FORT BENTON ELEMENTARY

PARENT/STUDENT HANDBOOK

2026-2027

FORT BENTON SCHOOL DISTRICT #1
1406 FRANKLIN STREET
PO BOX 399
FORT BENTON, MONTANA 59442

Updated June 2026

Table of Contents

Activity Tickets	18
Activity/ Field Trips	6
Asbestos Management plan	8
Attendance Policy	21-22
Cancellation of school	6
Cell Phones/Personal Technology use	7
Clothing	8
Communication with Authorities	16
Discipline/consequence flowchart	12-17
Dogs & Cats	8
Extracurricular Policy	17
Facebook Page	22
Family Night	8
Fire Drills	7
Grievance Procedure	17
Homework	5
Immunizations	4
Instrumental Music	7
Legal age for school	4
Lost & found	8
Make-up Work	5
Multi-Tiered Systems of Support (MTSS)	6
Newsletter	8
Parent Visitations	5
Party Invitations	9
Printed Materials	19
Promotion/Retention	6
Recess	5
Report of Pupil Progress	5
Resource, Title I, and speech	6
Safety Committee	10
School Arrival and Dismissal	4
School Health/Health Services/Injuries/Medications at school	9-10
School Breakfast/Lunch	9
School Pictures	6
School Supplies	5
School Telephone	7
Search of school property/students	17
Sexual Harassment & Title IX	19
Special Programs: Library, Drug Ed, Phys. Ed, Health	18
Students Leaving school during the day	8
Substitute Teachers	6
Teacher Conference /Parent Visitation	5
Testing	6
Transportation	12
Video Surveillance Cameras	17
Visitors	8
Volunteers	7
Weapons /Gun-Free Schools	20

FORT BENTON ELEMENTARY SCHOOL
FACULTY
2027-2027

Greg Iverson, Superintendent/MS/HS Principal
Roxie Benjamin, Elementary Principal

ELEMENTARY STAFF

Secretary	**Katie James**
Kindergarten Readiness (Pre K)	**Beth Jones**
Kindergarten	**Esme Teeters**
First Grade	**Deanna Farwick**
Second Grade	**Anna Arganbright**
Third Grade	**Mindy Evans**
Fourth Grade	**Jessica Hanford**
Fifth Grade	**Mandy Rominger**
Sixth Grade	**Mylo Lane**
Resource/Special Education	**Justin Cartwright**
Title I	**Roxie Benjamin/Elizabeth Southard**
Art	**Peggy Gannon**
K-6 Music, 5/6 Band	**Erik Lenington**
P.E.	**Colby Cline**
Computer Lab/Library/Media	**Mandy Wright**
K-6 Counselor	**Rheanna Fultz**
Paraprofessional	**Corey Walker**
Paraprofessional	**Mark Smith**
Paraprofessional	**Lin Dana**
Paraprofessional	**Ann Petty**
Paraprofessional	**Alex Salazar**
Paraprofessional	**Trenton Broesder**
Head Cook	**Angela Thomas**
Cook	**Rachel Cook**
Maintenance	**Russ Axtman**
Custodial	**Mark Sullivan**

Chouteau County Joint Services; Special Education

Speech/Language	**Jen Longfellow**
Psychologist	**Lisa Stroh**

FORT BENTON ELEMENTARY SCHOOL HANDBOOK
PARENTS & STUDENTS

Longhorns Love to Learn!

Philosophy: FORT BENTON ELEMENTARY SCHOOL

The District believes that all young people should be given the opportunity to develop the skills necessary for a basic education, regardless of family background, handicap, social-economic status, race, or gender. Fort Benton Schools strive to promote a foundation that will enhance lifelong learning. The District is committed to the recognition of individual differences among students and to serve the social, emotional, physical, and academic needs of the young people enrolled in our schools.

The school, along with the family, share responsibility in the total development of the child. As we prepare our students for the future, we will help them to become responsible citizens in our society in a changing world. We also stress the importance of Longhorn pride and encourage our student's behavior to reflect positively on the Longhorn Nation.

LEGAL AGES FOR CHILDREN TO ENTER SCHOOL

Starting age for Kindergarten is five years old on or before September 10th. Exceptions to this age limit must be granted special permission by the Board of Trustees.
Starting age for first grade is six on or before September 10th. (State Code: section 20-5-101). A birth certificate will be kept on file in the student's cumulative folder.

IMMUNIZATIONS

State law requires that, before any student is admitted and enrolled in a public school, she/he must have evidence of successful vaccinations or medical/religious exemptions (exemptions must be filled out yearly)

SCHOOL ARRIVAL AND DISMISSAL

Students should arrive at school no earlier than 7:40 a.m. Classes begin at 8:05 a.m. unless a teacher has suggested an earlier time for an individual student. School will be dismissed at 3:20 p.m., Monday through Thursday. Fridays are early release days, all students will be dismissed at 2:30 p.m.
Students are to report home immediately after being released from school. They should check in with their parents so their whereabouts are known. Children may return to school to play on the playground equipment after they check with their parents. PLEASE understand that there is no supervision on the playground before 7:40 a.m. and after the buses have departed for the day. Children are to go home after school and not play unsupervised on playground equipment.

