

Manhattan K-5 Student Handbook

2023-2024

Enter Here to Learn, Go Forth to Serve.



Manhattan Elementary K - 5

2023-2024 SCHOOL YEAR

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P.O. Box 425 Fax: 406-284-4122

Manhattan, MT 59741

<https://www.rollontigers.org>

Mr. Jeff Blessum, Interim Principal

Mrs. Jenni Holzworth, Administrative Assistant

K-5 PARENT HANDBOOK

School Year 2023-2024 Here We Come!

The entire staff of the elementary school is looking forward to a positive, learning focused, and exciting school year. We have high expectations that ALL children can learn and exhibit social skills appropriately. We are confident that the education we provide is educationally sound and focused to ensure life-long learning for all of our students. We are committed to improving every aspect of school to make your child's school experience a success. We encourage parent and family involvement in the education of their child or children. Please visit or contact us for any suggestions or concerns. With your support, we can continue to ensure a successful future for every student.

I believe 2023-2024 will be an amazing school year! I'm excited to serve you and the great community of Manhattan as your Interim Elementary Principal Grades K-5. Please take time to read through the Student Handbook and always feel free to reach out to me with any questions or concerns.

Sincerely,

J Blessum

Jeff Blessum
Manhattan Elementary School Interim Principal
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406-284-3250



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OUR MISSION

Enter Here to Learn, go Forth to Serve.

OUR VISION

We believe in:

- A cooperative effort for achieving excellence in all things.
- The value of individuals and diversity.
- Accountability and integrity.
- A safe and welcoming educational environment.



PARENT INVOLVEMENT OPPORTUNITIES AT SCHOOL

Parent Teacher Organization (PTO)

The Manhattan PTO is an active organization in our district. Please watch for notes coming home announcing dates and times of PTO meeting times and events. You can also check out the PTO website at: <https://www.manhattantigerspto.org/>

Parent Volunteers

Please check with your student's teacher(s) if you wish to volunteer. If they don't need help at that time, they will be able to connect you to someone who would appreciate your time and talents.

Manhattan Schools Foundation

Contact Elementary School Interim Principal Mr. Blessum at 406-284-3250.

Manhattan Friends of Music

Contact Mr. Rosenberger at 406-284-3341.

SCHOOL PROCEDURES

Schedule

- 7:30 Breakfast program begins serving
- 7:50 Student supervision begins in front of school, buses arrive, walkers and car drop-offs may begin to arrive
- 8:00 First bell
- 8:05 Tardy bell, classes begin

- 11:12 - 11:55 Kindergarten Lunch/Recess
- 11:15 - 11:55 Grade 1 Lunch/Recess
- 11:18 - 11:55 Grade 2 Lunch/Recess
- 11:27 - 12:00 Grade 3 Lunch/Recess
- 11:30 - 12:00 Grade 4 Lunch/Recess
- 11:33 - 12:10 Grade 5 Lunch/Recess

- 3:40 Grades K-3 Dismissal
- 3:52 Grades 4-5 Dismissal
- 4:05 Buses depart from school



Students in grades K-3 will have three recesses per day, and students in grade 4 will have two recesses per day. Exact times will be shared with each grade level.

Arrival/Dismissal Procedures

Students should not arrive at the school before **7:50 am** as there is no supervision before that time. From 7:50 am – 8:00 am there will be supervision on the playground. At 8:00 am, students will line-up by grade level in their designated area. We ask that parents do not walk students to their classroom.



K-5 Parking Lot Safety

Before School

Please drop students off south of the main office in an area not painted red. Students can access the playground by going around the west side of the building or through main doors and then proceed to the playground. Students are not to go by the basketball courts on the east side and parents should not drop them off by the kitchen. **Please do not drop your child off in the delivery area for the kitchen that is east of the building near Yadon Road. This area has truck traffic and is not safe for dropping off children.**

Bus riders disembark in front of the HS/MS loading and unloading zones and go to their designated meeting area for their grade level. Bike riders should walk their bikes from the crosswalk, park bikes in the bike racks and proceed to their designated grade level area.

After School

A staff member will be on duty every day in front of the school supervising the area. All staff will park in the main elementary parking lot which opens up more parking for parents by the basketball courts. Do not park by curbs that are painted red as this area needs to stay clear in case of an emergency. The Manhattan Police will be watching for vehicles illegally parked.

