

Dear Students & Parents,

I welcome you to Meadowlark Elementary School and the finest educational community in all of Billings. Our students, parents and staff are outstanding and the learning that takes place here is exceptional.

Meadowlark students are known throughout the district for their outstanding respect and manners, and we will continue to promote this positive culture. Every year I receive letters, notes and calls from a variety of groups and organizations commenting on the exemplary behavior of Meadowlark students when they are in the community. Please take the time as a family to review our weekly Respect & Manners.

This Parent Handbook and the District Student/Parent handbook have been prepared to help you be informed about policies, procedures and schedules. The district handbook is available at the office or online at <http://www.billingschools.org/parent-handbook.htm> . Please take the time to review this important information and keep it handy for future reference. Also feel free to visit us on the web, at www.billings.k12.mt.us/meadowlark for newsletters, schedules, supply lists and more. You may also join the Meadowlark Parent Email Listserv and receive timely school related information via email. If you are interested in joining, please send your email address to croffk@billings.k12.mt.us and indicate your interest in receiving Meadowlark related information.

I am looking forward to another exciting and productive year!! If you have any questions or comments for me, or if you would just like to sit down for a cup of coffee, please do not hesitate to contact me. Thanks and enjoy a great year at Meadowlark!

Sincerely,

Kevin Croff
Principal

Billings Public Schools Student/Parent Handbook

In addition to this Meadowlark School handbook of procedures specific to our school, a district level ***Student/ Parent Handbook*** is available for you. It is your obligation as a student/parent in our district to know the contents of both and to understand that both the district's ***Student/Parent Handbook*** and the school's student handbook carry the weight of and contain adopted policies of the school district.

Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to you by district administration and staff. Both rules and assurances are contained in the district's ***Student/Parent Handbook***.

The following policies and procedures are found in the district's ***Student/Parent Handbook***. They may be located by accessing the district's website at <http://www.billingschools.org/parent-handbook.htm> or you may obtain a copy at the Meadowlark Elementary office.

Contents of *Student/Parent Handbook* of Board Policies and Procedures

(Please find the following policies, procedures and forms in the district's Student/Parent Handbook.)

Policy 3120 Attendance Policy and Removal of Student during School Day
Procedure 3120-P 1 Compulsory Attendance
Procedure 3120-P2 Student Attendance
Form 3210-FI Equal Educational Opportunity
Policy 3200 Student Rights & Responsibilities
Procedure 3200-P 1 Student Due Process Rights
Procedure 3200-P2 Freedom of Expression
Procedure 3200-P3 Student Publications
Policy 3205 District-Provided Access to Electronic Information, Services & Networks
Procedure 3205-P1 Acceptable Use Procedure
Procedure 3224-P 1 Student Dress – Gang Activity or Association
Policy 3225 Sexual Harassment
Policy 3235 Video Surveillance
Procedure 3235-P1 Video Surveillance
Policy 3250 Student Discipline
Procedure 3250-P 1 Hazing
Procedure 3250-P2 Student Conduct
Procedure 3250-P5 Gun-Free Schools
Procedure 3250-P6 Detention
Procedure 3340-P 1 Chemical Use Policy
Form 3600-FI FERPA Annual Notification
SD #2 Weapon's contract

