook. I have also read and received the following information listed below and returned those items that pertained to my child/children.

Students Name(s) and Grade Level

Parent Signature

Date

Please check the following items as being received and returned to the office or classroom if they apply to your child.

Mandatory Forms

- Parent Acknowledgment** (mandatory for each FAMILY)
- Emergency information sheet** (mandatory for each FAMILY)
- Acceptable Use of Technology Policy** (mandatory for each STUDENT – student and parent sign)

Optional Forms (available on website or by request):

- Allergies Form** (allergies must be diagnosed by a physician – a physician’s note **must** accompany the form)
- Asthma Medication Authorization** (for any child that has and takes asthma medication)
- Permission form for Prescribed Medication** (for any & all doctor prescribed medication that will or could be taken at school)
- Free and Reduced meal forms**

Staff Directory

Supt/H.S. Principal: Tyler Bucklin - tbucklin@sunburst.k12.mt.us (ext. 201)
H.S. Secretary: Val McAlpine – vmcalpine@sunburst.k12.mt.us (ext. 200)
Elem Principal: Dan Nau – dnau@sunburst.k12.mt.us (ext. 101)
Elem Secretary: Hannah Hauschulz – hhauschulz@sunburst.k12.mt.us (ext. 100)
HS Athletic Director: Jeff Nix – jnix@sunburst.k12.mt.us (ext. 205)
JH Athletic Director: Mike Tobin – mtobin@sunburst.k12.mt.us (450-2780)
Clerk: Peg Tobin – ptobin@sunburst.k12.mt.us (ext. 202)
Kindergarten: Missy Nau – mnau@sunburst.k12.mt.us (ext. 102)
1st Grade: Janna Tomsheck – jatomsheck@sunburst.k12.mt.us (ext. 103)
2nd Grade: Kortnee Pace – kpace@sunburst.k12.mt.us (ext. 104)
3rd Grade: Veronica Watterud – rwatterud@sunburst.k12.mt.us (ext. 105)
4th Grade: Kim Bloch – kbloch@sunburst.k12.mt.us (ext. 106)
5th Grade: Chrissie Tharp – ctharp@sunburst.k12.mt.us (ext. 107)
6th Grade: Shawn Christiaens – schristiaens@sunburst.k12.mt.us
Resource: Brandi Farbo – bfarbo@sunburst.k12.mt.us (ext. 109)
Counselor: Michele Goyette – mgochette@sunburst.k12.mt.us (ext. 113)
Music–Tami Hauschulz – thauschulz@sunburst.k12.mt.us (ext. 111)
Library-Trish Bergstrom – tbergstrom@sunburst.k12.mt.us (ext. 114)
PE – Kris Ryan – kryan@sunburst.k12.mt.us (ext. 208)
Aide: Elaina Robins
Aide: Tammy Smith
Aide: Tony Fleisher
Aide: Jeah Scarbrough
Aide: Annie Dunk
Transportation Director: Chris Blair – cblair@sunburst.k12.mt.us (937-2321)
Bus Driver: Chris Blair/Scott Widhalm (Sweetgrass bus)
Bus Driver: Lynn Kimmet (9 Mile bus)
Bus Driver: Teri Iverson/Dan Kimmet (Oilmont bus)
Bus Driver: Mike Tobin (Kevin bus)
Head Cook: Lorrie Hartzell (ext. 120)
Asst. Cook: Lori Christian
Asst. Cook: Leisha Fleisher
Head Custodian: Lynn Kimmet
Custodian: Lori Christian

Mission Statement

Within a safe and positive learning environment, we will develop lifelong independent learners with social and academic skills necessary to become responsible, accountable and successful.

Admissions

New kindergarten students must be 5 years old on or before September 10th of the school year in which they are enrolling. As required by law, ages must be verified by a birth certificate and immunizations must be current. These documents must be presented to the school office in order for your child to attend. Before new students can attend school, they must bring in a birth certificate and current immunization records as well as fill out the necessary enrollment paperwork.

Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the building grounds or busses, is strictly forbidden. Violation of this rule can result in immediate expulsion and will be reported to appropriate law enforcement agencies. (Board Policy 3310)

After School Arrangements

If your child will not be riding the bus because of different activities that are not school sponsored activities (Scouts, activities at the library, hanging out with friends, etc.), please contact the office before 3:00pm the day of the scheduled activity. The office can be contacted via phone or email anytime (leave a message) day or night.

Arrival and Dismissal

Parents delivering or picking up students at school should use the north or south main doors, not the gym door. Please do not park in the bus loading zone. Students should not arrive at school before 8:00. A.M. as the school does not provide supervision until that time. Classes begin at 8:15 for grades K-6. Students should depart for home promptly at 3:25 p.m. Monday through Thursday, and 2:25 p.m. every Friday. Parents picking up students should be quiet so as not to interfere with the educational process.

Assignment completion for school sponsored activities

When a student has the opportunity and privilege to participate in a school sponsored event such as a science fair, math meet, music festival, or other school related event, **the student** is responsible for collecting their work in advance of the scheduled trip. Students must be responsible and go to their teachers **before** the trip to get the assigned work from each class (including middle school classes, music, and PE). Upon the students return to school, they should have all of the assigned work completed and ready to turn into their teacher. Unless specifically written by the teacher, students will not be given additional time to make-up or complete the assigned material.