TEACHER CONFERENCES AND VISITS

If you wish to have a conference with a teacher during the year, call the elementary office or contact the teacher to make arrangements. The best times to visit with a teacher are from 7:50-8:10 a.m., and from 3:15 p.m.- 4:00 p.m. (except on Friday). It is usually best to wait a month after school begins before visiting the classroom for the first time to allow children the opportunity to adjust to their new environment.

RECESS

Weather permitting, students are given up to three recesses a day (Gr. K-4). Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on the very cold days. **Students should always dress for outside recess.** Students will have supervised free time in the classroom on days when bad weather prevents outside recess. While at recess, students are expected to adhere to all rules and instructions given by staff. Fighting of any kind is not permitted, students are not allowed to wrestle regardless if they are a part of the wrestling teams. Snow, rocks, sticks and rubber chips are to remain on the ground at all times.

PARENT VISITATIONS

The Fort Benton staff welcomes you to visit your school at any time. We feel this is an important way of developing a good understanding of the school program. Please sign in at the office prior to visiting the classroom. This is done to protect children from unauthorized visitors and to help you locate your student if they are not in the classroom at that time. Please do not send children who are not officially enrolled in school to visit or for parties. We cannot be liable for children who are not enrolled.

REPORT OF PUPIL PROGRESS

Two parent-teacher conferences will be held this year for the purpose of developing a deeper understanding between the parents and teacher. Teachers will make parent contacts throughout the school year. Parents are urged to confer with teachers any time in the interest of promoting the welfare of their children. Report cards are issued for each Trimester. Progress reports are also issued at the Trimester mid-term.

SCHOOL SUPPLIES

Each teacher will furnish his/her students with a list of supplies needed for the year. The school supplies list can also be found on the school web page.

HOMEWORK

Students should expect that homework will be assigned at various levels. Please make it a point to involve yourself with your child's work. This practice will give you a better idea of what your child is working on in school.

MAKE-UP WORK

Students are allowed two (2) days to make up work following an absence. Teachers can allow more time if needed.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School is not canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation.

TESTING

The Montana State Assessment (MAST) is administered in April or May for grades 3-6. Other periodic testing is performed by the District and individual classes.

PROMOTION AND RETENTION

Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved with any retention decision.

RESOURCE ROOM, TITLE I AND SPEECH PROGRAMS

If a student has a particular need, parents will receive information and permission obtained regarding a more formal evaluation process. Parents of students who qualify for special programs will be notified and will have an active part in team meetings and conferences to determine their child's best educational program.

RESPONSE TO INSTRUCTION (RtI)

Fort Benton elementary is an RtI school and works hard to utilize data-based decision making to differentiate the instruction and best meet the needs of each individual student. If you have a question regarding your student and the RtI process please call and visit with your child's classroom teacher.

SUBSTITUTE TEACHERS

Every student will more than likely be taught by a substitute teacher, and students are expected to treat these teachers courteously. Substitute teachers are needed when the regular teacher is ill, attending professional training, or in case of a family emergency.

ACTIVITY TRIPS

All students transported for any school activity, regardless of the numbers of students being transported, must be transported on MONTANA HIGHWAY PATROL APPROVED SCHOOL BUSES, or Activity Buses owned and maintained by the school district. Only in a special case or circumstance may this policy be waived by the District Transportation Supervisor.

FIELD TRIPS

Class field trips provide learning experiences for all students involved. Longhorn behavior and cooperation are expected of all students. Parents will be notified in advance regarding field trips, and will be asked to give their permission for their child's participation.

SCHOOL PICTURES

Pictures of your children will be taken early in the school year. Parents will be notified in advance, and purchase of the pictures is optional. Pictures must be paid for on the day the pictures are taken; checks should be made out to the photographer. Classroom pictures will be taken in the spring and will be available for parents to purchase.

VOLUNTEERS

School and classroom volunteers are encouraged. Parent involvement is important and is a good way for parents, grandparents, or any interested adult to become a part of the Fort Benton Schools educational program.

SCHOOL TELEPHONES

School telephones are primarily business phones and should be considered as such. Your children will be permitted to use the phone only when it is necessary.

CELL PHONE/PERSONAL TECHNOLOGY USAGE AT SCHOOL

The use of cell phones during the school day is not permitted by students. The use of smart watches will be treated the same as cell phones, with the same consequences. Students will be permitted to have cell phones in their backpacks but must remain turned off.

Consequences for violation of cellphone/smart watch policy: (Confiscated technology will be placed in the safe in the elementary office)

1st violation: Confiscated for the remainder of the school day. Students and/or parents can pick up the phone from the main office.

2nd violation: Confiscated for the rest of the school day. Parents must pick up.

3rd violation: Confiscated for the remainder or the school day, parent must pick up, and loss of cell phone privilege for 5 school days. Student must turn in their cell phone into the main office when before the 8:05 AM warning bell.