All students are asked to go directly home after school. This is especially important for students in grades K-3. **Please use the crosswalks during high traffic times.** The dismissal times are intentionally staggered in order to give primary students enough time to be on their way home before older students are dismissed. Bus students in kindergarten and first grades will be escorted to the buses at dismissal. A teacher/paraeducator will be on bus duty every day.

Inclement Weather

Please dress students appropriately for weather conditions. School is rarely canceled even on the coldest days. Unless it is below zero or it is raining or snowing very hard, students are outside before the 8:00 am bell and they will go out for recess. Therefore, they need to be dressed warmly. While extreme weather conditions may lead to shortened recesses, students need a break from the classroom and will go out for a short time period. **Students should have winter coats, hats, gloves and boots for winter weather.**



If weather conditions are below zero or it's stormy, a green light located on the front of the building will be lit. This indicates that students should come inside until the 8:00 bell rings.

In the event that weather conditions during the night or early morning create hazardous conditions, information pertaining to the closing of schools **will also be placed on the school website, <https://www.rollontigers.org/> and a text and/or email from our school communication system will be sent out to parents.**

ATTENDANCE AND GRADES

Regular and punctual attendance is one of the most important factors affecting instruction and learning. Valuable instructional time is lost when students miss school, putting both students and teachers at a disadvantage. Attendance becomes even more pivotal with a four-day school week. The good things that a school has to offer can only be presented to students in attendance.



If the child is vomiting or is running a fever, please keep them at home as you will be called to pick them up if the child is sick and/or is infectious.

The make-up work policy allows students the same number of days they are absent, plus one day to complete make-up work. This timeline includes tests, quizzes, in-class assignments, etc. Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.

The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. (Board Policy [3110](#), [3121](#))

Absences

Please contact the elementary office at **406-284-3250**, by 9:30 am if your child will be absent or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. Students who are absent and unaccounted for will have their homes contacted by the school's automated system in a good faith effort to locate and ensure the safety of the child.

Attendance Policy

- Parents, guardians, or legal custodians are requested to notify the school each time their child is absent. Parents may send a note with another sibling or call 406-284-3250.
- Excused absences include the following: illness, doctor, dentist, death in a family, impassable roads, approved parental requests, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practice and approved school-sponsored events.
- Unexcused absences are defined as a student being absent from school without the knowledge of the parents, or with the knowledge of parents but for a reason that is unacceptable to the school. Students will be marked as unexcused if a parent/guardian does not contact the school to excuse an absence.
- A letter will be sent to notify parents after 6 absences in a semester. After 8 absences in a semester, parents will be contacted by the school and a meeting may be conducted to discuss student attendance.
- Extended absences communicated ahead of time may exempt those absences from counting towards requiring an attendance meeting.
- A student who is chronically absent from any part of the school day without an excuse, will be considered truant. Chronic trancies are defined as 9 unexcused days or 54 partial days in one school year. These issues will be handled as per state law.

Student Check-Out/Early Dismissal

Parents wishing to check their child out of school early should send a note or call the office the morning of the early dismissal so teachers have time to prepare make-up work or collect materials to send home with the student. A parent or designated adult must come to the office to sign the child out of the building to ensure the safety of the child. The office will notify the classroom teacher to release the child. Please do not go directly to the classroom as it may disrupt a lesson and it is also a safety concern. If a high school or junior high event is taking place at our school during the day, the same check-out procedure is required.



Make-up Work

A student with an excused absence has the same number of days missed plus one more day to complete and hand in his or her make-up work including tests and quizzes. Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.

Make-up work can be requested by calling the office at 406-284-3250 by 11:00 am to have assignments ready by 3:30 pm. Teachers need time to gather materials, and prepare alternate assignments if necessary. We appreciate the effort to stay caught up on homework. ***Please call ahead.***

Permanent Records

Grades are earned each semester, and are entered on each student's permanent record and remain in the school files long after he or she graduates. Since this is the school record of the student's accomplishments, he or she is urged to achieve a desirable record. (Board Policy [3121](#) and [3121P](#))

Damaged Books

A guide to the amount of money charged for damaged textbooks is available in the office.

School Visitor Check-in Policy

Parents are always welcome at Manhattan Schools. It is our hope that you feel free to visit and be involved. To ensure a safe school environment, we require all visitors to enter the school through the office only. If you wish to observe in your child's classroom, you must first obtain permission a day in advance from the office, who will then check with your child's teacher, as the interruption of an educational process can cause problems.

