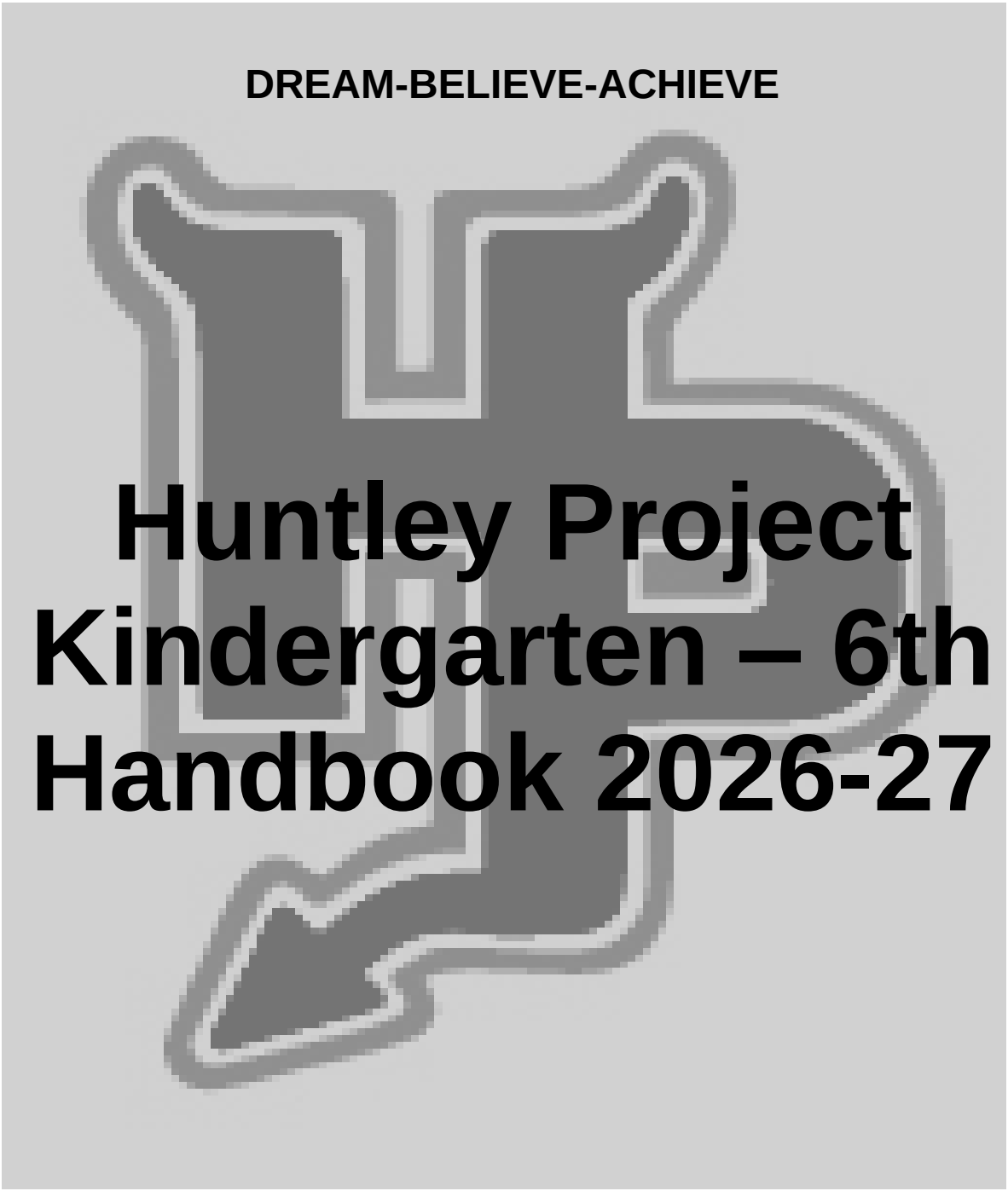
DREAM-BELIEVE-ACHIEVE



Huntley Project Kindergarten – 6th Handbook 2026-27

Huntley Project Public Schools
School District #24
Worden, Montana

Administration

Superintendent..... Mark Wandle
High School Principal .....Tim Kaczmarek
5th – 8th Grade Principal..... Sam Bruner
K – 4th Grade Principal .....Ben Lambert
AD/Dean of Students..... Jim Goltz