Assignment Completion when absent/sick from school

When a student is absent/sick, they are required to complete their assignments they missed while sick/absent from school. When a parent calls to let the school know of the absence, it is recommended that parents also request the assigned work and stop by to pick it up. Students will have 2 days to make up incomplete work after they return from school per day they were absent but not to exceed 5 days for make-up work. It is the student's responsibility to pick up and complete their work.

Assignments Turned in Late (3rd-6th Grade)

It is imperative that students learn responsibility and the importance of work completion in a timely manner. All teachers have class work that is assigned with a known due date. Late work will result in deductions from the assignment (30% for the first day and a 0 after that time).

Athletic or Student Eligibility

Students who have one F or two D's will be ineligible for the next week's games. Eligibility is determined each Tuesday and grade reports are sent home to parents that day if the student is ineligible. All students must wait until the following Tuesday to return to competition; however they are expected to attend practice, even if they are unable to play the games. If a student is ineligible for more than two weeks in the season, they will be removed from the team. Students must be eligible to attend all

extracurricular trips including, but not limited to, skiing, golfing, class field trips, etc. Students in 5th-6th grade that are ineligible will be required to eat lunch and arrive at the ineligibility lunch hall no later than 11:35. Ineligible students will stay inside during their lunch recess for 3 days during that week (typically Tues., Wed., and Thurs.) At this time, they will receive extra assistance from a teacher so they can hopefully better understand the skills and concepts being taught and hopefully regain their eligibility. Students that are ineligible must completely fill out their assignment books and check-out at the end of each school day, maintain a positive attitude during their time spent inside, use their time inside wisely, and complete all class work for that week.

Attendance

Attendance is vital for your child's success. It is extremely important that students attend school unless they are sick or emergency situations arise. All student absences **must** be excused by the parent by notifying the school office (937-2816, dnau@sunburst.k12.mt.us, secretary@sunburst.k12.mt.us, or teacher email) prior to the absence or as early as possible on the day of the absence. **A student notifying the teacher of the absence does not count as an excusal.** If the school office does not receive a call, the school will use our computerized calling system to contact you at 9:00am. Please either call or email after that so we can verify that safety of your child. You can also ask for homework to be arranged to either be picked up or sent home with a sibling. Work that is assigned while a student is absent is the student's and parent's responsibility.

Five Day Policy (students in grades 5-6)

- Students should not miss more than 5 days in any school quarter. This includes excused and unexcused absences, but school related activity absences are NOT included. When students miss more than five (5) days in a quarter, they will be penalized two (2) percentage points on their quarter grade for each absence beyond the fifth (5th) day, if valid documentation excusing their absence is not provided. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the administration. After the fifth (5th) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/student.
- **Upon return, if this documentation is in hand, no penalty will be incurred. If the student does not have the documentation, the absence will be treated as unexcused and the student will have two (2) days to obtain necessary paperwork. When the office receives the proper documentation, the absence will be considered excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter grade for each day of the unexcused absence.** The five (5) days are computed on a quarter basis. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.
- **Attendance at school is vital for a student to find success. Sunburst Schools emphasizes that attendance at school will help a child to find academic and social success. Sunburst Schools also feels it is vital for a parent to communicate with the school about student absenteeism. If a child is marked as No Parent Contact by the school for 10 or more days during a school year (meaning that the parents did not contact the school about the absence and when the school called home they were unable to reach the parent), the parents will be required to come before the Sunburst School Board for a hearing that could result in a range of consequences including but not limited to suspension all the way to expulsion.**
- **If a student misses more than 30 days in a school year, the student will be retained at that grade level the following school year unless approved otherwise by the school administrator.**

Band/Choir

If a student signs up to participate in band/choir as a 5th-6th grade student, they are making the commitment to be in this class for the entire year. Students will not be allowed to drop at the semester. Students participating in band will be given the opportunity to have a four week trial period at the beginning of the school year.

Bicycles

Bikes are permitted as a means of getting to school; however they are not to be ridden during school hours. Bike racks are provided on the west side of the building and are expected to be used. The school is not responsible for lost or damaged bikes and students are encouraged to always take their bike home with them at night.

Bulletin

Each Friday, families receive a weekly school bulletin. This is sent home with the youngest child in the family. It contains school and public announcements as well as monthly calendars and the weekly lunch and breakfast menus. If you wish to place an announcement for a nonprofit organization, please contact the elementary secretary at the office before Wednesday at 3:30 p.m. The Bulletin is also published on the school website (<http://www.sunburstschoools.net>)

Bus Conduct & Rules

All students who ride the bus must realize this is a privilege provided for them. If your child will not be riding the bus in the morning you will need to call Vince at the bus garage at 937-2321 to notify the driver. **If there is a change in your child riding the bus after school, you must notify the office to obtain a bus pass by 3:00pm. If the school does not hear from you, your child will be sent home on the bus to their regular stop.**

If students wish to ride the bus, they must follow the rules to ensure the safety of all students riding the bus.

1. Always remain seated when the bus is moving.
2. Keep the noise to a level that is not distracting to the driver.
3. Keep all litter in the cans provided.
4. Keep head & arms inside the bus when windows are open.
5. Treat the driver with respect and follow their instructions in a timely manner.
6. Any profanity, bullying, or hazing will not be tolerated.
7. No possession or use of illegal substances will be allowed.