In addition, we require all student visitors to be cleared through the office at least 24 hours prior to the visit. There must be an educational reason for the student visit. This is especially relevant during the weeks before and after major vacations. The staff and students are generally very busy during these time periods and "just one more" student, who does not know procedures, rules, or protocol does make a difference. Parents can reach out to teachers to make an appointment if a meeting is requested.

TELEPHONE USE

The telephone is to be used for school event notification or emergency purposes only. Please be sure your student knows where to go after school. Students are expected to make arrangements to go with friends prior to coming to school. A phone permit from the teacher is required to use the phone. ***Cell phones must be turned off during school hours but can be used after the students have exited the building at the end of the school day or if they have teacher permission.***

Students are not permitted to take phone calls during class time and will not be called from class except for emergencies or at the discretion of the principal. Phone messages from parents are delivered during recess breaks or after 3:00 pm.



GIFT AND INVITATION DELIVERY

Parents are requested not to have individual gifts, flowers, or balloons delivered to students at school. When gifts are delivered to students on school premises, classes are disrupted and hard feelings of other students who do not receive equal treatment occur. If parents have invitations to be distributed to their children's classmates, all class members must be invited. Otherwise, please take care of invitations for parties and gatherings outside of the school setting.

SCHOOL MEALS PROGRAM

Breakfast and hot lunch are available to all students. Breakfast is served in the cafeteria from 7:30 am to 8:05 am. The lunch times are staggered by grade beginning at 11:12 am for kindergartners. All students must eat in the lunch room unless given permission from their teacher to do otherwise.

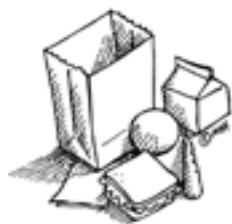
Breakfast and Lunch Prices

Breakfast: K-12- \$2.00, Reduced- \$.30 Adults \$2.50

Lunch: K-5: \$3.15, 6-8: \$3.50, 9-12: \$3.75, Reduced-\$.40 Adults: \$4.75

Students may not use their meal account to buy another student's breakfast or lunch.

A school meals account can be established with a deposit of \$25.00. Payments can be made in the office or online in Infinite Campus. Please follow these directions to deposit money in your child's account:



Login to **Infinite Campus** – App and Login information provided by Manhattan School.

1. Click the **Menu Tab** (3 stacked lines in upper left corner) and from the drop down menu select **Food Service**.
2. Click the blue **Pay** button.
3. Add the amount you would like to add to each students lunch account and select **Add to cart**.
4. Click on **My Cart** on the right hand side to add your payment method.
5. Click **Submit Payment**.

An alternate lunch may be served to students if accounts are in arrears. Online or in person deposits must be made before 10:00 am for funds to be available for use for that day's lunch purchase. Please indicate the students' names on your check so that the funds are correctly deposited. Cash deposits should be placed in a sealed envelope with the student or student(s) names clearly written on the outside.

Free Or Reduced Meals

Students may qualify for free (no charge) or reduced price meals (30 cents for breakfast and 40 cents for lunch) by submitting the confidential Free/Reduced School Meals Application. Applications can be completed online through the Infinite Campus Parent Portal, or paper copies can be found through our web site or at either of the school offices. Once approved, students will be eligible for the free or reduced priced meals for the duration of the school year. If household status changes, a new application can be submitted for approval at a new level. Applications can



be obtained at the Superintendent's Office or the Elementary Office. A school meals application can be submitted for approval at any time during the school year.

Applying For Free or Reduced Meals

To fill out the simple online application in Infinite Campus follow this procedure:

- Open up your Infinite Campus Portal.
- In the upper left corner select the hamburger menu.
- Select More on the bottom left.
- Select Meal Benefits.
- Click the Meal Benefits Application Blue Button, this will start your application.

HEALTH AND WELLNESS

Supplemental Insurance

Supplemental health insurance is available. This insurance is optional and is not affiliated with Manhattan Schools. You will be asked to sign a form at the end of the handbook indicating that you have been made aware that this insurance is available to you as a parent.

Immunizations

A complete immunization record must be shown in order for students to be admitted. A notarized exemption affidavit must be presented for religious exemption. ([Board Policy 3413](#))

Communicable Diseases

Students with communicable disease(s) or a highly contagious condition (i.e. head lice) will be sent home and only allowed to return to school after a designated school or health official has cleared the student. ([Board Policy 3417](#))

Medical Conditions

If your child has a certain medical condition such as asthma, diabetes, allergies, etc., please contact the school health nurse. The school district hires a part-time health nurse to assist us with student health plans and screenings.