Board Members

Bill Cook.....Chairman
Corrine Hammond.....Vice Chairman
Zeth Ban..... Trustee
Clint Johannes ..... Trustee
Tim Ley..... Trustee

Faculty

Tylee Loehding.....Kindergarten
Britta Smith.....Kindergarten
Susan Simonson .....Kindergarten
Monica Stevenson..... 1st Grade
Emily Phillips ..... 1st Grade
Tammy Murphy..... 1st Grade
Macee Selman .....2nd Grade
Erin Jones .....2nd Grade
Ali Helgeson .....2nd Grade
Kelly Higareda..... 3rd Grade
Chere' Payovich ..... 3rd Grade
Halie Warren ..... 3rd Grade
Kade Hickey ..... 4th Grade
Brady Gulde ..... 4th Grade
Chelsea Althof ..... 4th Grade
Toni Reid ..... 5th Grade
Brooke Milne ..... 5th Grade
Denyce Houser ..... 5th grade
Maranda Simpson ..... 6th Grade
Kelly Rutecki ..... 6th Grade
Andrea Connard..... 6th Grade

Breanna Shermer.....Art
Darci Davison.....Music
Iona Stookey .....P.E.
Mara Beard .....P.E./Library
Monica Ley.....Title I
Chris Geck .....Title I

Brooke Reinhart .....Special Education
Jamie Williams .....Special Education
Raelynn Melber.....Special Education
Kari Caster (K-4th) .....Counselor
Nicole Dolan (5th-6th) .....Counselor

Support Staff

Karen Simpson- ...Elementary Secretary
Jolene Gierke
Abby Pitman
Holly Wood
Holly Lundquist
Holly Ketterling
Tori Walker
Mary Stark-Migrant

K-12 School Calendar 2026-2027

End of 1st Trimester	November 5th
End of 2nd Trimester	February 18th
End of 3rd Trimester	May 27th

Students will ***NOT*** be in attendance during the following days (holidays/PIRs):

September 7th	Labor Day
September 28th	PIR
October 15th & 16th	MEA Teachers Convention
November 25th, 26th & 27th	Thanksgiving Break
December 4th	PIR
December 23rd – January 3rd	Christmas Break
March 26th & March 29th	Easter/Spring Break
April 23rd	PIR

Early Outs

November 19th	1:00	Parent Teacher Conference (1:30-7:30)
December 23rd	1:00	Christmas
May 27th	1:00	Last Day of School

H.P. ELEM. STUDENT / PARENT HANDBOOK

Welcome back to the new school year.

HUNTLEY PROJECT SCHOOLS: MISSION STATEMENT

In partnership with the community and as advocates for learning, our mission is to provide students with a safe and positive environment in which they can acquire the knowledge, skills, and attitude necessary to meet the challenges of the 21st century with confidence and success.

ATTENDANCE

Huntley Project Elementary School believes that the full-time attendance of students is necessary in order to provide a meaningful school experience. In addition, the regular attendance of a child in a formal educational setting is mandated by state laws and school board policies.

Excessive absenteeism compromises a child's ability to fully benefit from the educational experiences offered through the school setting.

In order to facilitate full-time enrollment and regular attendance of the students attending Huntley Project Elementary School the following policy will be followed:

A. Children should be at home when physically ill. If your child is not going to be in school, please notify the office (967-2540, ext. 100) by 9:00 a.m. of the day that the child is absent. Send a written excuse with the child upon his/her return to school.

   *5th & 6th grade parents should call the junior high office (967-2540, ext. 250) by 9:00 a.m. to report your child's absence.

B. When a student reaches 7 or more absences per trimester a letter will be sent to the parent/guardian. Parents/guardians will be notified when absences reach 3, 5, 7 days and beyond. (When a child misses this much school he/she begins to fall behind. It is the responsibility of the parents to make sure that their child is in school.) When a child is absent more than 7 days, in the current trimester, the school resource officer may be called to investigate. Officer may issue citations if warranted.

ACCEPTABLE REASONS FOR EXCUSED ABSENCES:

1. Illness
2. Death in family or funeral of close friend
3. Professional appointments
4. Out of town family trips
5. Attendance of a school sponsored event
6. Necessary absences approved by the parent

REASONS FOR UNEXCUSED ABSENCES:

1. Truancy
2. Leave school without checking out at the office
3. Forgery of a parent signature on an absence excuse

Any students arriving to school after 9:00 A.M. will be considered absent for the morning sessions. If a student leaves after 12:00 they will be marked absent for the afternoon sessions, up to 3:00 on all school days.

