



## Student - Parent Guide ~ Cooke City School ~

**2024-2025 WELCOME!**

This school year promises to be an excellent year for all of the students that will be attending our school. We have a caring, dedicated staff that will do their best to help you develop your potential to the fullest.

In order for this potential to be developed we need your cooperation, interest, and hard work. If you provide these qualities, you will develop a wide range of skills that will make you a lifelong learner.

We also extend a warm welcome to the parents of our students. You are the most important influence on your child's social and educational development. It is very important that you encourage your child/children to do his/her best and to follow the various rules and guidelines outlined in this handbook.

**PLEASE TAKE SOME TIME TO REVIEW THIS BOOKLET WITH YOUR CHILD/CHILDREN.**

Best wishes for a fantastic year!

Cooke City School Board

Please sign and return the slip to Cooke City School.

The family of \_\_\_\_\_ has reviewed this Student and Parent Handbook.

*Signatures:*

Parent/Parents \_\_\_\_\_

Student/Students \_\_\_\_\_

Date \_\_\_\_\_

**2024-2025**

**COOKE CITY SCHOOL BOARD**

Marie Carpenter	Chair
Alix House	Trustee
Tim Short	Trustee

**COOKE CITY SCHOOL STAFF**

Lara Belice	K-8 ,Supervising Teacher <a href="mailto:cokecityteacher@gmail.com">cokecityteacher@gmail.com</a> 406-838-2285
-------------	--

Lisa Rosberg	County Superintendent of Schools <a href="mailto:lrosberg@parkcounty.org">lrosberg@parkcounty.org</a> 406-222-4148
--------------	--

Laura Carroccia	School Clerk
-----------------	--------------

Park County Special Education Cooperative (special education support, as needed)

# INTRODUCTION

## PURPOSE

This handbook was written for the purpose of providing information and guidance to students and parents. It is your responsibility as a student and parent to become familiar with its contents. This handbook contains the guidelines for school rules, regulations, and objectives.

## OBJECTIVES

Our vision is to use the unique natural and cultural resources surrounding the Cooke City area as an educational platform to create meaningful learning relevant to the students' lives, to develop confident life-long learners as well as well-rounded, engaged global citizens. Discovery-based experiential learning and multi-sensory activities outside the classroom spark curiosity to enrich classroom experiences and reinforce curriculum instruction.

The mission of The Cooke City School is to:

- Focus on the unique ecosystems, geology, and history of the local area
- Cultivate responsibility for nature and the environment
- Involve the community in ongoing partnerships
- Provide a solid academic foundation for all students
- Encourage creative problem-solving and critical thinking
- Provide avenues for creative self-expressions through the arts
- Teach practical life skills
- Offer a rich multicultural program
- Nurture respect for and understanding of Indigenous cultures
- Foster social responsibility and respect for others
- Impart a lifelong love of learning
- Serve the local community
- Celebrate the learning successes of all children

All in a safe and supportive “school-family” learning environment.

## ENCOURAGEMENT:

### Building your child's confidence and feelings of worth

- Encouragement is the process of focusing on your children's assets and strengths in order to build their self-confidence and feeling of worth.
- Focus on what is good about the child or the situation. See the positive.
- Accept your children as they are. Don't make your love and acceptance dependent on their behavior.
- Have faith in your children so they can come to believe in themselves.
- Let your children know their worth. Recognize improvement and effort, not just accomplishment.
- Respect your children. It will lay the foundation of their self-respect.
- Praise is reserved for things well done. It implies a spirit of competition. Encouragement is given for effort or improvement. It implies a spirit of cooperation.
- The most powerful forces in human relationships are expectations. We can influence a person's behavior by changing our expectations of the person.
- Lack of faith in children helps them to anticipate failure and discouragement.
- Standards that are too high invite failure and discouragement.
- Avoid subtle encouragement of competition between brothers and sisters.
- Avoid using discouraging words and actions.
- Avoid tacking qualifiers to your words of encouragement. Don't "give with one hand and take away with the other."
- Be generous to them.
- The sounds of encouragement are words that build feelings of adequacy:

"I like the way you handled that."

"I know you can handle it."

"I appreciate what you did."

"It looks as if you worked very hard on that."

"You're improving."

## ATTENDANCE

Regular attendance is necessary and required by state law. Excused absences will be allowed for illness, medical appointments, and bereavement. If a student is absent, a note or phone call to the school from a parent is needed stating the reason for the absence. If an absence is known in advance, it is best to call the school or notify the teacher.

