



Central Heights Elementary School
Home of the Cougars
“Nurturing Knowledge Now and Forever”
September 2011

Bob Barone
Principal

120 Lexington Drive
Billings, MT 59102
(406) 281-6209

Calendar of Events

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| September 1 | Ice Cream Social and Open House—6:30 pm |
| September 5 | Labor Day—No School |
| September 22 | Early Out—Students dismiss at 12:00 noon |
| September 24 | Saturday Live at Pioneer Park from 10:00 am to 4:00 pm |



Welcome Back!

The staff at Central Heights School extends a warm welcome to the children and parents for the 2011—2012 school year. We are looking forward with excitement and anticipation to a new year and the opportunity to be a part of each child's life.

Parents are always welcome and are encouraged to become active participants in your child's education. Should you have questions, please do not hesitate to call the school. Again, welcome! I know we are excited for all that a new year has to offer.

Sincerely,

Bob Barone, Principal
Central Heights Elementary School
Phone: 281-6209



“Childhood Should Be
A Journey . . . Not A Race”

New Staff Members

We extend a warm welcome to the new staff at Central Heights School this year. Our new staff are:

- Yvonne Wise—3rd grade
- Phyllis Kindelman—Art
- Wendy Goodheart—Music
- Mary Peterson—Read 180
- Mari Jane Orner—Library

Welcome

Open House

Open House is scheduled for September 1st at 6:30 pm.



More specific information will follow closer to September 1st.

PTA NEWS

Our PTA Executive Board members for the 2010-2011 school year are:

- Kelly Farnsworth—President
- Shannon Emineth— Secretary
- TBA—Treasurer
- Bob Barone—Principal

Our PTA is still sponsoring the Campbell's Soup Labels for Education and the General Mills Box Top programs. So please keep sending these to the school.



Our first activity is scheduled for September 1st. Everyone is invited to the Ice Cream Social from 6:30—7:45 pm. Hope to see you all there and we are looking forward to a great year.

This year our Ice Cream Social will be held in conjunction with Central Heights Open House.

PTA memberships will be available for purchase this evening as well.



Hot Lunch Program

The hot lunch program opens on the first day of school this year (Wednesday, August 24th).

Daily Tickets	\$ 2.25
Weekly Tickets	\$ 11.25
Monthly Tickets	\$ 45.00
Milk	\$.60
Adults	\$ 3.25

All students will receive applications for free and reduced price meals. If you plan to apply, please return the application immediately.



Reduced price meal tickets are sold on a weekly or monthly basis.

Daily reduced tickets are not available. Students are charged only for those meals eaten. The purchase of monthly tickets is encouraged whenever possible. Students who eat lunch at school are not to leave the grounds during the lunch period.

P.S. Please make checks out to Sodexo Food Service

Student Absences



Parents are asked to call the school to let us know if a student will not be in attendance for the day. If the student will be absent for several days, it is not necessary to call each day.

If we do not hear from you, you can expect a call from school. (This is a District Policy)

Visiting School

Parents are welcome to visit the school at any time. We encourage each of you to visit the classroom as many times during the year as you can manage.

You are welcome to eat lunch at school with your child. If possible, let us know by 9:00 a.m. if you plan to eat. The cost of an adult meal is \$3.25.

Substitues

We are continually in need of individuals who would be interested in substituting in a variety of positions throughout the school. These include substitutes in the kitchen and on the playground. These are paid positions. If you are interested in being called as a substitute, please call the school to leave your name and phone number.

DAILY SCHEDULE

Children Learn Best
When They Feel Good About Themselves!

	<u>Morning</u>	<u>Afternoon</u>
Kindergarten	8:25 – 11:05	11:40 – 2:25
First Grade	8:25 – 11:15	11:50 – 2:25
Second Grade	8:25 – 11:25	12:00 – 2:25
Third Grade	8:25 – 11:35	12:10 – 2:25
Fourth Grade	8:25 – 11:45	12:20 – 3:05
Fifth Grade	8:25 – 12:00	12:35 – 3:05
Sixth Grade	8:25 – 12:10	12:45 – 3:05



Medication Guidelines

For the safety of your child and the others in school, the following steps need to be followed if your child requires any prescription or over the counter medication during school hours:

1. A permission form must be filled out by the parent/guardian and **signed by the physician**. Forms are available at the school's office.
2. Prescription medication must be clearly labeled, in the original container with the following information:
 - a. Name of student
 - b. Name of medication
 - c. Name of physician
 - d. Amount of medicine needed
 - e. Time medicine is neededOver the counter medication must also be in the original container.
3. Medication must be kept in/at the office, where the student is responsible to come for it.
4. The student must be able to dispense/pour the needed amount of medication under supervision.

If you have further questions or concerns regarding medication at school, please contact the school nurse.