When should a child stay home from school?

Guidelines have evolved over time as medical science better understands disease transmission and treatment.

There may be times that school personnel recommend more stringent exclusion criteria than listed below during outbreaks. Example: Suspected or confirmed influenza or norovirus cases may cause the school to advise staying home for 24-48 hours after symptoms resolve.

In general, children should stay home or be sent home when:

- Ill with any symptoms **and** feeling too sick to participate in the usual school activities or what is normal for that child.
- The illness results in a greater need for care than school staff can provide without compromising their ability to care for other students.
- Fever is defined as a temperature of 101° orally, 102° rectally or 100° axillary or higher. Fever without behavior change or other signs of illness does not require exclusion from school.
- Diarrhea (not associated with change in diet) if: stool is not contained in the diaper or stool frequency exceeds 2 or more stools above normal for that child for diapered children, diarrhea is causing accidents for toilet trained children, blood or mucous in stool not caused by constipation, or signs of dehydration or jaundice are present; students may attend school again when the preceding are resolved.
- Vomiting more than 2 times in the previous 24 hours unless the vomiting is determined to be caused by non-communicable condition and the child is not in danger of dehydration.
- Abdominal pain that continues over 2 hours or intermittent abdominal pain with fever, dehydration or other signs of illness.
- Mouth sores with drooling unless determined by health care provider to be non-infectious.
- Rash with fever or behavior changes until determined by health care provider to be non-infectious.
- Impetigo, until 24 hours after treatment has been started.
- Strep throat, until 24 hours after treatment has been started.
- Head lice or nits, until after first treatment (exclusion not necessary before the end of the day).
- Scabies, until after treatment has been given.
- Chickenpox (varicella) until all lesions have dried or crusted (Typically takes about 6 days and this is regardless of if child has received varicella vaccine).
- Other communicable diseases such as Rubella, Mumps, Measles, Hepatitis A until no longer considered infectious.
- Draining skin sores that can't be covered or drainage contained unless evaluated and determined to be non-infectious in the school setting by a health care professional.

Conditions that do not require school exclusion not addressed above:

- Common colds, runny noses (regardless of color or consistency of nasal discharge) and coughs.
- Bacterial conjunctivitis, clear eye drainage not associated with fever, eye pain or eyelid redness, or yellow or white eye drainage not associated with pink or red conjunctiva (white of the eyes).
- Ringworm: Exclusion for treatment may be at end of day and exclusion not required when treatment has begun.

ACCIDENT AND ILLNESS (Policy 3431)

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden

illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency

Children who are injured or become ill will be cared for temporarily until contact is established with parents or another authorized adult. EVERY CHILD'S REGISTRATION MUST INCLUDE SPECIFICATION OF AN ADULT WHOM THE SCHOOL CAN CONTACT WHEN THE PARENTS ARE NOT AVAILABLE.

BULLYING/HARRASSMENT/INTIMIDATION/HAZING (Policy 3226)

The District strives to provide a safe and positive work/learning environment. The District prohibits harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or students, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of the alleged incident or against any employee or student, who has testified, assisted or participated in the investigation of a report.

This applies to individuals attending any District sponsored events, regardless of location.

Employees and students who believe that they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator or their supervisor or principal.

CHANGE OF ADDRESS OR PHONE NUMBER

The school should be notified when a change is made in the address or phone number of the child's place of residence. It is also important that we have current names and phone numbers of people babysitting your child before or after school.

DISCIPLINE

The business of school is learning and sometimes there are individual students who stop the learning in the classroom by disruptive behavior. One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the key to good conduct and proper consideration for other people.

Discipline is primarily the responsibility of the teacher. The teacher can expect the full cooperation of the administration when he/she provides discipline. The administrator has the final say on what is the appropriate level of discipline when clarification is needed.

Teachers use their classroom discipline plan which will include: instruction of rules and behaviors, consequences for breaking classroom rules, and informing parents of students of student behavior via mail or phone call if deemed necessary.

Please note that while discipline is a key to a successful learning environment we are educators first. Every effort will be made by our staff to help our young people learn the difference between acceptable and unacceptable behavior. Discipline is needed when the student has continued to repeat unacceptable behavior.