Consequences of Inappropriate Bus Behavior

1. The driver may choose to assign seats.
2. The driver may give ONE warning, depending on the severity of the incident.
3. The driver will contact the principal and write up the incident. The student may lose riding privileges for a period of time or face other consequences. 5th-6th grade will follow the behavioral points system.
4. The parents will be contacted by phone or message and informed of the incident and consequences.
5. Severe or repeated infractions could result in permanent bus removal.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administrators and staff are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation including our automated phone/text/email system and KSEN Radio. If you do not hear that Sunburst School is closed, we will be having school.

Cell Phones

Cell phones are not to be used at school. Students can have their cell phones in their backpacks in the off position, but they should not carry them with them in their pocket, sweatshirt, etc. If a student is caught with a cell phone, the cell phone will be confiscated. The first time this occurs, the phone will be returned to the student at the end of the school day. If this occurs a second time, **the phone will be returned when a parent comes in to collect it.** **5th-6th Grade students will follow the behavioral points system.**

Change of Address, Phone, or Workplace

It is very important for emergency and administration reasons, that every student maintains an up-to-date address record at the school office. Please notify the office immediately if you have a change of address, work place, or phone number (emergency # or home #) during the school year. All parents are required to complete an Emergency Information sheet at the beginning of the year which we keep on file.

Cheating

Cheating is a violation of the student code of conduct. All students are responsible for doing their own work. Any acts of plagiarism, copying of assignments, or other actions will result in a grade of a 0 and actions deemed necessary by administration. 5th-6th will follow the behavioral points system.

Classroom Parties & Birthdays

If you would like to send treats for your child's birthday, please contact the classroom teacher in advance to make arrangements. Please do not send gifts such as balloons or flowers to your child at school because they distract from the educational process. If you wish to be a room parent, please contact the classroom teacher.

Communications & Classroom Visitation

Parents are encouraged to speak with teachers and to visit classrooms. If you would like to visit the classroom, please make prior arrangements and schedule a time with your child's teacher so that it will cause minimal interruptions in the classroom. We ask that you contact teachers during their break times as much as possible. You may contact the school office to find convenient times to arrange a phone call or visit. All teachers are in the building until 4:00 and are available to meet with parents. **Remember to ask your child about the weekly school bulletin which comes out each Friday.**

Counselor

A guidance counselor is available at our school. The counselor is available to assist students with questions regarding social problems and crisis situations. The counselor also visits each classroom on a weekly basis to teach important social skills and lessons. You may contact the counselor if you have special concerns for your child at 937-2816.

Detention

Students in all grades may receive detention for poor conduct. The amount of detention time will be determined by the severity and number of offenses for students in K-4 and by the points system in grades 5-6. Students in grades K-4 will generally receive recess detention. Students in 5th-6th grade will either serve lunch detention or after school detention.

Directory Information

Regarding student records, federal law requires that directory information on all students be released by the District to anyone who requests it unless parents/guardians object in writing to the release of any or all information. This objection must be filed within ten days of the time this handbook was given to the student. Directory information ordinarily includes the student's name, address, telephone number, participation in officially recognized activities or sports, photographs, awards received in school (including honor roll status), yearbook, or information to other room parents.

Doctor and Dentist Appointments

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, parents should notify the school when these appointments occur so a reason for student absences is known. Since we get out of school at 2:25 on Fridays, we suggest you try to schedule appointments after 2:25 on Friday.

Dress Code

Students are expected to wear appropriate attire while on school premises and while representing the school off school grounds. Matters of dress remain the primary responsibility of students, in consultation with their parents. Nevertheless, certain minimum standards shall be observed by all students. Hats, caps, and other head wear are not to be worn by either sex once inside the school during school hours and after school hours, unless the head wear is part of a religious dress.

- A person's upper torso, stomach, back, and underwear are to be covered when standing or bending over.
- Slippers should not be worn at school.
- No bra straps or mid-drifts should be visible. No spaghetti straps or tank tops should be worn unless covered by an over-shirt.
- Shorts, dresses, and skirt hem lines should be at LEAST as long as the end of the fingertips when standing upright.
- Leggings/tights/yoga pants without a top long enough to meet the above standards are not allowed.
- No attire advertising tobacco, drugs, alcohol, or having foul or offensive language or graphics on them are acceptable.
- No excessively torn clothing should be worn.
- Any alteration of hair color must maintain natural tones
- Excessive make-up, hair styling, piercing, or other items that distract from the educational process are not permitted.

Consequences for not following the dress code are determined by administration. Typically, most students will be sent home or given the option to change into appropriate clothing. Students in grades 5-6 will also follow the 5-6 Point System.

Education Philosophy

The Sunburst School Board is committed to a philosophy of service to the community through the education of its children. They adhere to the following objectives in the further achievement of this philosophy: 1) to obtain the best teachers available for the department in which they are to teach. 2) To present a curriculum to the students that is second-to-none for a school of this size. 3) To build and maintain a physical plant that the whole community may be proud of for the better education of its students. 4) To encourage and help, by means within its power, all organizations which tend to better the educational climate of the community and its youth. 5) To encourage and insist upon the following objectives for its students:

- a) to master the fundamental skills and knowledge which the student needs.
- b) to develop good work habits.
- c) to help build a fine character with wholesome attitudes toward life.
- d) to increase the desire to learn and to grow.
- e) to recognize and prefer wise and just leadership.
- f) to teach children that discipline is the price of freedom.
- g) to develop an appreciation for his/her role in the family and in civic groups.