Medication Policy

If a student needs medication and parents cannot administer it themselves, the following policies will be used to administer all prescription **and** non-prescription medications at school.

- A permission form, available at the school office, must be filled out entirely with a physician's signature (for prescription only) and parent's signature.
- Medication must be in the original container.
- For new medications, the first dosage must be given at home.
- A designated school employee will help students with self-administration of medications according to the physician's recommendations if needed.
- Please do not send your child to school with medications in their pockets or backpacks with the exception of those students who have a "Montana Authorization to Carry and Self-



Administer Asthma Medication” form completed by the parent and physician. (Board Policy [3416](#) and [3416F](#))

Our School nurse, Maggie Secrest, can be reached at 406-284-3341 x-260 (Elementary Nurse’s Office).

Chemical Use and Dependency

When dealing with student use of controlled substances, dangerous drugs, or alcohol, the first action by the staff will be to ensure the safety and welfare of the entire school population as well as the student involved. Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions will also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The District cannot be held financially responsible for any such sanctions. Board Policy 3340 further defines the steps and actions the school district will take in the case of student chemical use and dependency.

Epinephrine Auto Injectors (Epi-Pen) in Schools

Each district school will maintain a stock supply of auto-injectable epinephrine to be administered immediately by a school nurse or other authorized personnel in accordance with [Montana law \(MCA 20-5-421\)](#) and District medication [Policy 3416](#). Emergency personnel (911) will be summoned and then parents will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plans.

The Manhattan Schools protocol for use of auto-injectable epinephrine (Epi-Pen) is available upon request. Please notify your child’s building principal or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

Screenings

Manhattan School has qualified professionals screen students at various grade levels for vision and hearing. A parental note on the dates and times of these screenings will be sent home in advance. Please be aware that unless a note is received from parents excluding a child from the screening, all students at that grade level will be screened. In addition, please be aware that a screening will not specifically diagnose a medical condition. Screenings are designed to provide information to staff and parents that there may be a problem with your child’s vision or hearing that may inhibit learning.

Physical Education Classes



Each week, students are scheduled multiple times for a structured physical education class. This is part of the Manhattan Elementary School’s curriculum and students must participate. All students will receive grades for this class. Students need a clean pair of rubber-soled shoes that will not mar the gym floors. A separate pair of PE shoes is preferred but not required. The shoes must be clean in order to participate. Any student not having the proper footwear will be required to sit out during PE (no stocking feet). Mr. Van Zee is our PE instructor.



Computer Classes

Another class that is part of our curriculum is computer class. This class is also graded and all students are required to attend. Kindergarten through second grade students receive computer instruction from Mr. O'Brien during a combined library/computer class once a week. Third and fourth grade students have separate computer and library classes with Mr. O'Brien once a week. Fifth grade students will attend library class once a week with Mr. O'Brien and receive computer instruction from Mr. Whitney once a week.

Music Classes

As per Montana Accreditation Standards, all K-5 students must attend music classes. Music classes are taught by a qualified music teacher, Miss Frank. All grade levels will have music two times per week. Concerts and/or programs are generally held in the evenings so that parents can attend. Special programs or class plays that involve the music program are generally held during the school day.

Second Step Counseling Program

The Second Step Program is part of our anti-bullying education which is taught to all classes K - 5 for one semester one time per week. This course, taught by our elementary school counselor, teaches students to work on ways to solve interpersonal problems.

The basic premise of the program is listed below.

- What is the problem?
- What are some solutions?
- For each solution ask:
 - Is it safe?
 - How might people feel?
 - Is it fair?
 - Will it work?
- Choose a solution and use it.
- Is it working? If not, what can I do now?

DRILLS



Fire Drills and Warning Signals

- Our fire alarm system informs students that they need to exit the building during a fire drill or actual emergency.
- Students should take the designated route from the building in an orderly manner.

Earthquake and Lockdown Drills

- The earthquake drill will be announced over the P.A. system. At that time or during an actual earthquake, students should take cover under a desk or in a doorway.
- When the shaking has subsided or when the second announcement over the P.A. system is made, students should exit the building through designated routes.
- Teachers will know the day and time of our first lockdown drill. This gives them a chance to discuss the procedures and reduce student anxiety. In addition, a note will be sent home to parents asking them to discuss the drill with their child.
- All instructions will be announced over the P.A. system.