DRESS CODE

The responsibility for the appearance of the students of Huntley Project Schools rests with the parents and students according to the following guidelines:

We recognize that school is a learning environment. Further, we recognize that part of one's education is learning when, where and how to dress appropriately. Therefore, a basic guideline for student dress relies on what is appropriate for public school learning environment.

1. Students are not to wear clothing that may create any disruption of the learning process. *Examples are, but not limited to:* No representation or encouragement of alcoholic beverages or tobacco products, sexual connotations; spikes; offensive or suggestive language or graphics; or any offensively revealing or distasteful material nor clothing disrespecting HP Schools or staff.

2. Undergarments and shoes or sandals are required. - However, undergarments are to be fully covered including bra straps, waistbands, and tops of "boxers" and "thongs". At no time should undergarments be showing below the length of a skirt/shorts, etc. No holes revealing skin or undergarments allowed above the "fingertip line" in pants, shorts, skirts, or shirts. The waist of

all shorts, skirts, pants, etc. must be worn at or above the hip bones.

3. Bare midriff, see-through and backless garments are not appropriate, nor are any tops tied together by strings across the back or around the neck such as the "bandana" or "halter" tied tops. Spaghetti straps, tube tops, and any tops with straps that do not cover the bra strap are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Half shirts and belly shirts cannot be worn. Strapless, low-cut, deep scoop neck and see-through mesh clothing will not be allowed. Tops require at least one strap, not less than 1 inch wide, over each shoulder. Tops and bottoms must overlap when standing and being worn in their normally worn position. Shirts worn under "see through" or fish net shirts/ponchos, must meet dress code requirements. Tops must also have a full front and back.

4. Dresses, shorts, skirts and skorts must be at least fingertip length (including slits).

5. A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., for any special project, etc.) This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.

6. Hats and caps or distracting head ornaments are to be removed indoors during school hours. Hats, caps, and distracting head ornaments will be confiscated and held for predetermined, progressive periods of time Insubordination will be cited if not obeyed.

7. The appropriateness of dress may be determined by the building administrator. Students wearing inappropriate apparel will be asked to change and progressive disciplinary measures (detention/suspension) will be assigned.

The dress code will be enforced on all school property during school hours, and when participating and traveling in school-sponsored activities, including dances except where formal attire is appropriate, i.e. prom & banquets.

FIELD TRIPS

Each child will require a school provided permission slip to be signed by their parent/guardian to participate in a field trip. In special cases that involve medical problems or severe discipline problems, a parent (or other adult) may be required to accompany the child in order for him/her to participate.

GUM, CANDY, SUNFLOWER SEEDS, FOOD, ETC.

Because of distraction to the educational process and custodial maintenance concerns, gum, candy, and sunflower seeds, etc will not be permitted during the school day.
Exceptions to the above rule will be granted by teachers within the classroom for parties, rewards, and incentives. However, **sunflower seeds** (specifically) will never be permitted.

HEALTH SCREENINGS

Vision: Students have their vision screened in preschool – 7th grades. You will be notified of the results if they "fail" the screening. Screening may be done at other grade levels if requested.

Hearing: Hearing screening is conducted at your child's school. Pure tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. If your child is absent, unable to complete the pure tone screening, or does not pass the pure tone screening; they will be referred for a hearing rescreen. The Hearing Conservation Program audiologist will conduct the hearing rescreen and, in addition to the pure tone screening, may also conduct one or both of the following: Otoacoustic Emissions (OAEs) Screening, which is a measure of cochlear (inner ear) function that does not require the child to respond and/or Immittance Screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal.

Dental: Dental screening is conducted at certain grade levels during the year.

IMMUNIZATION

Required Documentation

In accordance with State Immunization Law, Huntley Project Schools require all children to be **fully immunized** prior to entering school. On or before the first day of school, parents must present to school officials:

- **signed (or stamped and dated) documentation** from a health care provider indicating that the child has been immunized OR
- a **State of Montana Certificate of Immunization** (blue form) which has been signed by a physician, health officer or designee, and indicates the month, date and year that the child has received the required immunizations.

A student may be allowed to attend school if he/she has received one or more doses of each of the required vaccine(s) and will continue to receive the remaining doses. A **conditional attendance form** must be completed by the physician/health department official providing the vaccine(s) for the child and presented to school officials.

Parents may choose to file an affidavit of exemption from Montana's immunization law because their religious teachings oppose immunization.