Electronic Devices

Cell phones, Ipods, tablets, personal cameras, video games, and other personal electronic devices should not be brought to school. None of these items should be out at recess. Cell phones will be confiscated as per the cell phone policy listed above. The school is not liable for damage or lost items.

Emergency Drills & Bomb Threats

Emergency drills are held numerous times during the school year. These are planned to occur at various times of the day as well as various seasons. Teachers work with the students the first week of school as to the correct ways in which to leave the building. A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school staff, teachers, and administrators are prepared for a variety of emergency situations. Parents should feel confident concerning all emergency procedures at school, and we welcome inquiries about any aspect of emergency preparedness.

Field Trips

Teachers are encouraged to take class field trips to enhance learning. If your student's class plans a field trip, you will be notified and required to sign a permission slip for your child to attend. The class may also host a fund raiser to defray expenses, or your child may be asked to pay a small fee if special activities are included. If this fee is a problem for you, you should notify your child's teacher or the principal. If chaperons are needed, the teachers will let you know. Poor behavior may result in the loss of students attending field trips.

Fighting

Fighting is strictly forbidden in the school or on school property. Breaking this rule can result in an immediate conference with parents and a suspension of the student. The severity and frequency of the fighting will determine the type and length of the consequence. 5th-6th grade students will follow the points system.

Family Night

Wednesday has been designated by the district as family night. There will be no school activities, such as athletic practice, after school or in the evening. However, other organizations may occasionally schedule events on that day and utilize the school facility for these events.

Food and Drinks

Some teachers allow food and gum in their classrooms and others do not. Students are to respect the rules of each individual teacher regarding this matter. Privileges can be removed if increased littering and property damage occur due to the availability of food and beverages in the school. Students are not permitted to leave open containers in their lockers. We ask that students do not bring pop into the lunchroom at noon, but rather drink juice or milk with their meal. Food and drinks are not to be taken out to recess unless they were purchased that day at a special fundraiser.

Food Services

Our school has both a breakfast and lunch program. Breakfast is available for \$1.25 for K-6 students and \$1.75 for adults. Breakfast will be served from 8:00-8:15 a.m. Lunch is served from 11:00-12:00 each day and the prices are K-6 students-\$1.75 and adult are \$3.25 (\$2.00 for salad bar and a drink). Extra milks can be purchased for \$.30. Checks should be made out to **Sunburst Schools** and delivered to the lunchroom or the office. If you have any questions about your child's lunch account please contact Mrs. Jaeger at 937-2816. Eligibility forms for Free or Reduced Lunch are sent home with each family on the first day of school. If you are in need of an additional form, please contact the office. Forms should be returned to Mr. Nau. The weekly menus are found in the weekly school bulletin as well as our school website.

Harassment/Sexual Harassment of Students/Adults

Harassment/Sexual harassment of students and adults is prohibited. An employee, District agent, or student engages in harassment/sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

1. denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with the student's educational environment
 - b. creating an intimidating, hostile, or offensive educational environment
 - c. depriving a student of educational aid, benefits services, or treatment
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they are being harassed/sexually harassed or intimidated should contact a counselor, teacher, or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Homework assignments are designated by each classroom teacher.

5th-6th Grade Honor Roll

Students enrolled in 5th-6th grade may make the honor roll based upon their good grades earned in the classroom. A student who makes the honor roll will have between a 3.00 and 4.00 grade average. Students may earn special privileges by making the honor roll.

Illness or injury

In case of illness or injury, a child will be cared for temporarily by the school staff. Simple first aid treatment is all that will be administered. If emergency medical treatment is necessary, the parents will be contacted. If parents are unavailable and no emergency card numbers can be reached, an ambulance will be called. Remember, an emergency telephone number where parents can be reached and the name and number of the family doctor must be on file at the school.

Immunizations and Vaccinations

State law requires that every child who is admitted to public school have evidence of successful vaccinations. State Law requires each student have 3 doses of Polio (At least 1 dose after the 4th birthday), 4 doses of DDTP/DDT/DtaP/Td (At least 1 dose after the 4th birthday, and 1 dose of MMR on or after the first birthday and dose 2 prior to kindergarten entry, and 2 does of Varicella. Please contact the County Health Department at 424-5169 if you have questions.

Insubordination

Students who fail to comply with the directives or expectations given by their teacher will be deemed as insubordinate. Failure to work on assignments as instructed will also be considered insubordination. Consequences for insubordinate students in K-4th grade will be determined by administration. Consequences for 5th-6th grade are detailed on the Sunburst Schools Points System.

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason, without the knowledge and consent of their teacher and/or the office. Bus students must have permission by phone or note, from their parents, on the day they are expected to leave the campus. Those calls should be directed to the office. If a town student is going home for lunch, they must have written parental permission (for the day or the entire year). They are free to leave campus, but may not take guests with them. If they eat hot lunch, they cannot go home following lunch without parent permission given to the office that day. Students leaving campus for lunch must check out and check back in at the office.