Dan Martin, 247-3740, 415 North 30th Street, Billings, MT 59101

MEADOWLARK SCHOOL
School Directory
2009-2010

Certified Staff

Mr. Kevin Croff	Principal	Office
Mrs. Carol Clapper/Abigail Hansen	Kindergarten	Room 7
Mrs. Linda Gibson	Kindergarten	Room 6
Mrs. Debbie Rappaport	Kindergarten	Room 14
Mrs. Colleen Cook	Kindergarten	Annex
Mrs. Stacey Barbeau	First Grade	Room 13
Mrs. Sandy Ulmer	First Grade	Room 11
Mrs. Paula Simcox	First Grade	Room 12
Mrs. Deb Marshall	Second Grade	Room 9
Mrs. Mary Hecimovic	Second Grade	Room 8
Mrs. Mary Meyer	Second Grade	Room 10
Mrs. Deb Husar	Third Grade	Room 17
Mrs. Tina Knot	Third Grade	Room 129
Mrs. Amy Leffler	Third Grade	Room 18
Mrs. Christy Mayer	Fourth Grade	Room 3
Mrs. Julie Winkler	Fourth Grade	Room 5
Ms. Shannon Wippert	Fourth/Fifth Grade	Room 2
Mrs. Ryan Nafts	Fifth Grade	Room 1
Mrs. Terra Cunningham	Fifth Grade	Room 19
Mrs. Sandi Derrig	Sixth Grade	Room 125
Mrs. Cindy Welch	Sixth Grade	Room 124
Mrs. Deborah Goodell	Intermediate Independent Living	Annex A
Mrs. Mandi Crable	Intermediate Independent Living	Room B
Miss Ann Marie Hill	Learning Center	Room 4
Mrs. Deb Powell	Reading Intervention	Room C
Mrs. Judy Treglown	Librarian	Library
Mr. Robert Besel	Counselor	Room A
Mrs. Marti Edgmond	Health Enhancement	Gym
Mrs. Julie Blakeslee	Music	Room 127
Miss Lora Pederson	Reading Intervention	Room C
Mrs. Erin Grummett	Band	Gym
Mrs. Vikki Payne	Orchestra	Commons
Mrs. Renee Mehrer	Art	Room 127
Mrs. Joanne Krahnert	Speech	
Mr. Richard Bartsch	Psychologist	

Support Staff

Mrs. Lynn Noland	Secretary
Mr. David Means	Head Custodian
Mrs. Deanna Armagost	Custodian
Mrs. Sheila McLean	Classroom Assistant
Mrs. Jackie McMurray	Classroom Assistant
Mrs. Robin Hamm	Reading Assistant
Mrs. Laura Ungefug	Special Needs Assistant
Mrs. Sheryl Killham	Special Needs Assistant
Mrs. Jeanne Kase	Special Needs Assistant
Mrs. Shelley Sturn	Special Needs Assistant
Mrs. Joyce McDonald	Crosswalk Guard
Mrs. Billie Cecil	Crosswalk Guard
Mrs. Jamie Granzella	Crosswalk Guard

The No Child Left Behind Act requires that we report our teacher qualifications to parents. Below is a list of the impressive credentials our staff holds with additional certifications after each summer.

	B.A.	B.A. + 15	B.A. + 30	B.A. + 45	B.A. + 60	B.A. + 90	B.A. + 105	M.A. + 60Credit Hours	M.A. + 90 Credit Hours	M.A. + 105Credit Hours
Professional Qualifications of Teachers and Specialist in Meadowlark	6	3	1	2	2	2	2	2	3	8

DAILY SCHEDULE

Teacher’s hours are either 7:30 – 3:30 or 8:00 – 4:00. The best time to call or visit with teachers is prior to 8:15 a.m. or after 3:15 p.m. You may call the office and leave a message or call their direct line and leave a voice mail. We do not forward calls to teachers during class time to avoid interrupting learning.

The bell rings at 8:25 a.m. for all classes to come into the building each morning. Children who arrive after 8:30 a.m. are considered tardy and need to report to the office for a tardy slip and lunch count. All primary (K-3) children are dismissed at 2:30 p.m. and intermediate (4-6) children are dismissed at 3:10 p.m. **CHILDREN SHOULD NOT ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:15 A.M.** The playground is not supervised until 8:15 as teachers are preparing for the day’s activities.

POLICIES AND PROCEDURES

RESPECT AND MANNERS

Meadowlark School places a strong emphasis on “Respect and Manners”. Each week a new Manner of the Week is introduced and discussed. Parents are the first and primary teachers of manners to the children. Because of this, we ask parents to talk about each Manner of the Week with their children and place the parental/family value on each one. Students are expected to demonstrate “Respect and Manners” in all school locations at all times. We have seen remarkable progress in this area and it has led to fewer office referrals, as well as higher achievement. Parent involvement and support is critical to this high expectation of “Respect and Manners”. You can download a copy of the Respect and Manners from the school website <http://www.billings.k12.mt.us/meadowlark/manner.html> or stop by the office.

ANSWERING MACHINE

Meadowlark has an answering machine that operates outside daily school hours and during the weekends. When a child is absent or tardy, please call the school night or day to report that information.

ATTENDANCE

All students are expected to attend school regularly and be punctual for all classes. Parents are required to call the school by 9:00 a.m. if their child will not be in attendance that day. Students may not leave the building under any circumstances during school hours until an authorized adult has checked them out through the office. Students reporting to class after the 8:30 bell must pick up a “tardy slip” from the office before they will be admitted to class.