Vaccines Required for School Attendance, Preschool -12th Grade

VACCINE	PRESCHOOL[1]	KINDERGARTEN - 12TH GRADE
Haemophilus influenza Type B (Hib)	**1 dose** (given on or after the 1st birthday, unless child is older than 59 months)[2]	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	**4 doses**	**4 doses** (one dose must be given on or after 4th birthday)[3,4] **Plus** **1 dose of Tdap** (prior to entering 7th grade)[6]
Polio (IPV or OPV)	**3 doses**	**3 doses** (one dose must be given on or after 4th birthday)[3]
Measles, Mumps, and Rubella (MMR)	**1 dose** (dose must be given on or after 1st birthday)	**2 doses** (first dose must be given on or after 1st birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	**1 dose** (dose must be given on or after 1st birthday)[6]	**2 doses** (first dose must be given on or after 1st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years)[5,6]

[1]Per MCA 20-5-402, a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

[2]Hib vaccine is not recommended for children older than 59 months.

[3]When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

[4]A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap vaccine or Td vaccine to become current in accordance with the Advisory Committee on Immunization Practice (ACIP) recommendations per ARM 37.114.705.

[5]While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does **not** need to be repeated.

[6]As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7th-12th grade must have a Tdap vaccine.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations.

Documentation of a valid exemption or conditional enrollment may be submitted in lieu of receiving all required vaccines.

May 2023

LUNCH AND BREAKFAST PROGRAM

The school offers a breakfast and hot lunch program. Unless otherwise directed, students will enter and exit the Elementary for lunch through the West hallway. Students will deposit all silverware, napkins, butter, chips, milk cartons and trays in their proper place. Your cooperation is expected in maintaining a clean area in which to eat. Food is not to be taken from the cafeteria.

Money for lunch ($2.25 regular, $ .40 reduced) and milk will be taken at the Elementary Office.
A breakfast program is available beginning at 7:50 a.m. - 8:15 a.m. for $2.25/meal, reduced-$.30 and free. Students are charged $ .50 for extra milk.
Free or reduced meal forms are available from the school offices or Central office.

School food service debt procedure:

1) When the student/family account falls below $5.00, the parent will receive a phone call/text/email from the Central Office notifying them of the amount owed. These phone calls/texts/emails are placed on Wednesdays at 7:00 pm and Sundays at 4:00 pm.

MOVIE POLICY

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

Parent/Student Sign-Off Sheet

At the beginning of each year a sign-off form will be sent home for parents and students to review. The form will include information on the following: 1) Student Handbook 2) Attendance 3) Media Coverage 4) Responsible Use Policy 5) Hazing/Bullying Policy 6) Hearing Screening

This form will also include the critical contact information for each family and their designated emergency contact person. We need the name of each individual we are authorized to contact and the order that you want us to make those contacts. Tell us the order you would like us to contact you with the options including: 1) phone number 2) email 3) text message (You will need to contact our software provider for clearance on this option.) This information will be used in case of school closure, lockdowns or other emergency situations.

PARTY INVITATIONS AND TREATS

Party invitations should not be distributed at school. It is difficult to explain to a youngster why he/she was left out. Feelings get hurt easily and needlessly. Due to the FERPA laws, we are not permitted to give out addresses, phone numbers, etc.

The occasion when a child would bring treats for the class will be infrequent. When a child does bring treats to school it is required they be commercially prepared and packaged items. Items that are prepackaged typically meet the necessary health standards. We are obligated to protect our students who have food allergies.

The school **no longer allows** students to bring friends home on the bus for birthday parties or other gatherings. Our buses are full in most instances and the drivers end up taking students to homes that their parents have not authorized.

PERSONAL BELONGINGS

Only necessary valuables should be taken to school by the student. The child must be responsible for such items. Neither the school nor the teacher can be responsible for lost or stolen items.
Items of clothing should be labeled with the child's name in an effort to reduce our lost and found area. Please help out by clearly marking your child's boots, coats, hats, mittens, and backpacks. It is worth the time.

Electronic equipment, including pagers, Ipods, MP3 players, I Phones, Blackberries, Gameboys, etc. are not permitted in school. Other toys and games, including trading cards are ***not*** to be brought to school. Items of value are to be left at home to provide for their safety. Our school and staff cannot be responsible for items brought to school that get lost, broken, or stolen. Exceptions can be made if a teacher chooses to use these items as rewards for class parties.