4th violation: Confiscated for the reminder of the school day, parents meet with administration, and 2 days ISS for student

INSTRUMENTAL MUSIC

Beginning band instruction is provided for all fifth and sixth grade pupils who are interested. The school has a few instruments which are available but most students are required to furnish their own. Instruments for sale or rent are available in Great Falls at various music vendors. Before buying an instrument, check with the band instructor.

The instrument is the student's responsibility. The school does not provide insurance to cover damage to your personal instrument. A yearly rental fee of $50.00 will be charged to students who use school-owned instruments.

FIRE DRILLS

Instruction on fire drills is given regularly, and fire drills are held without notice up to eight times a year. Exits, signals, routine, etc. are clearly stated and practiced.

.

VISITORS

Visitors are welcome and are expected to sign in at the office upon entering the school. When visiting a classroom, prior arrangements must be made with the classroom teacher at least one day prior to the visit. We reserve the right to limit visits if they become a distraction to the learning environment. Unauthorized visitors may be considered trespassers and subject to law enforcement intervention.

CHILDREN LEAVING SCHOOL DURING THE DAY

If it becomes necessary for your child to leave school during the day, please send a note, or call, the office stating the reason for leaving and the time for dismissal. Students should be met by the parent at the school office and will be checked out of school at that time.
Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

CHILDREN WITH DOGS AND CATS

Please leave your pets at home. If it is necessary local law enforcement will be called in order to remove animals from school grounds. Pets for show and tell must be approved by the teacher and the building principal.

FAMILY NIGHT

The following policy has been established:
Family night is Wednesday night of each week.
We will attempt to reduce homework assignments on this night.
Elementary activities will not normally be scheduled on this night.

LOST AND FOUND

Lost articles turned in to the school are kept in the hallway near the office. Students can check with the school secretary for lost articles.

ASBESTOS MANAGEMENT PLAN

An Asbestos report has been completed and is in care of the school maintenance director.

NEWSLETTER

An Elementary School newsletter Will be emailed monthly. It will include information about school programs and activities and a monthly school lunch menu. Classroom and individual notices and reminders will be sent home periodically as needed.

CLOTHING

Children should wear suitable clothing for all seasons for playing outside daily. During inclement weather, students may be inside, but they still need proper clothing. All articles of outdoor clothing and P.E. shoes should be marked with the child's name. No Healy roller shoes or skates on school grounds or in the building. Dress (walking) shorts will be allowed. The length of the shorts must be approximately mid-thigh. Sleeveless shirts will be allowed, but not tank tops. Teachers and administration will determine what is appropriate for school. If clothing is deemed inappropriate student may be sent home to change. H**ats will not be allowed to be worn in the school building, except AR hats.**

INVITATIONS

Birthday or party invitations are not to be distributed at the school.

PUPIL PROCEDURE AND REGULATIONS

Classroom Teachers will introduce, review, and practice all classroom expectations and procedures at the beginning of the school year.

SCHOOL BREAKFAST/LUNCH

The Fort Benton Schools provide lunch services for grades K thru 12th. The prices are as follows:

LUNCH		BREAKFAST	
Student (K-6)	$3.50	K-6	$2.50
Student (7-12th)	$3.75	7-12	$2.75
Adult	$4.00	Adult	$2.75
Reduced*	$0.40	Reduced*	$0.30
Additional Milk	$0.50	* Set by federal government	

Application for reduced or free lunch program can be found online on the schools website. Parents will be contacted when accounts reach minimal amounts.

Breakfast is served from 7:40 a.m. to 8:00 a.m.

SCHOOL HEALTH

MEDICATIONS

The school district is not mandated by law to dispense medications, prescriptions or otherwise. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medicine, then the following procedure will be used:

1: Written instructions **signed by parent AND PHYSICIAN** will be required. Parents may may obtain additional copies of the form from the school office. The instructions (form) will include: (Board Policy 8.33):

a. Child's name
b. Name of medication
c. Purpose of medication
d. Time that the student should self-administer
e. Dosage
f. Possible side effects
g. Termination date for administering the medicine.

2. The medication must be brought to school **in the original container.** The initial dose must be administered at home by the parents to avoid adverse reactions from occurring at school. The student will be required to take his/her own medication while in school. ALL MEDICINES MUST BE STORED IN THE SCHOOL OFFICE.

3. Parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

INJURIES

In the event of illness or injury, a student will be cared for temporarily by designated school personnel. School personnel will render first aid only in the case of minor injury. In the event of serious injury or illness, and emergency medical treatment is necessary, parents will be contacted. If parents are not available, the student will be taken to the medical center. Please remember that **an emergency telephone number where parents can be reached, a nearby friend or relative who may act on your behalf, and a medical treatment form must be on file in the school office.**

HEALTH SERVICE

Angel Johnson is our County Health Nurse. Her phone number is 622-3771. Her office address is 1020 13th street.