Lockers

The school cannot be held responsible for valuables left in the lockers. Valuables such as cell phones, MP3 players, toys, etc. should not be brought to school. Sometimes there may be specific circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safeguarded by leaving them in the office or with the classroom teacher. Lockers will be checked and cleaned each quarter, or whenever the need arises. Board policy states: School lockers and desks are and shall remain the property of the school district. The board reserves the right to authorize the principal to inspect a student's locker when such principal has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school or for a periodic check of all lockers. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the safety or welfare of the occupants of the school building or the building itself. When assigned a locker and desk, students shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. General inspections of lockers may be made without prior notice given to students for the purpose of collecting misplaced library and textbooks and other school property. The school reserves the right to inspect individual lockers without advance notice or student permission.

Medications**Non-Prescription Medication**

1. Must be in the original container (aspirin bottle, cough medicine bottle, cardboard box for capsules)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated, by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication. Sample: Please give "Johnny" one teaspoonful (Medicine spoon provided by parent) of children's cough medicine at 10:00. (Signed by parent)
4. If your child is old enough to administer himself, just have him leave medication in the office and come up to get it when needed.
5. If the child is too young to remember, the classroom teacher or school personnel will give the medication.
6. If your daughter requires regular use of Midol type-products, please send a note to the office for our file and she will be allowed to keep these in her gym bag or classroom unless abuse of the drug is noted. Her teacher will be informed of the medication.
7. Medication permission forms **MUST** be completed and signed before any medication can be given.

Prescribed Medication

If your child must bring and receive prescribed medication to school, the following requirements

must be met:

1. Must be clearly identified as to the name and type of medication.
2. **Must be in the original container. No Ziploc bags or alternative containers may be used.**
3. **Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.**
4. The prescription must be current (ADHD meds new each fall or when a change is made).
5. A form dated and signed by the doctor must accompany the medication. These forms are at most clinics because physicians are required to do this for all schools.
6. No more than one week of medication may be sent at one time (Except ADHD meds, one month may be stored).
7. Medication will be given by school personnel and stored in the office.

Parent Portal

Sunburst Schools utilizes Infinite Campus for our student information services. As a result, parents have the ability to check student grades, attendance, and their food service account. For more information or to get set up to use this system, please contact the office.

Parent Volunteers

Sunburst school considers its parent volunteers as a very special resource. Parents are always encouraged to help in classrooms, programs, and extra-curricular activities. If you are a parent or community member interested in taking part in this vital program, please contact the office or your child's teacher to donate your time and talents to our educational program.

Playground Supervision

School staff supervises the playground beginning at 8:00. Class begins at 8:15 for all grade levels. Other supervised play times are the morning, noon, and afternoon recesses. At least one adult is on the playground during these scheduled breaks. The playground is not supervised after school. Students are expected to leave for home immediately following dismissal.

Possession of a Weapon on School Property

Any person who possesses, carries, or stores a weapon on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District (possible expulsion for up to 12 months). In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon on school property. For the purposes of this section only, the following terms are defined: school building shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; weapon shall be defined as any type of firearm, a knife, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. The Board or school administrator may grant persons and entities advance permission to possess, carry, or store a weapon on school property. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board or school administrator prior to bringing it to school. This policy does not apply to law enforcement personnel.

Recess Policies

Students are expected to follow playground rules or consequences will result. Students are also expected to dress properly for the weather conditions. Decisions to have outside recess during the cold weather depend on the temperature as well as the wind chill factor. Shorter recesses will usually go outside, even on cold days so dress your child for outside weather. If the temperature is below 0 with the wind chill factor, students will stay indoors.

Report Cards & Conferences (Parent-Teacher)

Report cards are issued following the completion of each nine week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Parent teacher conferences are available at any time, but are scheduled twice yearly.

Rules for General Behavior

The behavior expected from students at school is a combination of common courtesy and safety considerations. Each teacher has specific classroom rules posted in the room and students are expected to follow those rules. Teachers will provide you with a handbook at the beginning of the school year which clearly states their classroom rules and expectations. The following types of conduct are not permissible:

1. Bullying, hazing, or harassing
2. Fighting
3. Defiance or insubordination of school staff, including willful disobedience
4. Use of profanity
5. Refusal to prepare assignments or participate in class
6. Possession of weapons or other dangerous objects
7. Possession or use of tobacco or any controlled substance.

Discipline procedures are progressive based on the repetition and severity of the incident as determined by administration. 5th-6th grade students will follow the behavioral points system.

Suspensions

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Suspensions cannot be given by teachers. Suspensions are only given as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school classroom environment.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after class has started at 8:15 is considered tardy and should report to the office.

Telephone

The school telephones are business phones. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's house after school. If you, the parent, need to get a message to your child, we will make every attempt to deliver the message, but will not pull the child from class to take the call unless it's an emergency. Every effort should be made by the parent to keep your child informed of any changes in their day before they leave the house in the morning. School Board policy states that personal cell phones may not be on in the school building during the school day.

Unauthorized Toys/Articles

The school cannot be responsible for lost or stolen articles. Clothing such as jackets, coats, or gym shoes should be marked with the students name or initials. In general, students should not bring toys or valuable items such as MP3 players, video games, trading cards, cell phones, skateboards, roller skates, (roller skate shoes) or remote control toys to school unless they are intended for a specific purpose in the classroom.