Research shows that if a student is late 10 minutes each day of school, he/she misses 1,800 minutes of instructional time. That’s 30 hours of lost learning. There is no question that missing 30 hours of instruction impacts a student’s academic performance. A Minneapolis study found that students who were in class 95 percent of the time were twice as likely to pass state language arts tests as students with attendance rates of 85 percent.

The Montana legislature has defined truancy as 10 unexcused absences in a semester. The truancy officer will be called to assist students with excessive numbers of tardies or absences.

BEFORE AND AFTER SCHOOL CARE

Please be sure your daycare provider is listed on your annual information form that is returned to the school office. If this changes during the school year, let us know right away. It is important for you to have arrangements made so children do not arrive at school before 8:15 a.m. unless it is for a special school activity or to receive help. If a child needs to come early for help, his/her teacher will give him/her a pass the night before. If daycare providers are picking up students, they should be prompt in picking up the children as close to dismissal time as possible. We cannot allow primary students being dismissed at 2:30 to wait for



siblings in intermediate grades. We do not have supervision available during that time. There are several daycare providers in our school area and the district is offering an after school program called CARE for students. For more information on the after school program visit <http://unitedwayyellowstone.org/our-work/education/care-academy>

BICYCLES

Children in grades K-1 may not ride their bicycles to school without direct parental supervision.

Bicycle racks are provided and bicycles should be left in the racks during school hours. Provisions should be made for locking bicycles while they are at school. The license number, serial number and brand name should be recorded at home so that identification may be more positive if the bicycle is stolen. City ordinance requires children to wear bike helmets.



If your child rides a bike, please be certain they are aware of the following safety practices:

- 1) A bike should be ridden on the right-hand side of the street. Bicycles are vehicles and should be operated as such, subject to traffic signs, signals and regulations.
- 2) A bike should be ridden alone. Don't ride double.
- 3) Ride in single file when there is a group.
- 4) The bike should be in good working condition, including tires, steering, brakes and drive mechanism.
- 5) Ride the bike courteously. A bicycle can inflict injury, just like a car, if it is mishandled.
- 6) Walk your bike through pedestrian crosswalks and on the playground.
- 7) Ride on the streets, not on lawns.
- 8) The bike should be registered with the city.
- 9) HELMETS ARE REQUIRED BY CITY ORDANCE.

If students disregard the bicycle safety rules, the parents will be called and the student will not be permitted to ride his/her bike to school. The school assumes no responsibility for bicycles at school.

BIRTHDAYS / SPECIAL OCCASIONS

We recognize students' birthdays at school and ask that parents **DO NOT** send to school:



- ✓ Birthday bouquets
- ✓ Balloon bouquets
- ✓ Limo pick ups
- ✓ Classroom birthday lunches
- ✓ Special birthday gifts

We have many students whose families do not have the means to provide such things and children's feelings are easily hurt. If a parent wants to send a small treat on the child's birthday, please arrange this with the teacher. We encourage you to send snacks that are healthy and that do not contain too much sugar or fat. Please provide extra-

special birthday surprises and memorable gifts outside of the school day. Also, to avoid hurt feelings, we ask that birthday party invitations be sent directly to homes instead of distributed at school.

BUILDING EVACUATION

If we ever need to evacuate students from Meadowlark School, the district automated calling system will contact parents to let you know where you can reunify with your child.

CARE AND USE OF SCHOOL PROPERTY

Students are urged to do their best in helping to maintain the appearance of the building, grounds and equipment. Defacing walls, school property or books will be considered a serious offense and the student will be assessed the repair or replacement cost.

CONFIDENTIAL INFORMATION

Any student information parents provide to the school is for school use only. We do not give out names, addresses, phone numbers, etc. All information of student placement in special programs and services is also confidential. This information is available only to school personnel who are involved with the student's program and their parents.

DISCIPLINE AND STUDENT BEHAVIOR



One of the most important lessons we teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students should behave in a manner that will be a credit to our school.

Disciplinary action may be taken for violation of school or district policies or other inappropriate behaviors. Parents will be informed of serious or repeated infractions.

DRESS CODE

Students' attitudes and behaviors are directly related to their dress and the pride they take in themselves and their work.