VISION, HEARING, AND SPEECH SCREENING

Fort Benton Schools routinely screen all new and regular students for vision (K, 2 & 4) and hearing (K & 1) which may interfere with classroom performance. Students will participate in these screenings as conducted by specialists. Parents will be notified of any problems that are noted and are welcome to discuss the results and findings at any time with school personnel.

INFORMATION REGARDING THE CONTROL OF COMMUNICABLE DISEASES

for information on this please pick up a copy of the "Communicable Disease Summary" published by the Montana Department of Public Health and Human Services Communicable Disease Epidemiology Program.

BUS RIDING GUIDELINES

Mr. Benhart is the director of transportation, and any bus problem can be handled through his office at 622-3761. Every effort will be made to address your concerns promptly.

Bus riding rules:

- Be on time.
- Bus students should watch for their bus when dismissed from school.
- Students who are not on a bus route but wish to ride on a particular day need to submit a written request from their parent to the office as soon as possible. After it is approved from the office, it will be returned to the student to give to the bus driver.
- When boarding the bus, students should choose their seat immediately upon entering the bus and remain there as long as the bus is moving.
- Proper seating procedure is as follows.
- Always Face the front.
  - b. Feet on the floor.
  - c. At no time should heads or arms be out of a window.
  - d. Aisle should be clear at all times to prevent tripping.
  - e. Seats may be changed by permission of the bus driver only.
  - f. Bus students are expected to follow bus rules and respect the bus driver.
- Improper conduct, not to be tolerated, is listed as follows:

a. Scuffling on the bus.
b. Loud talking or yelling.
c. Offensive language or obscene stories.
d. Throwing garbage out the window.
e. Throwing objects in the bus.
f. Spitting on the bus.
g. Use of tobacco or alcoholic drinks.
h. Disrespect for property or for others.

- All litter shall be put in a wastebasket which is furnished on each bus.
- No animals of any kind are allowed on the bus.
- If rules are broken, corrective measures will be taken by the bus driver or the transportation director.

THE SCHOOL-HOME PARTNERSHIP

For Parents:

Cooperation between the school and home sets the stage for good conduct of our school children. Parents, by their teaching and example, can help to develop in their children an attitude of respect for the school, for the teachers and principal, and for other children. To help children develop good behavior habits, it is recommended that parents: Instill in children a respect for authority, for the rights of adults and of other children, and for private and public property. Know their children's friends. Know where children are when they are away from home. Teach children to obey their teacher and other persons in authority.

Support actions of the teacher or principal in talking with their children about a problem; confer privately with the teacher or principal if an action is taken and is not understood or if there is a question regarding its appropriateness. Confer personally with the teacher or principal when requested. Insist that children be prompt and regular in school attendance. Carry out recommendations made by the school in the best interest of the child. Talk with children about school activities; take an active interest in the child's progress in school and attend Parent-Teacher Conferences.

For Students:

Students attend school so that they may develop their individual capacities to their fullest and become, for their own benefit and that of others, the best person that is possible. It is recommended that students:

- Accept responsibility for their actions.
- Be Ready to Learn.
- Do your best work.
- Participate in as many opportunities as possible.
- Be Respectful
- Dress appropriately and practice good personal hygiene
- Comply with rules and regulations established by the school

STUDENT DISCIPLINE EXPECTATIONS

Fort Benton Elementary approach to discipline is based on the belief that students must be responsible for their actions while in attendance at school. Classroom teachers in the elementary school establish a discipline plan that includes positive awards for good behavior and negative consequences for breaking rules (usually staying after school or loss of recess time). Each room has their own rules.
An example of some basic rules will include:

- Be Respectful.
- Be Responsible.
- Be Ready to Learn

Students are also subject to playground rules designed for the safety and cooperation of all in mind. These rules are communicated to students and enforced by all duty teachers.

Montana law states, "Any pupil shall be subject to the control and authority of the teachers, principal, and district superintendent while he is in school, on school premises, on his way to and from school, or during an intermission or recess." (Montana Code: 20-5-201

RULES OF RESPECT

In order to provide an acceptable quality of education, the school staff expects that all students will show appropriate cooperation and respect toward faculty, substitute teachers, staff members, and other students. The list of rules on the following pages is important to the school, but it is NOT a list of every possible action that violates the rights of others. Any act that disrupts school activity or causes danger to people or destruction to property will have consequences.

TEACHER'S ROLE IN DISCIPLINE

The teacher has the primary responsibility and authority over student behavior.
Teachers have the authority to:

A. remove a student temporarily from the classroom
B. deny certain classroom privileges or assign detention
D. use reasonable measures as may be necessary to maintain classroom control

PRINCIPAL'S ROLE IN DISCIPLINE

Teachers may refer students to the principal who has responsibility and authority to use reasonable measures to maintain control. The principal will establish and implement rules and regulations regarding student conduct.

The principal has the responsibility for the maintenance of a record of serious or chronic behavior problems. Enforcement of School District policies and school building rules with respect to student conduct is the joint responsibility of the school personnel and the principal. The principal has the authority to impose suspension (in or out of school) to students for failure to comply with school regulations and, if it should become necessary, to recommend to the Superintendent of Schools expulsion for students.