PLAYGROUND RULES

1. Stay in your assigned area.

2. NO inappropriate or abusive behavior allowed. (i.e. fighting, teasing, swearing, bullying, spitting)

3. NO food or drinks on the playground.

4. Use assigned doors only when entering and leaving the building. Enter and leave the building quietly.

5. NO snowballs, rocks or other inappropriate objects may be thrown on the school grounds.

6. All ball games must be played in the proper areas, using the proper equipment, and following the established rules of the game. NO hardballs for baseball. NO tackle football.

7. **Making threats including bullying on school grounds towards any student or employee will not be tolerated. Immediate suspension or expulsion may result. We subscribe to a no tolerance policy in regards to threats, extortion or the endangerment of personal safety.**

Consequences for Violations of the Rules

MINOR INFRACTIONS OF THE RULES: Students warned or sent to the wall.

MAJOR OR REPEATED INFRACTIONS OF THE RULES: Students sent to the principal's office.

SEVERE CLAUSE: ANY SEVERE VIOLATION OF THE RULES MAY RESULT IN IMMEDIATE LOSS OF ALL RECESS PRIVILEGES AND/OR SUSPENSION.

RECESS

A 15 minute recess is scheduled for grades kindergarten through third during the morning and afternoon. All K-6 students receive a 25 minute lunch recess. Students are expected to go out to the playground during recess except during bad weather (less than 0 degrees or severe wind chills) when recess will be modified. Please have children dressed appropriately for the temperature (winter coats, boots, hats, and gloves/mittens). **If there is a need for a student to remain indoors during recess, a note is required, and for extended periods of more than 2 days, a doctor's excuse is necessary. If students are well enough to attend school, they are expected to participate in recess.**

REGISTRATION

Any child who is five years old on or before September 10 may enter Kindergarten. First grade students must have reached their sixth birthday on or before September 10 of the new school year. Parents must bring their child's birth certificate and immunization record when registering students.

Report Cards

We use standard based reports cards to help better communicate students' progress. These report cards are sent home at the end of each trimester

RETENTION

Our elementary staff will meet and make recommendations to parents on a student's placement for the following year. The staff will try to provide the family as much information as needed to help in the decision-making process. The final decision on a student's placement will ultimately be up to the student and his or her parents. In order for retention to be successful the student, parents and staff must all work together.

SCHOOL HOURS

8:10 a.m. - 3:35 p.m. Monday, Tuesday, Wednesday, Thursday, Friday

SCHOOL CONFERENCES

Parent-Teacher Conferences for grades K-6 will be held in November. We hope that you will feel free to schedule other conferences if you see a need throughout the year. Individual conferences will be scheduled as appropriate throughout the year.

Report cards (grades K-6) are issued, three times per year, near the end of each trimester session.

SCHOOL TELEPHONE

Students will be permitted to use the school phone **only for emergencies**. Plans for after-school activities should be made at home before the child comes to school for the day. Students **must** have teacher or office approval to use the school phone.

Parents should feel free to call the school office any time and messages will be delivered to the child by 3:00 pm. Please do not ask to have teachers or children come to the phone during the time school is in session

SPECIAL SERVICES

Huntley Project Schools have a full complement of services available. If you believe that any child might benefit from special services, please refer the child to your principal. There are forms available in the office.

Remedial Program - Title I

A remedial math/reading specialist is available. See your principal if you feel a child needs further help. The program is available to all children grades K-12. Equal opportunity for participation is provided for all qualified students.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 requires that reasonable accommodation be made for students, employees and parents (when applicable) who have a disability that substantially interferes with a major life activity. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for ones self and performing manual tasks. Therefore it is the responsibility of each teacher to see that the plan for an accommodation is being followed for each student that falls under this category. Teachers will be informed of any Section 504 students in the school and will have access to their written plan. Teachers will be requested to participate in the development of the student plan when appropriate. Teachers may refer students for this category just as a referral is made for any special services.

STUDENT ARRIVAL TIME

The elementary building will be open at 8:10 a.m. for students to go to class. Students should not enter building before 8:10 a.m., unless eating breakfast or dropping off valuables/treats/money.