All attire must be in good taste and appropriate to the school setting. Garments that advertise tobacco, alcohol, drugs or with inappropriate messages cannot be worn to school. Shorts are discouraged except in very hot weather and then should extend past the fingertips when a child holds his/her arms down along their side. Casual playwear, short shorts, skintight or "biker" shorts, cutoffs, short tops with exposed midriffs, tube tops, tank or "spaghetti strap" tops, fishnet t-shirts and halter-tops are not appropriate. Brightly colored hair, facial paint and other displays that disrupt the learning/teaching process are also not appropriate.

If a student arrives with clothing that is deemed inappropriate by the teacher or principal, the parents will be contacted to bring a change of clothing.

DROPPING OFF AND PICKING UP CHILDREN

Because we have several buses that come throughout the day to pick up and drop off students, we ask that you not use the drive-through. Our parking area is small and it is impossible for the buses to get in and out if cars are parked in that area. Please park along 29th Street or other adjoining streets that are not marked yellow on the curb. We also ask that you do not park on the north end of the building on the side closest to the school where children enter and leave the playground. This causes a dangerous situation where drivers using the street cannot see children as they are crossing on the crosswalk area. We appreciate your consideration and patience with this situation. We make these requests to keep our children safe. Having children walk an extra several yards is worth the extra effort to keep them safe.

ELECTRONIC DEVICES

As part of 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.

FIELD TRIPS



Occasionally classes take trips off campus to provide enriching activities that support the school curriculum. Parents will be informed by written notice of such upcoming trips. If, for any reason, a parent wishes to exclude a student from such a trip, a call or note to school is in order. Although it is not mandatory, teachers often will send home a permission form to participate in school activities off campus and ask that parents sign and return the form. Please call if you have any questions.

EMERGENCY DRILLS

Emergency drills will be practiced during the school year. These include fire drills, shelter in place, lock down and evacuation drills. When the fire alarm sounds or an announcement is made over the intercom students must focus all attention on the teacher and follow directions.

FIRST AID AND FOLLOW-UP

Nurses hired by the Billings Public School system provide Health Service in Billings Schools. Each nurse serves multiple schools and is only available a few hours per week at each school. Therefore a guideline for first aid procedures has been developed by the Health Department and adopted by the school district. First aid is immediate and temporary and parents are responsible if further care is required.

HEALTH SERVICES

State law requires the following immunizations to be completed for school entry with documentation provided to the school. These can be acquired at Deering Health Clinic as well as through your personal physicians. Upon request, the school nurse is available to provide parents with information on medical and financial resources available in the community.



HOMEWORK



Homework can be an important part of each child's education as it gives students an opportunity to practice skills, develop responsibility and improve work habits, which affect school achievement. Homework also helps you follow your child's progress in learning. You can help your child succeed by:

- Providing a quiet place to work
- Setting a specific study time each day
- Expecting him/her to complete all assignments

If your child has an excessive amount of homework or doesn't know how to complete the work independently, please contact the classroom teacher. This will help determine if your child is using class time wisely or might need extra help at school.

Very often the difference between successful students and less successful ones is that successful students know how to study, organize their time, complete tasks and get the most out of what they read. Homework practice may help students develop these skills.

INCLEMENT WEATHER



We ask that your child comes dressed appropriately for anticipated weather. Please send the appropriate outer garments, boots, mittens, hats, etc. during cold weather. District procedure is that children go outside unless it is below zero or the wind-chill is below zero. If it is raining hard or in certain other situations, we keep the children inside.

Occasionally, teachers will take the children out, even in cold weather, for a few minutes to give them some fresh air.

LATEX-SAFE SCHOOL

Because we are a latex-safe school, we are unable to accept any latex balloons or use balloons for special events. We also ask parents to follow the supply list in purchasing supplies for students.

LOST AND FOUND

A "Lost and Found" area is maintained at Meadowlark School. Students losing or finding articles should bring them to the office. The "Lost and Found" area is located in the hall by the library. Parents are welcome to check for missing items there.

LUNCH

A school lunch program is provided by Sodexo Marriott Foods, a private contractor. Price lists and information will go home with each child the first day of school and monthly menus will be sent home. A child may choose to purchase a hot lunch or bring a lunch from home. They also may certainly go out for lunch if a parent picks them up and signs them out at the office.

Lunch counts are taken upon arrival at school in the mornings.