Offence	Definition
1. Lunchroom violations	Failing to follow cafeteria rules/directions
2. Insubordination	Failure to obey the reasonable directions of any adult staff member to include substitue teachers and lunchroom monitors
3. Misuse of school property	Including books, supplies, equipment, or the school building. Using school property for a purpose other than that which it was intended.
4. Inappropriate Language	Launguae that is offensive or inappropriate in a school setting; profanity.
5. Playgroud violations	Failure to comply with established playground rules
6. Fighting	Any disagreement resulting in physical contact in which neither party is injured. All participants are held accountable.
7. Serious fighting	Any disagreement resulting in any physical contact in which either or both parties is injured. All participants are held accountable.
8. Persistent dispbedience or insubordination	A student is considered to be consistently disobedient if found to break school rules repeatedly.
9. Use/possession or weapons	Having or using any weapon such as a knife, gun or anything which could be used as a weapon. Toy or imitation weapons may NOT be brought to school.
10. False alarms	Making a false report of a fire by pulling the alarm when no fire exists
11. Theft	Taking another's property of the school's property without permission
12. Tobacco/Alcohol	Having such items in one's possession.
12. Other misbehavior	Inapproprite behavior as determined by the administrator. Options that will help to correct the misbehavior.

Where there are several options listed, the administrator may CHOOSE ANY OR ALL of the consequences: The administration reserves the right to select other options at their discretion.

DISCIPLINE GRID	1st Incident	2nd Incident	Repeated Incidents
Vandalism	1, 3, 4, 7	1, 5, 7, 8	1, 5, 6, 7, 8
Major disruptions/disrespect, Insubordination (towards, staff, students & substitues)	1, 3, 4	1, 5	1, 5, 6
Lying to school staff	1, 3, 4	1, 5	1, 5, 6
Theft	1, 3, 4, 8	1, 5, 7, 8	1, 5, 7, 8
Inappropriate Language	1, 2, 3	1, 4	1, 5
Fighting (Consequence will be determined by the severity of each person's actions	1, 3, 4	1, 4, 5	1, 5, 6
Use/Possession of fireworks	1, 4	1, 5	1, 5, 6
Use/Possession of Tobacco	1, 3, 8, 9	1, 4, 8, 9	1, 5, 6, 8
Use/Possession of Alcohol	1, 5, 8, 9	1, 5, 6, 8, 9	
Use/Possession of drugs	1, 5, 6, 8	1, 5, 6, 8	
Sexual Harassment	1, 3, 4, 5, 6, 10, 11	1, 5, 6, 10, 11	1, 5, 6, 10, 11
Bullying/general Harassment	1, 3, 4	1, 5	1, 5, 6
Use/Possession of weapons	1, 5, 6, 8		
False Alarms/threats to other students	1, 3, 4, 5, 8	1, 3, 4, 5, 8	1, 5, 6, 8
Dress Code Violations: Will either be given other clothing, or be sent home to change.	1, 2, 3	1, 3, 4	1, 4
Cheating	1, 3, 12	1, 2, 12, 13	1, 4, 12, 13
Minor Offenses: PDA, hats, class disruption, horseplay, wrestling ect.	2	1	1, 3, 4, 5
Cellphones/Smart watch usage	1 + Confiscation	1+ Confiscation, Parent pick up	
Other Misbehavior	The administrator will select the most appropriate discipline to correct the behavior		

FORT BENTON ELEMENTARY SCHOOL DISCIPLINE GRID

The following list of consequences is to be referenced when using the discipline grid on the previous page. The administrator may CHOOSE from the options listed and has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed on this chart:

1) Parent conference
2) After-school detention of 30 minutes
3) Lunchroom detention – cleaning after lunch for the duration of recess
4) ISS (In-School Suspension)
5) OSS minor (1-5 days Out-of-School Suspension)
6) OSS major (6-10 days Out-of-School Suspension)
7) Brought to the Board of Trustees for possible expulsion
8) Restitution
9) Police contacted
10) Suspension – according to extra-curricular policy
11) Formal reprimand
12) Formal investigation
13) Zero on test or assignment
14) "F" for the grading period
15) 2-week suspension from attending activities (including assemblies, cooking with kids, CCPA ect.)
16) Suspension from attending activities for remainder of season.

SCHOOL DISCIPLINE – TYPE OF CONSEQUENCES

1) CONFERENCE: The student will meet with the administration and be reprimanded for violation of school policy. Parents may be contacted, if deemed necessary.

2) AFTER-SCHOOL DETENTION: Students can be assigned an after-school detention by any member of the staff. When assigned a detention, students will have the option of serving it that day or the following school day. Detention will take place between 3:30 and 4:00 p.m. Monday through Thursday and 2:30 – 3:00 p.m. on Friday.