Valuables

The school 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 leaving them in the main office.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property may cause immediate suspension and possible expulsion. Most vandalism is also reported to local law enforcement. The school requires the student that damaged or vandalized property be paid for by the student or parent. If a student accidentally causes damage, they should report it to their teacher, principal, or custodian immediately so that the damage is not misconstrued as vandalism.

Videotaping of Students

The district uses video cameras to insure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Video recordings may become a part of a student's educational record. "Audio" may be part of the videotaping.

Visitors

All visitors, including parents, are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school. If you plan to observe a classroom, please make previous arrangements with the teacher and/or Mr. Nau. If you must speak with your child, come first to the office and we will see if the interruption will be disruptive to the class or child (taking a test, an important lecture, etc.). Sometimes just leaving a message is adequate. If you need to pick up your child, please come to the office and we will let the teacher know that the child needs to depart.

Hallway Rules

1. Keep your hands and feet to yourself
2. Follow the person in front of you
3. Use a quiet voice
4. Walk forward on the right side of the hallway
5. NO LOITERING!

Lunchroom Rules

1. Keep your hands and feet to yourself
2. Sit on your pockets
3. Use a quiet voice
4. Say please and thank you
5. Wait patiently until you are dismissed

Schoolwide Rules for Kindergarten-4th grade students

1. Listen to and follow directions
2. Ask for help by raising your hand and raise your hand to speak
3. Respect others, yourself, and school property
4. Participate and stay on task
5. Treat others as you want to be treated
6. Be prepared and on time and turn in work in a timely manner

Consequences for Misbehavior

- 1st offense: warning
 2nd offense 5 minutes of recess
 3rd offense 10 minutes of recess
 4th offense 15 minutes of recess
 5th offense 2 recess and parents called
 Severe behavior will result in being sent to the office.

5th-6th Grade Behavior/Incentive Points System

For our students at Sunburst Schools to find success, it is imperative that we work together to ensure that students are able to attend a safe school where they feel comfortable and are able to make appropriate behavioral choices. Sunburst School students in 5th-6th grade will be expected to demonstrate their appropriate and respectful behavior on a daily basis at school to all students and staff. Every point will result in a minimum of 30 minutes of lunch detention.

Points & Consequences List	
Points Total	Consequence
0-3 Points	One 30 lunch detention
4 Points	Two 30 minute lunch detentions
8 Points	60 minute after school detention
12 Points	1 Day In School Suspension (ISS)
16 Points	Two 30 minute lunch detentions and 60 minute after school detention (includes one day of ISS)
20 Points	Teacher/Parent Intervention Meeting with student present
24 Points	1 Day Out of School Suspension (OSS)

28 Points	3 Days Out of School Suspension (OSS)
32 Points	5 Days Out of School Suspension
36 Points	Student Suspended Upon School Board Expulsion Hearing

*All after school detentions will be served the day following the incident. No detentions will be served on Fridays. For example, if detention is received on a Monday, students will be required to serve their time on Tuesday after school. If the detention occurs on a Thursday, the detention will take place the following Monday after school. Parents that have students that ride the bus will have to make arrangements for their children to serve their detention time.

**All lunch detentions will be served from 11:30-12:00.

***Students that receive OSS may have the opportunity to complete make-up work. They will receive a 0 for all assigned work they miss.

Infractions List	
1. Bullying	Initial: 1-4 Points Subsequent: 4+ Points
2. Bus Referral (transportation is a privilege)	Initial: 1-4 Points Subsequent: 3-10 Days off of the bus
3. Cheating/Plagiarism	2 Points Plus Failure of Assignment (receive a 0)
4. Class Disruptions	Initial: 1-4 Points Subsequent: 1-4+ Points
5. Disruption at a School Activity	Initial: 4-8 points Subsequent: 8+ Points
6. Dress Code Violation	Initial: 1 point Subsequent: 1-4 points
7. Possession of drugs, alcohol, or other narcotics at school or on school sponsored functions	Initial with cooperation: 24-32 points Subsequent and/or uncooperative: 36 points (both potential police referral)
8. Fighting (initiating or participating)	Initial: 2-4 Points Subsequent: 4+ Points
9. Horseplay in hallways, cafeteria, etc.	Initial: 1 point Subsequent: 1+ points
10. Misbehavior during lunch detention/ineligibility lunch/study hall	Initial: 1 point Subsequent: 1+ points per occurrence
11. Misbehavior during emergency drills	Initial: 3 points Subsequent: 3+ Points
12. Performing an act of violence against school personnel or the study body	Initial: 36 Points
13. Possession of a cell phone	Initial: 2 Points and returned to student at the end of the day Subsequent: 2+ points and returned to parent
14. Profanity	Initial: 1-4 Points Subsequent: 1-4 points
15. Profanity directed at a school employee	Initial: 12 points Subsequent: 12+ points
16. Possession/use of tobacco	Initial: 12 points Subsequent: 12+ Points (both referral to counselor)
17. Serious or Persistent Disruption of Class	4 Points per Occurrence
18. Tardy	3 Tardies = 1 point
19. Defiance of Authority, Insubordination, etc.	Initial: 12+ Points Subsequent: 12+ Points