Last year's lunch prices were:

Student Paid	\$2.10	Student Reduced	\$.40
Adult Lunch	\$3.00	Ala Carte Milk	\$.60

Our lunchroom behavior rules include:

- Use quiet and normal conversational tones (restaurant voices).
- Follow directions the first time given.
- Walk at all times.
- Leave your individual lunch area neat and clean. Food or garbage is not to be left on the floor or on the table.
- We ask that children not bring pop to school in their lunches. We also discourage glass containers as they could easily be broken.
- Please label your child's lunch container. Every spring we have many unclaimed lunch boxes that we end up giving to charity.

Eating lunch at school is a privilege. If continual problems exist, parents will be informed. In extreme cases or with consistent behavior problems, parents may be asked to make arrangements for the student to eat away from school.

MEDICATIONS

If medication is required during school hours, it will be administered by the student him/herself, under adult supervision. The parent and a doctor must sign a consent form, obtained at the school office. Please send or bring the medication to school in the **original** prescription bottle with the child's name, medication name, dosage and directions for taking and the doctor's name. All medication is kept at the office.

MORNING WALK

Children are to arrive at school no sooner than 8:15, unless they have permission from a teacher to come in earlier. Once a student arrives at school they should begin the morning walk on the north side of the building if they are in a primary room or on the south side if they are in an intermediate classroom. When the first bell rings at 8:25 students are to walk to their designated line-up area. Students are not to enter the school without permission from the staff member on morning duty. Students are to use the front entrance when coming in early or when purchasing lunches.

PARENT CONTACT

It is very important that school records include **CURRENT** home phone numbers, parent's work numbers, and phone numbers of a designated relative or neighbor. Please indicate which phone number is the primary contact number that can be used to contact a person directly, not through a switchboard or secretary. Parents should advise the school of any allergies, chronic illnesses or serious physical or emotional problems of the student.

PERSONAL PROPERTY

Children are asked not to bring personal items such as toys, electronic games, radios, equipment, etc., to school. We cannot assume responsibility for damage or loss of these personal items. If your child is in kindergarten or first grade where they have daily or weekly "Show and Tell" each individual teacher will send home his/her policy for bringing items. We do, however, encourage students to bring something very personal with them everyday – a good attitude, a willingness to learn, and an open mind!

RESTRAINING ORDERS

We are obligated to honor any restraining order as it applies to school. In such a case, the teacher, lunch aides and office personnel are made aware of the restraining order and try to pay special attention during its jurisdiction. In the remote chance of an attempt to violate a restraining order at school, the police would be notified immediately for enforcement of the order. School personnel cannot be everywhere at all time (bathrooms, halls, etc.) but would make every attempt to monitor student safety and call authorities if a child's safety was in jeopardy.

SAFETY TO AND FROM SCHOOL

Safety is important. Children should be encouraged to practice good safety habits. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good safety habits by providing safety instruction at home.

Parent instructions for students:

- Learn the safest route to and from school.



- Use intersections when crossing the street rather than the middle of the block. Where crosswalks are provided, stay between the lines. It is the child’s responsibility to make certain that traffic from both directions has stopped.
- If there are no sidewalks, walk on the left side of the streets, facing oncoming traffic.
- Students are to go directly home or to a daycare provider after school is dismissed
- Please...NEVER accept rides or gifts from strangers. Report to the teacher or school personnel, parents or a police officer any strangers seen loitering on foot or in a car near schools, playgrounds or other places where children assemble. Try to remember the license number of the car and write it down. Try to remember what the stranger looked like.
- We have crosswalk guards at the intersection of Vermillion & Broadwater, 29th & Howard and 29th & Custer. They are there before and after school. Crosswalk Guards are not there at midday.
- Teach your children what happens in a “fight” between a 3,000-pound vehicle and a 40-pound child. Always yield to vehicles.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available to each student on the first day of classes. Additional packets are available in the office throughout the year. Purchase of this program is optional.

SCREENINGS

The school nurse and volunteers check the vision in grades K, 1, 2, 4 and 6 each year. The nurse also screens all 5th and 6th grade students for symptoms of scoliosis, curvature of the spine. Kindergarten, 1st graders and students requiring follow-up are screened by the audiologist for hearing problems. Parents are notified if the student has problems in any of these areas.