3) IN-SCHOOL SUSPENSION (ISS): The student will spend the day in the office under the supervision of office staff. Homework will be gathered and the ISS time is to be spent working. Breaks will be given periodically as long as it isn't during the passing of classes. If the ISS is for the full day, students are responsible for either bringing a lunch or ordering a lunch from the school cafeteria. Students in ISS will be allowed to participate in Extra-Curricular practices; however, they will NOT be allowed to travel with the team or be allowed to compete at any level until eligible.

4) MINOR SUSPENSION: One to five-day suspension assigned by a school administrator in accordance with the Fort Benton School Board of Education guidelines.
Students in OSS-minor will NOT be allowed to participate in Extra-Curricular practices; they will NOT be allowed to travel with the team or be allowed to compete at any level for seven **(**7) calendar days from the first day of suspension.

5) MAJOR SUSPENSION: Six to ten-day suspension assigned by a school administrator in accordance with the Fort Benton School Board of Education guidelines.
Students in OSS-major will NOT be allowed to participate in Extra-Curricular practices; they will NOT be allowed to travel with the team or be allowed to compete at any level until eligible.

FORT BENTON SCHOOLS

CLEAR EXPECTATIONS. CLEAR RESPONSES. LONGHORN PRIDE.

★ DISCIPLINE CONSEQUENCE FLOWCHART ★

OUR GOAL: SAFE SCHOOLS. RESPECTFUL STUDENTS. SUCCESS FOR ALL.

BEHAVIOR		CONSEQUENCE	TEACHER / STAFF EXPECTATION
#@*! USE OF THE F-WORD OR DEROGATORY STATEMENTS		AUTOMATIC CALL HOME + ½ DAY ISS	Document the incident and notify administration. Administration will make parent/guardian contact.
PHYSICAL FIGHT		AUTOMATIC CALL HOME + REMAINDER OF THE DAY IN ISS	Separate students and ensure safety. Notify administration immediately. Administration will contact parent/guardian.
SEXUAL COMMENTS, SEXUAL BEHAVIOR, OR SEXUAL ACTIONS	INCIDENT 1	FULL DAY ISS + CALL HOME	Report incident to administration immediately. Document what was observed/ heard using objective language.
	INCIDENT 2	FULL DAY ISS + CALL HOME + MEETING WITH SCHOOL SUPPORT OFFICER FROM THE SHERIFF'S DEPARTMENT	Report immediately to administration. Document the incident objectively. Administration will coordinate parent/guardian contact and School Support Officer involvement.
	INCIDENT 3	AUTOMATIC 1-DAY OUT-OF-SCHOOL SUSPENSION + PARENT/GUARDIAN MEETING	Report immediately to administration. Document the incident objectively. Administration will coordinate suspension and parent/guardian meeting.

TEACHER RESPONSE: STOP → REPORT → DOCUMENT

STOP — Address the behavior calmly and immediately when appropriate. Prioritize student safety.

REPORT — Notify administration promptly for any behavior listed above. Physical fights and sexual behavior/ actions should be reported immediately.

DOCUMENT — Record what you saw or heard, using factual and objective language. Avoid assumptions, labels, or conclusions.

ADMINISTRATOR EXPECTATIONS

CONSISTENCY — Similar behaviors receive similar responses.

DOCUMENTATION — All incidents and consequences will be documented.

CLEAR COMMUNICATION — Students should understand what behavior occurred and what consequence follows.

SAFETY FIRST — Any situation involving immediate danger, physical aggression, or potentially inappropriate sexual conduct should be referred to administration immediately.

PARENT/GUARDIAN CONTACT — Administration will make required calls home unless otherwise directed.

CONTEXT MATTERS — Administration may consider student age, developmental level, circumstances, intent, prior disciplinary history, and applicable district policy when determining the appropriate response.

LONGHORN PRIDE | RESPECT • RESPONSIBILITY • SAFETY • EXCELLENCE

Consequences are subject to district policy, student due-process requirements, and applicable Montana laws.

6) BOARD OF TRUSTEES/EXPULSION: The Board has the exclusive authority to expel a student from school.

STUDENT / PARENT COMPLAINT & GRIEVANCE PROCEDURE:

The school staff and administration are always willing to discuss student behavior or disciplinary actions taken. The proper sequence to follow is:

a. Contact the teacher.
b. Arrange a conference with the teacher, school counselor and or the principal.
c. Arrange a conference with the Superintendent.
d. Arrange a meeting with the School Board.

INFORMATION TO AUTHORITIES

The Fort Benton administration will do its best to cooperate with local authorities concerning students at Fort Benton Elementary School without violating any school policies. Any student who is interviewed by local police will be in the presence of the principal and/or parent. In all cases, the principal will attempt to contact the parent.

SEARCH OF SCHOOL PROPERTY/STUDENTS

For the safety and supervision of students in the absence of parents, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects as well as district property. Such authorization includes, but is not limited to, the use of canines for searches of school property, personal property and motor vehicles. The administration will work to ensure compliance with Board policy 3231.