The Playground

PLAYGROUND BEHAVIOR (GENERAL)

1. Must respect the rights and property of peers and adults.
2. Students will not throw hard objects, (i.e. rocks, ice, snowballs, golf balls, super balls, etc.)
3. Students will not slide on ice or snow hills.
4. Students will not swear.
5. Students will use playground equipment in a safe and prudent manner.
6. Students will not chew gum or candy on school property.
7. Students will always walk their bikes on the school property. (Bike riders must have a lock for his/her bike.)
8. "Hands – off" policy: students must keep their hands off others and their possessions.

PLAYGROUND BEHAVIOR (MORE SPECIFIC)

1. Children should use playground equipment in a safe and reasonable manner.
2. Certain activities are not allowed:
 - a. Tackle football
 - b. Pushing or shoving games
 - c. Tripping
 - d. Wrestling
 - e. Riding or jumping on another person's back
 - f. Crack the whip
 - g. Snowballing
 - h. Sliding on ice
 - i. Playing on or near bicycle racks
 - j. Playing in the parking lots
 - k. Playing or sitting on any fences

3. ACTIVITIES THAT ARE ALLOWED: (NOT LIMITED TO THESE)

- a. Most all ball games including 4-square, dodge ball, etc. can be played
 - b. Jump rope
 - c. When weather conditions permit: snowmen and forts may be made)
 - d. Frisbee
 - e. Use of the playground equipment within guidelines
 - f. Races in designed areas
 - g. Some tag and relay games under direct supervision
 - h. Other games or activities that follow safety guidelines
4. Bicycles are walked across the school premises at all times.
 5. For safety reasons, dogs are not allowed on the playground. Dogs and cats should be kept at home.
 6. If strangers are seen hanging around the school area by any personnel, it should be reported to the principal.
 7. Children who receive minor abrasions or cuts are sent to the office for first-aid care. They may be accompanied by another child who should be requested to report back to the teacher or aide that care has been received.
 8. No personal playground equipment should be brought to school unless directed by the P.E. instructor.
 9. When on the playground, emphasis should be placed on playing in a safe manner.
 10. Pupils are to line up at the door at both noon and recess when the noon aide or teachers give the designated signal. Pupils should do so immediately and when entering the building move quietly.
 11. As a general rule, children play in such a manner that they will not interfere with other children's games or activities.
 12. Students are expected to address noon aides by Mr., Mrs., Miss or Ms.
 13. No skateboards, roller blades, or scooters on school premises.

Student Phone Use

Students on occasion have a need to use the school phone and will be allowed to do so. However, with many students, the need to conduct daily business, and a limited number of lines we are only able to provide limited services for students use.

Please discuss with your child/children before they come to school any special instructions, after school plans, etc. so the need to use a phone will be minimized. With your cooperation we will be able to provide phone use for critical situations to students and conduct our daily business. We appreciate your cooperation.



Thank you,
Bob Barone, Principal

Cell Phones

Elementary students will not carry cell phones during the school day. They may remain “off” in the child’s backpack. The use of cell phones during school hours will result in confiscation. Parents will be notified and required to pick the phone up. The school is not responsible for the theft of any cellular phone.

Electronic Devices

As part the district’s Acceptable Use Policy 3205 students may not use personal electronic devices on school property, unless approved by an administrator for educational purposes. This includes cell phones, MP3 players, PDAs, digital cameras and other personal electronic devices.

Bike Safety

Bike Safety News – From the Principal

Bike racks are located on the south and west ends of the building. School policy has not changed, which prohibits students from riding bikes on the school grounds. Children are to walk their bikes when on school premises. If students violate this policy, they will not be allowed to ride a bike to school. Your support in this matter will be appreciated and help us maintain a safer environment for our students.



Kindergarten and 1st grade students are discouraged from riding bikes to school. Again, safety of the students is our concern when discouraging younger children from riding bikes to school.
(Locks are a must).

Commitment to Civil Right

School affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the District. Discrimination is prohibited on the basis of race, color, national origin, sex, disability, and age.

The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VII/Title IX/Section 504/Title II ADA concern. Inquiries concerning Title VII/Title IX/Section 504/Title II ADA may be referred to Human Resource Services, Billings Public Schools, 415 North 30th Street, Billings, Montana, 59101, or may be made by calling 1-406-247-3874.

Procedures established and maintained by the Superintendent address questions, concerns, and the resolution of conflicts relating to Title VII, Title IX/Section 504/Title II ADA that may be raised by a student, staff, parent, legal guardian, volunteer, or member of the public in Billings Public Schools.

Harassment Prevention

The Board of Trustees of the Billings Public Schools is committed to provide a positive and productive environment free from sexual harassment. The Billings Public Schools will not tolerate sexual harassment in any form.

“Sexual Harassment” means: a) sex discrimination with the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act; and b) unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- 3) Such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment. An intimidating, hostile, or offensive working environment includes unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes an employee feel uncomfortable in the workplace; or any aggressive, harassing behavior in the workplace or that affects the workplace, whether or not sexual in connotation, is directed toward an employee based on the employee’s sex.