School Safety and Emergencies

The safety and welfare of every student is Manhattan School's top priority and everyone's responsibility. Basic emergency response procedures are provided to the school from Montana's Disaster and Emergency Services Division. At the local level procedures are modified by school safety teams to meet individual school needs. These procedures are reviewed with staff on a regular basis and are available in each classroom and school office. All classrooms have posted evacuation procedures that are communicated to our students. Our schools collaborate with appropriate local emergency response services (police, sheriff, fire, ambulance, mental health) to address school safety.

If an evacuation is necessary, parents will be contacted regarding where to pick up their children. The district alert system, the district's website (<http://rollontigers.org/>), and local radio stations will be used as means of communication if an evacuation becomes necessary. Please wait for instructions as evacuation routes need to be left clear for emergency vehicles.

CONDUCT AND RULES

Conduct

- Do... be prepared and ready to learn.
- Do... be respectful to teachers, staff and other students at all times.
- Do... follow directions of the person in charge.
- Do... keep hands, feet and objects to yourself.
- Do... keep unkind words and profanity to yourself.
- Do... use all school materials correctly.
- Do... respect school property.
- Do... act in a safe manner.
- Do **not**... bully or haze other students.
- Do **not**... run in the building.
- Do **not**... cheat on your work.
- Do **not**... steal from the school or other students.
- Do **not**... forge your parent's signature.

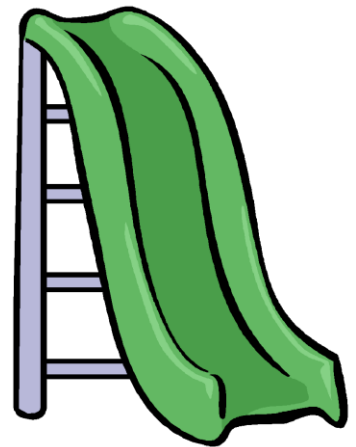
Building and Ground Rules

- Do... respect the property of others including students and school property.
- Do... stay out of **all** of the ditches around the school at all times.
- Do... walk home right after school. Do not stay to play before going home.
- Do... follow bike safety laws.
- Do... follow all emergency rules and regulations as practiced throughout the year.
- Do **not**... leave the school grounds during the day without permission.
- Do **not**... have drugs, alcohol or tobacco on school grounds at any time.
- Do **not**... have weapons including guns, explosives, knives or anything designed to be a weapon on school grounds at any time.
- Do **not**... show affiliation with gangs, including symbols or clothing designed to represent gang affiliations on school grounds at any time.



Playground Rules

- Do ...listen to the playground supervisor the first time.
- Do ...stay in the playground boundaries.
- Do ...share equipment and space with others.
- Do ...leave sand and gravel on the ground.
- Do ...use proper language.
- Do ...dress for weather conditions.
- Do ...play with your own age group.
- Do ...use the ladder to climb the slide.
- Do ...have one person, facing forward, sliding down at one time.
- Do ...stay off the top of the monkey bars.
- Do ...sit down and swing front to back.
- Do **not** ...twist, give underdogs or jump off swings.
- Do **not** ... play tag on the slide.
- Do **not** ... go into the school until the bell rings unless you are given permission.
- Do **not** ... play chicken or tag on the monkey bars.
- Do **not** ... hang on the basketball rims.
- Do **not** ... drag or push on the merry-go-round.
- Do **not** ... throw snowballs.
- Do **not** ... fight or play rough; touch football only.

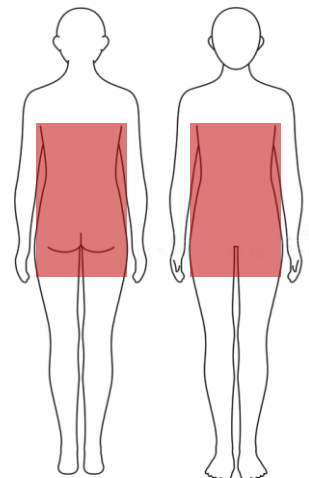


Dress Code and Personal Appearance

Students are expected to have appropriate student appearance. The following expectations must be met in terms of student appearance. The school shall also govern dress and appearance for participants in extra-curricular activities.

The following is considered unacceptable and may not be worn to school:

- Any clothing revealing the body covered by the shaded area in the diagram to the right (clarification below):
 - *shorts, skirts, dresses and any other attire worn on the lower half of the body should extend to a minimum length reaching mid-finger when the student's shoulders and arms are relaxed and resting at the student's side.*
 - *strapless tops will not be allowed*
- Apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, illegal substances, sexual materials or connotations, violence, weapons or gang affiliations.



