

**LINDERMAN
ELEMENTARY SCHOOL
INFORMATION
HANDBOOK
FOR
PARENTS AND STUDENTS**

**LINDERMAN
883-6229
883-6365 Fax**

2018-2019

**LINDERMAN SCHOOL
GRADES 2-4**

**PRINCIPAL – Kristin Wilson
SECRETARIES – Waiola Borreta
Brooke Ingram**

DAILY SCHEDULE

8:10 a.m. – First Bell

8:15 a.m. – School Begins

3:15 p.m. – Dismissal

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

**PLEASE SAVE YOUR HANDBOOK FOR
FUTURE REFERENCE**

Dear Parents and Caregivers,

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

- Classrooms
- Hallways
- Restrooms
- Bathrooms
- Lunchrooms
- Bus

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

Sincerely,

The Linderman Staff

LINDERMAN TEACHERS

2nd Grade

Luan Atkinson
Scott Boen
Gail Burghardt
Sheri Delaney
Mariah Newell
Jen Seifert

3rd Grade

Joe Bartlett
Darcie Laud
Sandra Ranson
Brittany Simonich
Stephanie St Clair

4th Grade

Chris Ayers
Ian Donovan
Stacey Ellis
Shelley Howell
Jennifer Wyman
Raina Yarbrough

Special Education

Staci Hanson
Angela Mock
Lucinda Wadsworth

Speech

Sheena Carrigan

PE

Micki Stanley

Music

Katie Rowold

Library

Roxanne Hovenkotter

Title Teacher

Kris Nordberg
Carla Franstrom

EARLY RELEASE DAYS

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

August 29
September 5
September 12
September 19
September 26
October 3
October 10
October 24
October 31
November 7
November 14
November 28
December 5
December 12
December 19
January 9
January 16
January 23
January 30

February 6
February 13
February 20
February 27
March 6
March 13
March 20
April 3
April 10
April 17
April 24
May 1
May 8
May 15
May 22
May 29
June 5
June 12

EARLY OUT DAYS

Students will be dismissed at 11:45a.m. on these dates
Lunch will be served early at school.

OCTOBER 17, 2018
JUNE 13, 2019 (last day of school)

NO SCHOOL DAYS 2018-2019

September 3, 2018

September 17, 2018

October 18 & 19, 2018

November 9, 2018

November 21- 23, 2018

December 24, 2018 – January 4, 2019

January 21, 2019

February 22, 2019

March 25-29, 2019

April 22, 2019

May 27, 2019

EMERGENCY SCHOOL CLOSURES

You will be advised of unexpected school closures on radio stations KERR-750 AM and KQ-92 FM.

PROGRAMS OFFERED AT LINDERMAN

Linderman has a wide variety of programs that are available for students. We work to ensure that all students are learning and working to their potential. Below are some of the programs offered at Linderman Elementary School.

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

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

ARRIVAL ON SCHOOL GROUNDS

Please see that your child arrives no earlier than 7:45 a.m. School staff will be available for supervision at that time. Students eating breakfast should arrive no later than 8:00 a.m.

PARENTAL VISITS TO SCHOOL & PARENT VOLUNTEERS

We welcome all parents who wish to visit the school at any time or volunteer their services to our school. Please contact your child's teacher or the school office.

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

PHONE MESSAGES

The office will handle last-minute changes in your child's after school instruction and other emergency calls. However, PLEASE try to arrange after school activities with your child BEFORE he or she comes to school in the morning. Please make any such calls as early in the day as possible, preferably by 2:00p.m.

PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS

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

DISMISSAL

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

When dropping off or picking up your child from school, please use the *designated drop off site* in front of the building. Please pull over to the curb to drop off your child. Dropping students off in the middle of the street is unsafe. If you would like to walk your child in, please park off the street and make sure your child uses the designated crosswalks. Please do not park in the fire/bus loading zone directly in front of the school. Thank you for using the designated drop off zone so we can keep our students safe when coming to school. Please do not make U-turns in front of the school!

AFTER SCHOOL PROGRAM

The School District has an afterschool program available for all students. The program will be held at Linderman and begins in September. The schedule for this year is Monday thru Thursday from 3:15-5:30p.m. On early release Wednesdays the times will be 2:45-5:30p.m. After School Program applications can be picked up at the office.

“TAKE HOME TUESDAY”

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

RECESS

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

TOYS, PERSONAL BELONGINGS AND CELL PHONES AT SCHOOL

Children may bring playground-type toys to school, but are responsible for them. The school will not be responsible for items that are lost, broken, or taken from other students. Toys need to meet the following criteria: 1) They should encourage cooperative play, 2) They must be safe, and 3) They must be non-violent. PLEASE leave expensive electronic toys at home. Any toy that causes disruption to the school day will be deemed inappropriate for school. *Students may bring cell phones to school but they must be turned off and kept in lockers or with a teacher. Cell phones are not to be used during the school day!*

LOST AND FOUND

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

CHANGE OF ADDRESS/PHONE

It is important that the school be notified of any change in your address or phone number during the school year. Also, please keep work and emergency numbers updated on your child's school records. We must have at least one emergency number for each child enrolled. A phone and address information update sheet will be sent home at the beginning of the school year. Please return this as soon as possible to the office.

HEALTH

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

COMMUNICABLE DISEASE POLICY

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

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

SPECIALISTS

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

BREAKFAST, HOT LUNCH, AND MILK PROGRAM

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

- Lunch - \$2.30 per day
- Breakfast - \$1.65 per day
- Milk - \$0.35 (for students who bring a lunch)

Adult guests may purchase a ticket at the office and are welcome to eat any time. Lunch is \$3.75 and breakfast is \$2.25.

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

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

MEAL CHARGE POLICY

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

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

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.40 each day. A student will be allowed to charge a maximum of negative \$15.00 balance to their account after the balance reaches zero. Once a student has charged the negative \$15.00, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. (Sample: cheese sandwich, veggie sticks, fruit and milk). This designated menu alternate will be charged to the child's meal account at the reduced rate.

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

Applications for free/reduced meals must be completed each school year for each family. Applications that are NOT received by September 30, 2018 will result in FULL pay status.

INSURANCE

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

DRUG/WEAPONS FREE SCHOOLS

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

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

BUILDING SECURITY

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

INTERNET USE AT SCHOOL

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

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

PUBLISHING ON THE INTERNET

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

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

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