VIDEO SURVEILLANCE CAMERAS

The board recognizes the need to provide a safe learning environment for students and staff and to protect district property and equipment. Therefore, video surveillance cameras will be used as a security measure at the Fort Benton School District. Video cameras will be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The building principals are responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. The building principal shall coordinate the placement and use of video surveillance systems with the superintendent. No staff member may use video surveillance without permission of the building principal

Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

POLICY CONCERNING EXTRACURRICULAR

All elementary students participating in middle school extracurricular activities must have a physical, purchase an activity ticket, and have a permission slip signed by the parent before starting practices. Students are expected to follow all training rules as they pertain to the middle school extracurricular activity.

ACTIVITY TICKETS

Student Activity Pass $30.00/year
Adult Activity Pass $60.00/year

Activity Passes allow admission to all High School & Middle School regular season events but does not allow admission to post season events or other special events. Activity passes are required to be purchased by students in grades 7-12 but are optional for students in grades K-6 who are not in sports. All 4-6th graders participating in MS sports are required to purchase an Activity Card. Activity Cards are sold through the Fort Benton High School office.

SPECIAL PROGRAMS IN OUR SCHOOL

LIBRARY

The library is open on a regularly scheduled basis with special library classes being presented to our students. Students are encouraged to use the library during library hours with the permission of their classroom teacher. Students may also check out books to take home. There is no fine for overdue books, but lost or damaged books must be paid for and replaced. Report cards will be held until the books are returned or paid for. The library collection is constantly updated and expanded. Books are chosen for educational or recreational value.

DRUG EDUCATION

Students participate in the Red Ribbon Week program. This program has shown to improve self-concepts and decision-making skills in elementary students. We will make a conscientious effort to make your children aware of the dangers of drug and alcohol abuse at all grade levels.

PHYSICAL EDUCATION

Physical Education is an important part of education. The development and maintenance of a healthy body is essential for physical wellbeing and good mental health. Attitude development is also important; we attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Physical education classes are provided twice each week for all students.

HEALTH EDUCATION

Individual parent permission slips will be sent home with all students for parents to sign for the Stranger, Danger program for Kindergarten, Red Flag-Green Flag program and the Human Body Awareness program. Red Flag-Green Flag is a short program on appropriate touching and inappropriate touching (sexual abuse) at the third grade level. Human Body Awareness is presented to fourth and fifth grades. Boys and girls are in separate groups. They view a film and have discussion questions after the film. Parents have the ability to preview the film by contacting the county health nurse.

ENRICHMENT OPPORTUNITIES AVAILABLE:

Missoula Children's Theatre
Shakespeare in the School
Field Trips
Heritage Day
RTI Differentiated Instruction
Spelling Bee
Hooked on Fishing

SCHOOL POLICIES

SEXUAL HARASSMENT

Students/Staff policy may be found in School Board Policy. Please review this policy in order to understand your rights as well as the rights of others. Fort Benton School District is committed to a positive and productive learning environment free of discrimination. Because sexual harassment substantially compromises the attainment of educational excellence, the district will not tolerate such behavior. School District policy manuals can be found in the administrative offices.

TITLE IX REGULATIONS

"This is to certify that the Fort Benton Public Schools are in compliance with the Title IX policy of nondiscrimination on the basis of sex." Each school district must appoint a coordinator who will be responsible to carry out the regulations, investigate and rectify any discrepancies. If a student or employee feels that he has been discriminated against (solely on the basis of sex), the Board of Trustees has adopted a grievance procedure for use by that individual. Forms to be completed are available in the administrative offices. The procedure is outlined in Board Policy.

STUDENT RECORDS POLICIES AND PROCEDURES

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

1. The right to inspect and review the student's educational records.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Fort Benton School District to comply with the requirements of FERPA
5. The right to obtain a copy of the Fort Benton School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the District. Board Policy 3600-3600P.

PRINTED MATERIALS

Any printed materials produced by the District or School could include (upon request) an audio version of the printed materials to be made available for the vision impaired. Please contact the school offices should you need instructions/information concerning special considerations for individuals with disabilities. The instructions/information may include how access is provided at difficult ramps, accessibility to restrooms/location, special paths of travel, and any other special features which would assist a person with a disability in assessing school programs, services and activities. Please alert the administration if a need for special assistance is necessary prior to visiting a facility.

WEAPONS/GUN-FREE SCHOOLS

It is the policy of the Fort Benton School District No. 1, Chouteau County, Montana to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a weapon on to school district property or to a school-sponsored event shall be expelled from school for a period of not less than one year, under the conditions set forth below.

Any alleged violation of this policy shall be immediately reported to the Superintendent. If, after investigation, the Superintendent has reason to believe this policy has been violated, she/he shall recommend to the Board of Trustees that the student be expelled. If the Board of Trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one year. The trustees may, however, authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. In appropriate circumstances, the Trustees may permanently expel a student under this policy.

In accordance with S.S. 20-4-302, 20-4-402, 20-4-403, and 20-5-202 (1) a principal or the Superintendent may immediately suspend for good cause a student who is determined to have brought a weapon on to school property or to a school-sponsored event.