SMALL WHEELED DEVICES

Roller skates, roller blades, skateboards, scooters and shoes with wheels are not allowed at school. We cannot be responsible for these items. Research shows there are numerous safety hazards and dangers to students using these “small wheel devices” and a large number of emergency room visits are due to these devices.

SMOKING, DRINKING AND DRUG ABUSE

Billings Public School policy forbids the use of possession of any tobacco, alcoholic beverages or illegal drugs on school district property. Any students possessing or using these

substances shall be subject to immediate suspension from school pending a long-term suspension hearing.

STAYING AFTER SCHOOL

Teachers may individually require students to remain after school to confer with them or receive extra help. Students will inform parents by phone should there be a need to remain after school over 10 minutes.

TELEPHONE USAGE



We have only 2 phone lines for all staff, students and parents. We ask students to limit their use of the school phone to matters of emergencies. Plans for after school activities should be made at home before students come to school. We also encourage students to begin taking responsibility for remembering necessary items for school, rather than relying on a phone call to parents to bring a forgotten assignment or instrument. **Please limit phone messages to students for emergencies only.** Classroom instruction is interrupted when messages are delivered to students, and this should be only in emergency.

TEXTBOOKS

Textbooks will be furnished free of charge by the school district. However, the students are responsible for books checked out to them. If they are damaged, destroyed, lost or stolen, the students must pay for the book. Textbooks are an expensive item for the taxpayer and we urge all students to treat their books with care. Fines will be levied against students turning in books that show evidence of misuse.

VANDALISM AND THEFT

Students involved in vandalism or theft of school property will be referred to the juvenile office and will be subject to suspension from school. Students and/or parents will be responsible for making full restitution for any damage or loss.

VISITORS

For the protection of students, all visitors and guests must enter the school through the main entrance doors, sign-in at the school office and take a visitor pass. Students are released from the building only through the office. Office staff will deliver items (lunch boxes, money, books, etc.) to the classrooms or hold them at the office for student pick up. This will cause minimal interruptions in classroom instruction and provide a safe environment for your child.

EDUCATIONAL PROGRAMS

LIBRARY – MEDIA CENTER



Meadowlark's library is open from 8:00 – 4:00. Each class visits the library once a week where they are able to check out library materials such as books and magazines, listen to stories, and receive instruction on how to use the library materials: reference books, the card catalog, CD ROM's, computers and the Internet. Primary students have one half hour per week instruction time with the librarian and the intermediate grades (4-6) have an hour of library instruction. Students in grades 4-6 receive a library grade from the librarian.

Students with an overdue book are given a weekly reminder to return the book. No fines are levied for overdue books. Individual teachers and the librarian establish the number of books that may be checked out at one time. If books are overdue, the student may not be allowed to check out additional books until the overdue books are returned. If a book is lost, the person whose name is on the card is responsible for its replacement price. A fee will be assessed for repair of damaged books. Report cards are not issued if there is a missing book that has not been paid for.

HEALTH ENHANCEMENT

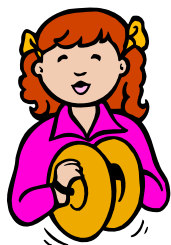
Health Enhancement is a combination of Physical Education and Health-Related Sciences. All students in grades 4-6 now spend one hour two times a week in Health Enhancement and receives a grade from the Health Enhancement teacher. Included in the curriculum are units on wellness, anatomy, growth and development, personal hygiene, nutrition, environmental health, safety, exercise, disease, medicine and drugs, as well as the traditional activity or lab times when students are involved in physical fitness testing and play soccer, volleyball, basketball, etc.



Primary grades (1-3) spend one half hour per week in Health Enhancement and mainly focus on activity times, learning playground games and safety.

The major goal of Health Enhancement is to provide students with information so they can make responsible decisions for a healthy life. This is done in Health Enhancement by combining the academic work with social skills, physical activities, and appropriate ways to handle feelings.

GENERAL MUSIC



A music specialist teaches general music twice a week to students in grades 4th – 6th. Students receive a letter grade in music from the general music teacher. 5th and 6th grade students choosing the general music option will receive two weekly sessions and a letter grade. The music teacher teaches general music for students in grades 1st -3rd once each week.