STUDENT DEVICE POLICY

Huntley Project School District recognizes the importance of communication and collaboration and provides devices for students to support productivity in the classroom. To maintain a strong focus on academics and reduce unnecessary distractions, the following expectations are in place:

Student Expectations

- Cell phones must be turned off at the start of the school day and remain off during the school day.
- Devices must be kept in a student's locker or backpack during school hours. They may not be kept in clothing pockets or on the student's person.
- Devices may be turned back on after dismissal from school or during lunch.
- During field trips, devices must remain in backpacks unless otherwise directed.
- Smartwatches and other devices with cellular capabilities are subject to the same expectations.
- Students leaving campus for lunch, internships, or work experience may use their devices once they exit the building.
- Students needing to make an emergency call must go to the main office or use a classroom phone with teacher permission.
- Students with medical needs or accommodations must notify administration; documentation (e.g., a doctor's note) may be required.

Disciplinary Procedures
Students who violate these expectations will be subject to the following:
1. First Offense
○ Device is confiscated and turned into the main office.
○ Student may pick up the device at the end of the school day with administrative approval.

2. Second Offense
○ Device is confiscated and turned into the main office.
○ Device is released only to a parent/guardian.
○ Student serves one day of in-school suspension (ISS).

3. Third Offense
○ Device is confiscated and turned into the main office.
○ Device is released only to a parent/guardian.
○ Student serves one day of out-of-school suspension (OSS).

4. Additional Offenses
○ Treated as classroom disruption and addressed on a case-by-case basis.
○ Consequences may include restrictions from extracurricular activities, dances, or events, behavior agreements, or daily device check-in at the office.

● Refusal to surrender a device will result in an office referral for insubordination.
● The school district is not liable for confiscated devices.

Privacy and Appropriate Use
● At no time may a student use a cell phone or recording device in locker rooms, bathrooms, or other private areas.
● Violations of privacy, including recording or sharing images without consent, will be treated as bullying/harassment and addressed accordingly.

Parent Communication
Parents and guardians are asked not to contact students directly during the school day.
● Please call the school office: Elementary ext. 100
● Messages will be delivered, and students may respond as appropriate.

STUDENT MEDICATION

Administering Medicines to Students (Policy 3416)

The District strongly recommends that all medications be given at home by the parent or guardian whenever possible. When this is not possible, trained school personnel who are designated by the school administrator may administer medication according to the following policy.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed by the student's healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee:

> To assist in self-administration of a prescription drug or any drug that may lawfully be sold over the counter to a student in compliance with the written instructions and with the written consent of a student's parent or guardian and health care provider.

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

STUDENT SECURITY

To ensure that Huntley Project Elementary remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding is greatly appreciated.

1. We will release students only to parents or to guardians listed on the parent/student sign-off form. Parents are encouraged to share with the principal any unusual problems regarding guardianship.

2. No staff member will excuse any pupil prior to the end of the school day without appropriate authorization.

3. All students must check out at the office before leaving the building early.

4. Telephone requests for early dismissal of a pupil will be honored only if the caller can be positively identified as the pupil's parent or guardian.

TARDIES

Any student arriving after 8:15 am, will be tardy and must check in at the office to receive an admit slip before going to the classroom. It is important that students are on time as morning sessions are "prime learning time". This is the time most lessons are introduced and discussed and the student is most alert. It is the parents' responsibility to make sure that their children are not late for school.

TRANSPORTATION:

All District buses are equipped with seat belts. Any student being transported on a bus is required to wear their seat belt at all times. Students who are found to not be wearing their seat belts will follow the transportation consequences in the handbook. Safety is of the utmost importance and this policy will aid drivers in delivering students to and from school safely.

Any and all rules, regulations, and/or consequences in this handbook are subject to change as the need arises.
STUDENT BUS RULES-THESE WILL BE POSTED AT THE FRONT OF EACH BUS
1. FOLLOW DIRECTIONS
2. SIT IN YOUR ASSIGNED SEAT AND STAY SEATED WHILE THE BUS IS IN MOTION
3. BUCKLE UP AT ALL TIMES
4. KEEP THE CENTER AISLE CLEAR
5. QUIET AT ALL RAIL ROAD CROSSINGS 3-5 SECONDS
6. USE INSIDE VOICES/APPROPRIATE LANGUAGE AT ALL TIMES
STUDENT BUS DISCIPLINE

If discipline is necessary, the procedure is as follows:
1. First Offense- Warning by the driver
2. Second Offense- Discussion with Dean of Students/Principal phone call home
3. Third Offense- 2-day bus suspension
4. Fourth Offense- 3-day bus suspension
5. Fifth Offense- One-week bus suspension
6. Sixth Offense- Student recommended for long term bus suspension

RIDING A DIFFERENT BUS OR GETTING OFF AT A DIFFERENT STOP

The driver is responsible for a student from loading point to the designated stop. At no time will the driver allow a student to ride a different bus or get off at a different location unless the student has a written request to the office from the parent.