Any decision to change the placement of a student with a disability who may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. S. 1400 et seq.

This policy SHALL NOT APPLY to weapons brought on to school property with the express permission of the school administration, such as for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration.

For the purposes of this policy, a weapon shall be defined as follows:
(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device; or (E) any instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury; (F) any instrument, article, or substance that regardless of its primary function, closely resembles an actual weapon, or is used with the intention of giving the impression that it is real.
The Fort Benton School District shall report any violations of this policy to the local criminal justice and/or juvenile authorities. Documentation of discipline taken will be placed in the student's file.

ATTENDANCE POLICY

ATTENDANCE

The primary responsibility for good attendance for students in grades K-6 rests with the parents. These parents are required under Section 20-5-103, MCA, to ensure that their children attend school regularly. The district recognizes the importance of monitoring the parental responsibility for their child's attendance. Furthermore, the district is committed to taking whatever action is necessary, up to and including legal actions, to ensure that students attend school regularly.

If a child is going to be absent from school, the parent/legal guardian is to contact the elementary office to confirm the child's whereabouts. **This can be done with a telephone call or a note sent to school with a sibling.** Notifying the school of an absence is mandatory by Montana law and is designed to protect your child. The Missing Children Bill states that parents should take the responsibility to inform the school when **their children will not be in attendance.** If parents do not notify the school by 9:30 a.m., the school must make an attempt to contact the parent, guardian, or legal custodian to make sure they are aware of the student's absence from school. Documentation will be kept of the (attempted) contacts, **and police informed if parents cannot be reached.** The school appreciates your phone calls to inform us that you know that your child is safe and that you are aware of his/her absence from school. We advise parents to please make medical or other appointments in the afternoon if possible in order to avoid your child missing the core subject instruction.

DEFINITIONS

Unexcused Absence: Absences which take place without the approval of the parent and/or principal.
Excused Absence: Generally, absences will be considered reasonable in cases of illness, bereavement, family vacations, or situations resulting from emergencies. Other absences will be considered unexcused.
Excessive Absences: Students who miss 5 days of school per trimester are considered excessively absent.
Tardiness: Any tardiness which extends beyond 10:00 a.m. or 2:00 p.m. will be considered a .5 absence.

REPORTING STUDENT ABSENCES

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 9:00 a.m. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence. If a parent can not be reached the authorities will be contacted.

EXCUSED ABSENCES AND TARDIES

An absence is excused if a parent or legal guardian calls the attendance office no later than 24 hours following the absence, or if a note is presented to the attendance office personnel the school day following the absence. In cases where doubt occurs concerning the validity of an excuse, the administration may require verification. In the event the principal determines an absence or tardiness is unnecessary, the absence will be considered unexcused. The administrator may request that parents communicate directly to him/her regarding the reason for the absence or tardiness. The school secretary will maintain a record of the nature of student absences for school use purposes. A permanent record will also be maintained. It will include a record of the student's absences and tardiness.

ABSENCE/STUDENT PERFORMANCE

Once the teacher observes that the student's absences or tardiness are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. If the absences have been unavoidable because of illness, bereavement or other reasons, the teacher will request a meeting to develop a plan so that the absenteeism has minimal effect on the student's academic success. In the event that reasons for absences have been questionable, the teacher will explain that the student will not get credit for work missed during those unexcused absences. Additionally, the teacher will not be required to provide make-up work. Absences and excessive tardiness may be a significant factor in decision of retention.

UNEXCUSED ABSENCE

Any absence not covered under the excused absence guidelines noted above will be considered unexcused, except an exempted absence. Students may receive partial or no credit for work missed during unexcused absences or out-of-school suspensions. Parental notification regarding unexcused absences is an essential element of this policy. Parents and school personnel will work together to offer appropriate assistance to students with attendance problems. Every effort will be made to notify parents of unexcused absences, so they may initiate corrective measures in the home. The school may assign detention, Saturday School detention, or suspension for unexcused absences.

EXEMPTED ABSENCE

In order for an absence to be exempted, it must meet one of the following criteria:

A. School Approved Activity

1. Any school activity which has been prearranged and approved by the building principal or his/her designee is considered a "student activity absence" and is exempt.
2. A community athletic team that competes against similar teams in other communities will be considered an exempt activity.

B. Medical Exemptions

1. A student who has a chronic illness or a serious medical condition may qualify for an exemption if he/she submits a statement signed by a physician, or other heal care provider licensed in the State of Montana.
2. When exemptions are granted for medical reasons, the principal or designee may establish conditions for completion of the class(es).

FACEBOOK FAN PAGE - FORT BENTON ELEMENTARY

All posting of comments on this page are at the discretion of the page administrators.
The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of the District's staff and students. Naming of specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not run afoul of the rules nor of the district's Acceptable Use Guidelines regarding Internet access and practices.

This handbook establishes guidelines only. The comprehensive policies of Fort Benton Schools apply to all school situations. In addition, the handbook becomes board policy once adopted by the trustees.