BAND AND ORCHESTRA

Band and orchestra instruction is provided for interested fifth and sixth grade students. The classes meet twice weekly for 30 minutes. Fifth and sixth grade students will choose between participation in band, orchestra or general music. **Any changes in music placement must be made within the first quarter of the year and only through the principal.**

ENRICHMENT/EXTENDED STUDIES

Students who demonstrate a very high academic or creative ability and who are in need of extensive intervention and challenge are served in the Extended Studies program. Parents will be contacted if a child appears eligible for this program and parental permission will be obtained.

ART PROGRAM

Students in grades 4th – 6th receive one hour per week of instruction from the Art Specialist. The art program is a discipline-based program with emphasis on studying techniques and processes. A focus on famous artists are also included. Students at this level will receive a letter grade in art. Primary students in grades K-3 receive art instruction from the classroom teacher.

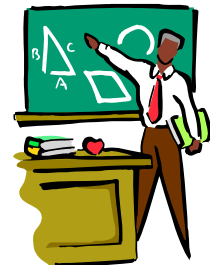


COUNSELING

Elementary School counseling services are an integral part of the total school program and complement learning in the classroom. Services are child centered, proactive and developmental. Counselors promote positive intellectual, behavioral and emotional growth. These uniquely qualified professionals work directly with students in individual and group sessions. Classroom guidance lessons are presented in grades K-6. Counselors also consult and collaborate with parents, teachers and other professionals in the community. School counseling services are intended to enhance the potential of all elementary students.

LEARNING CENTER

An important part of the comprehensive educational program at Meadowlark is our Learning Center. The resource program provides special education services to students who need assistance in order to fully benefit from instruction in a regular classroom. These students have been identified as having specific learning problems, which will require support services. Services are provided on a part-time basis by a resource teacher working in addition to and in collaboration with the student's regular classroom teacher.



The resource concept maintains that while most students can derive greater benefit from being part of the regular school environment, students with special education needs may encounter difficulties learning in a regular classroom. When this occurs, the resource teacher provides a range of services from support in a single subject to a total program in subject

areas. No one type of delivery approach can be expected to accommodate all students' needs. Individualization is the focus in the resource program.

SPEECH PROGRAM

The speech and language program at Meadowlark School is to provide diagnosis and remediation for a variety of speech and language disorders. Therapy is available for those children, with parent permission, who through evaluation, have been found to exhibit the follow:

Articulation Disorder: Inappropriate production or use of speech sounds.

Voice Disorder: Inappropriate or abnormal voice quality such as inappropriate pitch, hoarseness or breathiness due to habit or laryngeal pathology.

Fluency Disorder: Breakdown of articulatory movement associated with excess muscular tension and/or syllable or word repetitions, rapid rate or blocks on words (stuttering).

Language Disorder: Inadequate or inappropriate understanding and/or use of vocabulary, grammar, word relationships, and functional/social language.

The speech therapist will also be available to work with students in small groups and to provide consultation to teachers.

GRADING SYSTEM

In the intermediate grades (4th-6th), students receive letter grades:

All intermediate grades in the Billings Public Schools use the following grade scale:

A	90-100
B	89-80
C	79-70
D	69-60
F	59 and below



REPORT CARDS

Report cards are issued at the end of each quarter. The only exceptions are kindergarten and first grade that do not receive report cards at the end of the first quarter. Students in grades 4-6 receive mid-term reports to communicate their status half way through each quarter.

PLEDGE OF ALLEGIANCE

There is a state law requiring students in grades K-6 to recite the Pledge of Allegiance every morning. Exceptions will be made for students who decline due to religious beliefs.

FERPA Annual Notification
Notification to Parents and Students of Rights
Concerning a Student's School Records

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include: basic identifying information; academic transcripts; immunization records; and attendance records. The cumulative record may include: intelligence and aptitude scores; psychological reports; achievement test results; participation in extracurricular activities; honors and awards; teacher anecdotal records; verified reports or information from non-educational persons; verified information of clear relevance to the student's education; information pertaining to release of this record; and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) grants parents or guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

Parents or guardians of students less than eighteen (18) years of age and students older than eighteen (18) years of age have the right to inspect and copy the student's permanent record. Parents, guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the

parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to: name; address; gender; grade level; birth date and place; names and addresses of

parents or guardians; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school.

Any parent(s) or guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal on or before the student's first day of school.

Military Recruiter Access to Information. The United States Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. However, a secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent.

6. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605