HANDLING SEVERE BUS BEHAVIOR PROBLEMS

The disciplinary procedure above is to be used for ordinary, everyday issues. However, if one or more students behave in such a way that it jeopardizes the bus driver's safety and/or the safety of other passengers it must be handled differently.
If, in the opinion of the bus driver/dean of students/principal, the action of the student or students is serious and jeopardizes the safety of the passengers, the bus driver may:
1. Stop the bus and refuse to continue until the disruption ends.
2. Proceed to the nearest stop and call the school authorities in order to provide for the removal of the student from the bus before the route is finished.
If the student is involved in a severe violation, the dean of students/principal must be notified. Depending upon the severity of the disruptive behavior the dean/principal may immediately, with parent notification:
1. Assign detention

2. Assign in school suspension
3. Suspend bus privileges
4. Require the parent to transport the student to and from school
Riding the bus is a privilege. This privilege can be removed. It is our hope that this will not be necessary. With parent cooperation it will not be.

WHAT CAN YOU DO TO HELP?

The interests and assistance of each parent is a valued asset to the Transportation Program. Your interest in safety and your emphasis on proper behavior while riding the bus is appreciated by your school bus driver. The following suggestions are ways in which you can assist the Transportation Program:
1. Ensure that your children are at their stop 5 minutes early.
2. Dress your children in clothing appropriate for the weather conditions. This will ensure a warm and comfortable ride to school.
3. Encourage school bus safety at home. Have discussions with your children about safe behavior and conduct while riding a school bus.
4. Establish a safety minded example for your children.
5. While waiting for the bus, keep well off the side of the road.
6. Remind your children that when leaving the bus, if it is necessary to cross the road, passing in front of the bus, so the driver is well aware of your locations. The same is true for boarding.

VIDEOTAPING OF STUDENTS

The District uses video cameras that may have 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 and 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 a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must sign in at the office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. The office staff will make deliveries or call the student down to the office to insure that the classrooms are not disrupted.

VOLUNTEERS

All volunteers must pass a background check (at their own expense) as well as meet with the principal to go over guidelines that have been established. We want each volunteer experience to be productive and not disruptive to the learning environment. Once the above items have been completed the classroom teacher will call to set up days that volunteers are needed.

ADDITIONAL INFORMATION

In the addition to the above mentioned procedures, we reserve the right to refer to the Junior High/High School Handbook and/or School Board Policy.

HUNTLEY PROJECT PARENT/STUDENT/SCHOOL COMPACT-

The Huntley Project School District values the parent's role in working to help the student achieve high academic standards. The following is an outline of the expectations that all the interested parties in a student's educational plan can have s an expectation.

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

The district sends out a formal compact, to be signed by the student, parent, and a school representative. It is sent in the early part of the school year and is expected to be returned to the district. This information is being put in the handbook for informational purposes.

PARENT/GUARDIAN AGREEMENT:

- See that my child attends school regularly and on time;
- Communicate with my child's teachers;
- Establish homework expectations;
- Provide a place to study;
- Support the schools policies;
- Encourage daily conversations about reading and everyday use of math;
- Be involved in my child's learning;

STUDENT AGREEMENT:

- Show respect for myself and others and school property;
- Attend school daily and on time;
- Come to school prepared with my homework ready to turn in;
- Follow the guidelines in the student handbook;
- Believe that I can and will learn;
- Seek help as needed;

TEACHER AGREEMENT:

- Explain the value of homework;
- Show respect for each child and his or her family;
- Make learning meaningful;
- Believe that each student can learn;
- Communicate with parents;
- Come to class prepared to teach all types of learners;
- Seeks ways to involve parents and provide necessary assistance;
- Provide assistance to students as needed;

PRINCIPAL AGREEMENT:

- Available for open communication with parents, students, and teachers.
- Encourage teachers to provide homework assignments that are meaningful and reinforce classroom instruction.
- Encourage and support teachers to have open communication with parents.