Reporting procedure: Employees who believe that they are being subjected to sexual harassment by anyone connected with their work should report the matter promptly to their immediate supervisor or to the first level supervisor who is not involved in the alleged harassment; or to the Billings Public Schools’ Equity Coordinator.

No student, staff, group, or organization will suffer a reprisal or reduction in status as a result of having presented a grievance for review or having represented someone in a grievance.

Violations of this policy: Substantiated violations of this policy may result in disciplinary action up to and including termination of employment.

Equal Employment Opportunity and Non-Discrimination

Billings Public Schools is committed to equality of employment opportunity. The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, compensation, retention, assignment, transfer, promotion, and training.

Such equal employment opportunity shall be provided with discrimination with respect to race, color, national origin, age, sex, disability, marital status, veteran status, religion or other protected class, unless based upon reasonable grounds of valid bona fide occupational qualifications (BFOQ's) as provided by law.

No qualified disabled person shall, solely by reason of a disability, be subjected to discrimination or limitation, unless bona fide occupational qualifications exist. The District may make reasonable accommodation to the know limitations of an otherwise qualified applicant or employee. While the District will no make pre-employment inquiry as to whether an applicant has a disability, nor as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform essential job-related functions.

All inquires or complaints regarding discrimination should be directed to the Executive Director of Human Resources Services, 414 North 30th Street, Billings, Montana 59101-1298. Complaints will be processed in accordance with the District procedures established and maintained by the Superintendent.

Persons wishing to file complaints with outside regulatory agencies may reach them at the following address: U.S. Department of Education, Office of Civil Rights, Federal Building, 1244 Speer Blvd. Suite 310, Denver, CO 80204-3582 or Montana Human Rights Commission, PO Box 1728, 1236 East 6th, Helena, Montana 59624.

In compliance with federal regulations, the District will notify students, parents, staff, and community members of this policy and the designated compliance Coordinator (Superintendent or designee).

Resolution of Complaints/Grievances Regarding Harassment or Discrimination

Billings Public Schools recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among individuals, to reduce potential areas of grievances and to establish and maintain recognized channels of communication between individuals.

The District intends to expedite the process for all concerned parties. Individuals are urges to use the prescribed grievance procedures (negotiated in some instances) whenever they feel that an action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A grievance must be a claim by an individual based upon alleged violation, misinterpretation or a misapplication of existing language within an appropriate collective bargaining agreement or within existing language of District policies and procedures, including, any alleged act of discrimination based on race, color, creed, physical or mental disability, sex, marital status, political beliefs, religion, parental status, age, or national origin. The grievance must cite the specific violation, and a remedy must be identified that is suitable.

All documents, communications, and records dealing with the processing of a grievance regarding harassment or discrimination shall be maintained in a separate file and shall not be kept in the permanent records of the aggrieved.

The Superintendent shall establish, maintain, and make available to all employees, students, parents, and legal guardians due process by the Constitution, federal or state laws, rules, and regulation. The primary focus will be to secure, at the earliest level possible, equitable solutions to concerns.

STUDENT RECORDS – PROCEDURES

FERPA ANNUAL NOTIFICATION

The District shall annually afford parents and students over 18 (eligible students) certain rights with respect to the student's education records. They have the right to:

1. Inspect and review the student's education records with 45 days of the District's receiving a written request from the parent/eligible student for record access. The written request identifying the specific records they wish to inspect should be submitted to the building principal. The principal will make arrangements for access and the parent/eligible student will be notified of the time and place where the records may be inspected.
2. Seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting a written request to the building principal of the specific information challenged. If the District decides not to amend the record as requested, the District will notify the parent/eligible student of that decision, advise them of their right to a hearing regarding the request for amendment, and provide additional information on the hearing procedures.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except when disclosure is permitted without consent to include:
 - School officials or representatives with legitimate educational interest in the record, including financial aid for which the student has applied or received;
 - Authorized representatives for the enforcement of compliance with federal, state or local legal requirements;
 - Directory information including the student's name, address, telephone (unless unlisted had been specified), date and place of birth, participation on officially recognized activities and sports, weight and height of members of athletic teams, dated of attendance, and wards received. The parent(s) or eligible student may specify, in writing to the principal refusal to disclose any or all typed of directory information when that notice has been received prior to the publication or release of information;
 - That the District forwards the education records to other schools that have requested the records and in which the student seeks or intends to enroll;
 - Organizations conducting studies for the District;
 - The parent or eligible student;
 - Emergency situations when information is necessary to protect students.
4. This District will maintain a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, the year completed, and immunizations without time limitation.
5. File a complaint concerning alleged failures by the District to comply with the requirements of Family Educational Rights and Privacy Act (FERPA) with the Department of Education at 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.
6. Be notified that rights are transferred from the parent to the eligible student at the age of 18.