Bullying

Manhattan Schools [District Policy 3226](#) states: The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation or hazing by students, staff or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment or intimidation via electronic communication devices ("cyber-bullying"). The complete policy and definitions of bullying, harassment, intimidation, hazing and cyberbullying can be found in the Manhattan School District's Policy Book, Policy 3226.



Behaviors such as using hurtful names, making fun of others, starting false rumors, physical aggression, sending notes, trying to get others to dislike a person, etc. can all be forms of bullying or harassment. At Manhattan Elementary School,, we strive to provide an atmosphere that is safe and positive for everyone. Therefore, if a student's name comes up in regard to a bullying or harassment incident, (witness, victim, perpetrator or just general knowledge of the situation) that student will be interviewed by school personnel.

Bullying does not include the determination after an investigation that the student used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack. **The Chain of Command model will be used when investigating bullying issues. Classroom teachers are often in a position to make changes that halt bullying behavior quickly. Communication is a key to halt bullying behavior and by trying to obtain the "whole story" we can do a better job of providing a bully free environment.**

Harassment/Intimidation/Sexual Harassment/Hazing

Students shall not engage in any act that intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator or member of the school staff through written, verbal, electronic or physical means or gestures. If a student is aware of, or a victim of harassment, he or she should report this immediately to a teacher or the principal. (Board Policy [3225](#), [3225F](#) and [3226](#) – Bullying /Harassment) Mr. Ayers is the Title IX Director for the Elementary. He can be reached at bayers@mhstigers.org, 406-284-6460.

Electronic Devices

Cell phones, pagers and/or other electronic devices (including music devices) that may inhibit the educational process need to be OFF WHILE IN SCHOOL. These items are frequently stolen or lost and have the potential to create cheating issues in the classroom. Cell phones and/or other electronic devices may be used in classrooms if the students are under the direct supervision of an instructor who is teaching a lesson designed to use these devices.



In addition, Montana Law requires that any person being recorded must give their consent. Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent.

Any requests to place a recording device or other device with one or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns. Use of electronic devices is absolutely banned from restrooms and locker rooms at all times. Illegal use of these items may be referred to law enforcement.



Students not adhering to this policy will have the item confiscated. The item will be returned at the end of the school day after the first incident. A second incident will require a visit with parents and the item returned to the parent. Any further incidents may result in the requirement that students check the device into the office each day and check it out after school.

Search and Seizure

All desks and lockers in the school building are the property of the Manhattan School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for storing school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers and desks may be searched for location and discovery of items of contraband including drugs, drug paraphernalia, alcoholic beverages, tobacco, weapons, poisons and stolen property. Such items should never be placed in lockers or desks and never be on school grounds. Students found with such items are subject to seizure by school authorities and disciplinary action, which may include the contacting of law enforcement authorities and/or suspension from school for the remainder of the school year.

No locks may be placed on the desks or lockers except those issued by the school administration. Unauthorized locks will be removed or cut off.

For a complete and detailed listing of the Manhattan School District's Search and Seizure Policy please see our web site at <https://www.rollontigers.org/Page/1> (Board Policy [3231](#) and [3231P](#)).

K-5 BEHAVIOR AND DISCIPLINE REPORTING [\(Board Policy 3310P\(2\)\)](#)

A principal, teacher or school staff member may hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the district, on a school bus to or from school, or during an intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

The purpose of the Manhattan Public Schools Behavior and Discipline Reporting Plan is to provide students and parents with a clear understanding of the concrete principles that guide administrative determinations with regard to discipline. These guidelines were developed to align with best practices on developmentally appropriate discipline and what is known to increase the probability of positive outcomes for both the student and the school environment. Consideration was taken in order to minimize discipline's impact on student participation, maintain positive relationships with students and families and ensure fairness, uniformity, and consistency in all disciplinary practices.

Whenever disciplinary action is taken, school teams are also evaluating the need for additional resources and supports to build the student's social-emotional/behavioral skill set so that the conduct resulting in the discipline is less likely to reoccur.



The policies defined in the current document are in accordance with Montana State statutes and regulations, including the legal requirement that schools *maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student (10.55.910)*. These policies also include practices that are known to promote safe, nurturing environments for all students.

Misbehaviors in the elementary grades are categorized as Level I, Level II or Level III. These infraction levels are defined below. Administration reserves the right to modify consequences at their discretion pending determination of special circumstances.