20. Leaving School Property without permission	12 points
21. Harassment/Sexual Harassment	Initial: 16 points Subsequent: 16+ Points
22. Vandalism	Initial: 8-16 points Subsequent: 16+ Points (both include restitution)
23. Unprepared for class	Initial: 1 Point Subsequent: 1+ points
24. Theft	16+ Points and restitution
25. Misuse of Internet/Technology (from Sunburst Acceptable Use Policy)	Initial: 3+ points Subsequent: 3+ points 1 st offense tech privilege lost for 5 days, 2 nd offense is 20 days, 3 rd offense is the year
26. Threats of Physical Violence Towards Others	Initial: 4-12 Points Subsequent: 12+
27. Weapons Possession	Initial: 12-36 points Subsequent: 36 points
28. Poor work completion/work ethic in class	Initial: 1+ Points Subsequent: 1+ points
29. Disrespectful behavior/talking back/arguing	Initial: 1-4 points Subsequent: 1-4 points

All point values are subject to the discretion of the school administrator handling the infraction. Any negative behavior office referral will be counted as at least 1+ points. This list does not reflect all student misconduct. Items that arise that do not fit in this infractions list will be determined by administration.

Incentives Program

Good Choices Bring Good Results at Sunburst Schools!

All end of quarter incentive trips/activities will be determined at a later date. Possible trips include bowling, skiing, movie parties, pizza parties, and participation in activities (MCT, play day, etc.). Students will lose their opportunity to participate in these trips/activities after receiving their 4th behavioral point.

- Students will be given a clean slates at the end of each quarter.
- Students must be eligible to attend incentive trips.
- Students will not attend the incentive trip if they have missed more than 5 days in a quarter (unless approved by administration).

Let's hear your CATS R.O.A.R!

CATS ROAR: Wildcats are:

R Respectful & responsible

O Organized and on time

A Always using a good attitude

R Ready to Learn

PLEASE KEEP THIS HANDBOOK FOR REFERRAL DURING THE SCHOOL YEAR. CONTACT THE OFFICE OR TEACHERS WITH ANY QUESTIONS YOU MAY HAVE REGARDING THIS HANDBOOK.

EMERGENCY INFORMATION SHEET (Mandatory)

(One per family-Please fill out COMPLETELY)

PLEASE PRINT

Student's Name(s) _____

Mother's Name: _____

(Or Legal Guardian)

Father's Name: _____

(Or Legal Guardian)

Mother's Mailing Address _____

Father's Mailing Address _____

Mother's Street Address _____

Father's Street Address _____

Mother's Home Telephone _____ E-Mail: _____

Father's Home Telephone _____ E-Mail: _____

Where can parents be reached if not at home?

Mother: Work Telephone _____ Cell _____

Father: Work Telephone _____ Cell _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached. (If you live out of town, please make sure to list a host family in Sunburst for your children to go to if a snowstorm prevents us from running bus routes.)

1. Name _____

Address _____ Telephone _____

2. Name _____

Address _____ Telephone _____

In case of an accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Signature of Parent/Guardian _____ Date _____

Local Physician's Name _____

Address _____

Office Telephone _____

Special Instructions:

SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY

1. I agree to uphold the Sunburst School community values and represent Sunburst Schools positively as I use electronic communications.
2. I will respect the privacy of all information on computers, technology devices, and the Net (internet). I will not attempt to read, delete, or modify files belonging to other users. I will not attempt to gain unauthorized or illegal access to resources on the computer or internet.
3. I will not copy or transfer any copyrighted software on workstations or on the Net without appropriate permission.
4. I will act responsibly to help ensure safe computing and I will not intentionally introduce a virus on a workstation or the Net.
5. I will not write, produce, or generate any computer code or message on the Net that disrupts or adversely affects any Net users or resources.
6. I will not use the computers/technology equipment to annoy, hinder or harass other users.
7. I will not use inappropriate, obscene, abusive, or threatening language, nor will I transmit, store, or print obscene or pornographic text or images.
8. I understand that I am using the Net at my own risk. Sunburst School assumes no responsibilities for:
 - a) the content of any advice or information received by a user from a source outside Sunburst, or any costs incurred as a result of seeing or accepting such advice.
 - b) Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Sunburst Schools.
9. I agree to use all computer, technology devices, and Net resources appropriately. I will not authorize any other person to use my account or Net privileges.
10. I will not give out my password or attempt to discover or use someone else's login name or password.
11. I will not tamper with or alter computers or associated equipment. I will report any problems to the teacher/staff member as soon as possible. I will not knowingly allow others to abuse the system.
12. I agree to be courteous by quitting applications and logging off of the system appropriately. I also agree not to use finite resources wastefully. I will keep my disk storage space at an acceptable level by regularly deleting unnecessary files. I will not print out excessive documents or have unnecessary paper waste.
13. I understand that Sunburst School has the right to monitor student accounts, drives, or emails, as necessary, to ensure smooth Net operations and acceptable use. Quotas may be set for disk usage and access time.
14. I will not use my account or the Net for financial or commercial gain.
15. I agree to surrender my account and Net privileges upon graduation or departure from Sunburst Schools, or as requested by the school administration as a result of a violation of the Sunburst Acceptable Use Policy.

SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY

After reading the SUNBURST SCHOOL TECHNOLOGY/INTERNET ACCEPTABLE USE POLICIES and USER RESPONSIBILITIES, please complete this form to indicate that you agree with the terms and conditions outlined. Signatures are mandatory before access may be granted to use equipment and the Net.