LEVEL 1
Minor misbehaviors that can be adequately corrected at the time they occur and do not require documentation.
LEVEL 2
Misbehaviors that, while not requiring immediate administrative involvement, do require documentation because: <ol style="list-style-type: none"> 1. The reporting staff member wants/needs administrative input on the incident (e.g. a teasing incident that may be harassment). 2. The reporting staff member feels the administrator should be aware and/or have a record of the situation (e.g. a Level 1 misbehavior that is becoming chronic).
LEVEL 3
Serious misbehaviors that require administrative involvement, written documentation and parent contact. Level 3 incidents include behaviors that are illegal, physically dangerous or demonstrate gross insubordination.

Consequences and Corrective Measures

Specific behaviors do not always warrant specific disciplinary action. For example, the developmental level of the student may be taken into consideration when selecting consequences. A choice of consequences is listed on the following page.

AVAILABLE MEASURES
Re-Do
Guided Reflection for Problem Solving
Contracting
Restorative Conferencing
Restitution
Targeting Instruction
Parent Phone Call or Conference
Individualized Behavior Plan



Restructured Recess or Alternative Recess
Time-In
Re-Teach
Meaningful Work
Processing Activity/Form
Restriction of Non-Curricular Related Activities
Referral to Principal ↴
PRINCIPAL'S ONLY
Suspension (In School or Out of School)
Referral to Law Enforcement
Recommendation for Expulsion

Level 2 and Level 3 infractions included but are not limited to:

- Willful disregard for safety/threat/assault
- Vandalism and/or property damage
- Disruption and/or willful disobedience
- Use of profanity
- Possession of (non)firearm weapon
- Using, possessing, distributing, purchasing, or selling tobacco, vapor products or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates and marijuana intended for use by smoking or vaping)
- Attendance and/or tardies
- Dishonesty and/or cheating
- Bullying and/or harassment except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct
- Theft

More information regarding Level 2 and Level 3 infractions can be found in Manhattan's Board Policy 3310. Revised: 7/12/2022

STUDENT RIGHTS AND AWARDS

Student Directory and Release of Information

Manhattan Schools comply with the Family Education Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The district does not collect or maintain social security numbers.



The Manhattan School District makes available directory information to the public. The following are designated as directory information: participation in officially recognized activities and sports, photos, awards received. The District may disclose any of these items without prior written parent/guardian consent, unless notified in writing to the contrary by September 5, 2023. (Board Policy [3600](#), [3600P](#), [3600F](#), and [3606](#))

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity. All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Section 504

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance as well as extra-curricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to the Manhattan School Psychologist.

POLICY CHANGES

The policies and procedures in this handbook may change without notice. Students and parents will be notified of these changes in a timely manner.

CHAIN OF COMMAND AND/OR COMPLAINT RESOLUTION PROCEDURE

The Board of Trustees has established a Uniform Complaint Procedure. This policy can be read in its entirety in the School Board Policy Manual available in each school building and in the Superintendent's Office. The purpose of this policy is to resolve complaints without resorting to formal measures. Each individual has the right to a prompt and equitable resolution to a complaint beginning at the level at which the complaint begins.

In other words, parental complaints concerning teachers begin with the parent discussing the problem with the teacher before moving on to the principal, the superintendent and then the board. These complaints include all complaints except those challenging educational material and those governed by the collective bargaining agreement. Those areas (educational materials and collective bargaining agreements) are handled in similar manner but under other policies.

The General Chain of Command

1. Student/parent
2. Staff member
3. Activities Director (for activities only)
4. Building-level administrator (principal)
5. Superintendent
6. School Board



WELCOME TO kidsLINK TIGERS AFTER SCHOOL!

Manhattan Public Schools (MPS) and Greater Gallatin United Way kidsLINK (GGUW) have partnered to offer kidsLINK Tigers After School. This after school program provides fun-filled activities for students in a safe and engaged environment while allowing parents to complete their work day. Students can also participate in the program when families need the flexibility to attend after school medical or dental appointments. Mrs. Kallestad is the After School Program Coordinator and is the main contact. She works closely with Mr. Blessum and the school staff to ensure a successful and enriching program.

This program is available to all students enrolled in grades K-5+ at MPS. The same school policies and procedures outlined in the school handbook will be followed, with some modification, as this will be after school hours. There will be no school nurse available after school for medications. The program coordinator will have access to the nurse's cabinet in the event of an emergency.

The program runs Monday-Thursday 3:40-6:00 PM during the school year *excluding pre-scheduled early release days (1:00), PIR days, school holidays or other school closures.*

For pricing and availability please email: AfterSchool@MHStigers.org

INTERNET USE AND RESPONSIBILITIES FOR STUDENTS

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior online. The same general rules for behavior apply to student's misuse of District provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. (District-Provided Access to Electronic Information, Services and Networks 3612.) In order to comply with the Children's Internet Protection Act (CIPA), Manhattan School District has installed filtering software. Other requirements of CIPA prohibit students from using email or chat rooms without prior administrative approval.

- Do not access the Internet without permission and presence of an approved instructor.
- All use of the Internet must be in support of education and research consistent with the educational policies and practices of the Manhattan Elementary School.
- Use appropriate language. Use of vulgar language, harassing language, discriminatory remarks, hate mail or other antisocial behaviors is strictly prohibited.
- Use of the Internet to access or process pornographic or obscene materials, inappropriate text files and/or files dangerous to the integrity of the local network is prohibited.
- Use of the Internet for commercial or for-profit purposes is prohibited.
- All communication and information accessible via the Internet should be assumed to be public in nature. Copyrighted material should not be intentionally uploaded or displayed without



written approval from the source. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.

- Do not make unauthorized copies of software found on school computers either by copying them onto diskettes, memory sticks or onto other computers. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.
- Electronic mail is not guaranteed to be private. System operators do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Protect yourself. Do not reveal telephone numbers, bank account numbers, credit card numbers, addresses or any other personal or financial information.
- Do not use the network in such a way to disrupt the use of the network by others. Any malicious attempt to harm or destroy data of another user will be considered vandalism and will not be tolerated. Any questionable action will result in suspension of user privileges.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary and/or legal actions.

STUDENT HANDBOOK INFORMATION

Manhattan Schools comply with the Family Educational Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The District does not collect or maintain social security numbers. Manhattan School District does make available directory information upon request as directed by federal law. Once student directory information is released to one agency it is easily shared from agency to agency and the school district can no longer control access to this information. Examples of requesting agencies and publications are newspapers, television stations, colleges and universities, and military recruiters as required by federal law. The following are designated as directory information: student's name, parent's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, photos, dates of attendance, awards received, and GPA's. The District also reserves the right to use photos of students for school publications such as: athletic programs, district newsletters, yearbooks, and the District website. The District may disclose any of these items without prior written parent/guardian consent. However, parents, guardians, and students over 18 years of age may choose to withhold student directory information.

Please send a signed written request to the Manhattan K-5 office by **Thursday, August 31st 2023.**

NONDISCRIMINATION/TITLE IX/SECTION 504

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Building Principals, Title IX/Section 504 Coordinators, Manhattan Public Schools, Box 425, Manhattan, MT 59741 (406) 284-3250.



POLICY 3600F

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name	Parent's name	Telephone listing
Dates of attendance	Photograph (including electronic version)	GPA's
Honors and awards received	Participation in officially recognized activities and sports	Weight and height of members of athletic teams

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.



SIGN OFF SHEETS

Receipt of Handbook

I understand the Student/Activity Handbooks for 2023-2024 are available on the District website (www.rollontigers.org). I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students are required to comply with the policies, rules, regulations, and discipline practices of the Manhattan School District.

Internet Permission

Please mark the appropriate box indicating your preference on your student's internet usage. Refer to the "Computers and Internet Usage" section for more information.

- YES, I give my child permission to use the Internet at school in accordance with the district Internet policy outlined in this handbook.
 - NO, I DO NOT wish to have my child use the Internet at school.
-

State of Montana Photo Repository

The 2019 Montana Legislature passed Senate Bill MTSB40 requiring the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. The purpose of this photo repository is solely for assisting law enforcement officials in locating a student that has been identified as a missing child.

- YES, I "Opt-In" to have my child's photo included in the state repository.
 - NO, I do not want my child's photo included in the state repository.
-

Manhattan School District Photo Release

Manhattan School District utilizes photos of students participating in school and classroom activities or functions on the school website and school-owned social media. Name and other personal identifying information will NOT be used.

- YES, I give permission for my child to be included in such photos.
 - NO, I do not want my child to be included in such photos.
-

Student Printed Name

Student Signature

Parent/Guardian Signature

Date



Internet Access Conduct Agreement

Every student, regardless of age, must read and sign below.

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

User's Name (Print)

User's Grade

User's Signature

Date

Status: **Student** ☐ I am 18 or older ☐ I am under 18

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

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

Parent/Guardian Printed Name

Contact Number

Parent/Guardian Signature

Date

This Agreement is valid for the 2023 - 2024 school year only.