I understand that I am responsible and liable for taking proper care of equipment and all damage that may occur to the technology that is in my possession (laptop, tablet, camera, etc.). I will be the sole operator of this equipment and handle/care for it properly. I will return it to the assigned location(s) and make sure the equipment is properly charged/stored. If the equipment that I am assigned or am using is damaged or lost, I am liable for that item at a replacement cost at current market value.

As a user of technology at Sunburst Schools, I understand that access to the technology resources and hardware is a privilege. I will not use the resources/equipment in any way that negatively affects any other student or persons. I understand that this privilege may be revoked if I fail to fulfill my responsibilities and fail to take proper care of the resources/equipment provided to me by Sunburst Schools.

As a user of Sunburst School District computers and internet access, I have read and hereby agree to comply with the SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY.

Student Signature: _____ **Date:** _____

As a parent/legal guardian of the student signing above, I grant permission for my child to access computer services such as electronic mail and the Net. I have read and agree to the SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY, and I understand that I may be held responsible for guiding my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media.

Parent/Guardian Signature: _____ **Date:** _____

Sunburst School District 2



ALLERGIES



Emergency Health Care Plan

ALLERGY TO: _____

Student's Name: _____

Asthmatic YES*

NO

*High risk for severe reaction

SIGNS OF ALLERGIC REACTION INCLUDE

Systems:

Symptoms:

- **MOUTH** itching & swelling of the lips, tongue, or mouth
- **THROAT*** itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
- **SKIN** hives, itchy rash, and/or swelling about the face or extremities
- **GUT** nausea, abdominal cramps, vomiting, and/or diarrhea
- **LUNG*** shortness of breath, repetitive coughing, and/or wheezing
- **HEART*** "thready" pulse, "passing-out"

The severity of symptoms can quickly change. *All above symptoms can potentially progress to a life-threatening situation!

ACTION:

1. If ingestion is suspected, give _____ medication/dose/route and _____ immediately!
2. CALL RESQUE SQUAD: _____
3. CALL: Mother _____ and/or Father _____ or emergency contacts
4. CALL: Dr. _____ at _____

DO NOT HESITATE TO ADMINISTER MEDICATION OR CALL RESQUE SQUAD EVEN IF PARENTS OR DOCTOR CANNOT BE REACHED!

Parent Signature

Date

Physician's Note

A current school year physician's note (policy 3416F) must accompany this allergy form to verify the diagnosis of the stated allergy so Sunburst Schools can best care for your child.

Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication

For this student to possess or self-administer asthma, severe allergy, or anaphylaxis medication while in school, while at a school sponsored activity, while under the supervision of school personnel, before or after normal school activities (such as while in before school or after-school care on school-operated property), or while in transit to or from school or school-sponsored activities, this form must be fully completed by 1) the prescribing physician/physician assistant/advanced practice registered nurse, and 2) an authorizing parent, an individual who has executed a caretaker relative educational or medical authorization affidavit, or legal guardian.

Student's Name: _____ School: _____
Sex: (Please circle) Female / Male City/Town: _____
Birth Date: ____/____/____ School Year: _____ **(Must be renewed annually)**

Authorization by Physician/PA/APRN:

The above-named student has my authorization to carry and self administer the following asthma, severe allergy, or anaphylaxis medication:

Medication: (1) _____ Dosage: (1) _____
(2) _____ (2) _____

Reason for prescription(s): _____

Medication(s) to be used under the following conditions (times or special circumstances):

I confirm this student has been instructed in the proper use of this medication and is able to self-administer this medication without school personnel supervision. I have formulated and provided to the parent/guardian or caretaker relative a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician/PA/APRN Phone Number Date

Authorization by parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian:

As the parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian of the above named student, I confirm this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used epinephrine during school hours, he/she understands the need to alert the school nurse or other adult at the school who will provide follow-up care, including making a 9-1-1 emergency call.

I acknowledge the school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the self-administration of medication by the student, and I indemnify and hold them harmless for such injury, unless the claim is based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to work with the school in establishing a plan for use and storage of backup medication. This will include a predetermined location to keep backup medication to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency. I have provided the following backup medication: _____

I understand in the event the medication dosage is altered, a new "self-administration form" must be completed, or the health care provider may rewrite the order on his/her prescription pad and I, the parent/caretaker relative/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and any medication not picked up will be disposed of.

I authorize the school administration to release this information to appropriate school personnel and classroom teachers.

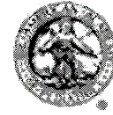
Parent/Caretaker/Guardian relative signature: _____ Date: _____

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

See generally Mont. Code Ann. § 20-5-420

Permission Form for Prescribed Medication

American Academy
of Pediatrics



Student: _____ Date of birth: _____

Grade: _____ Teacher: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____

Name of medication: _____

Form of medication / treatment:

Tablet/Capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (schedule and dose to be given at school) _____

Start: date form received

Other date: _____

Stop: end of school year

Other date / duration: _____

For episodic / emergency events only

Restrictions and/or important side effects: None – anticipated

Yes. Please describe: _____

Special storage requirements: None Refrigerated

Other: _____

This student is both capable and responsible for self-administering this medication:

No Yes – Supervised Yes – Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On back side of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____
Address: _____
Phone: _____

To the school: Please report concerns about medication or disease to the above physician.

To be completed by parent / guardian

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy.

(Some schools require **parent/guardian** to bring medication in its **original** container.)

Date: _____ Signature: _____ Relationship: _____