School hours for third through eighth grade are from 8:00 a.m. to 3:30 p.m, Monday through Thursday. There will be some Friday school days, which will be listed on the school calendar. School hours for kindergarten through second grade are to be determined each year, based on enrollment.

## TRANSFERS

School district policies regulating student enrollment from other elementary schools are designed to protect the educational welfare of the child and of other children enrolled in the public school system.

Any student transferring into the district shall be admitted and placed on a probationary basis for two (2) weeks. During the probationary period, the student shall be observed by the classroom teacher, supervising teacher, and county superintendent. If there is any doubt about the grade and level or placement of the student, the student shall be the subject of a standardized test to determine appropriate grade/level placement.

Any student living outside the district who wishes to transfer into the district may be admitted subject to the discretion of the Board. The Board shall consider the resources available to the district in approving such transfers.

## HOMEWORK

Due to the unique classroom setting of Cooke City School, most student independent work (homework-like assignments) can be completed during school hours. Generally, a student should not have homework, unless the student was unable to complete an assignment within the allotted time at school.

The nightly homework requirement is to read for 15-25 minutes, depending on the student's age. Adults should read with children, and discuss the book together. Math facts should be practiced, too, so students become fluent in addition, subtraction, multiplication, and division facts. Fluency frees space for working memory to solve more complex math problems.

## ABSENCES

Please call the school and report any communicable diseases. The three daily scheduled recesses are for outdoor play. Parents should not require having their children inside the building at these times unless it is an extremely unusual circumstance. If a student must leave school early because of special circumstances, the parent must call or send a note.

## COMMUNICABLE DISEASE REGULATIONS

Students suspected of having a communicable disease should not be in school during the contagious period. Diseases like chickenpox, measles, mumps, ringworm, pinkeye, scarlet fever, strep throat, etc. are in the category. Medical attention is recommended when students are suspected or have a communicable disease. A doctor's note will be adequate to allow readmittance to school.

A student with a fever of 100° F or above needs to stay at home. The student cannot return until the temperature has returned to normal for 24 hours after no medication has been administered.

## IMMUNIZATIONS

Cooke City School will comply with State Law which requires all students to be immunized. Minimum requirements as prescribed by State are:

1. Four doses of DPT or DT vaccine, at least one dose of which is given after the 4<sup>th</sup> birthday. (If a student has received less than 2 doses of DPT, DTaP, or vaccine at enrollment, a total of 3 doses will meet the minimum requirements.) A booster of tetanus is given every 10 years.
2. Three doses of polio vaccine, at least 1 dose of which is given after the 4th birthday.
3. Measles, mumps and rubella-one dose on or after first birthday. Dose 2 prior to Kindergarten entry.
4. A Tdap/Td booster is needed prior to entering 7th grade
5. Two doses of Varicella (VAR) vaccine

No personal exemptions are allowed as of July 1, 1990 and religious exemptions must be notarized.

## STATE TESTING PROGRAM

Grades 3-8 are required to take the Montana Aligned to Standards Through-Year (MAST) testlets, as per the testing windows provided by the Office of Public Instruction MT. Grades 5 and 8 will take the Montana Science Assessment (MSA) in the spring, as is required by the Office of Public Instruction MT.

## SPEECH AND LANGUAGE SCREENING

The Speech Pathologist will be screening students for communication disorders as needed. Areas screened will be: articulation (speech sound pronunciation), language (comprehension and production), voice, fluency, as well as other areas related to communication skills. Those screened will be: students who have been referred by a teacher and/or parent. The screening will take place during the regular school day. Parents who wish to refer their child for screening or wish to seek information concerning the speech program are urged to contact the School.

## HEARING SCREENING

The Speech/Language Pathologist and School Nurse will conduct hearing screening for students known to have a hearing loss and all students referred by teachers suspected of having a hearing loss. The purpose of this screening is to identify students with hearing problems that can interfere with their progress in school. The screening procedure involves pure tone and impedance audiometry measurements which require about 3 minutes per child. All students who fail this initial screening will receive follow-up retesting by an audiologist funded through OPI. All screening results will be sent to the school. Parents of the children identified as having a hearing problem will be notified.

## ADMINISTRATION OF MEDICATION

Medication will be dispensed by the school only with written permission. This includes Tylenol. The parent must submit a detailed written request on a "permission for medication" form, which must be signed by a physician and the parent. These forms are available at the school or at the local clinic.

## SCHOOL COMMUNICATION

Communication in a school district is very important. The first contact concerning a problem in the classroom should be with the individual teacher. If after visiting the teacher, you feel there is still a problem, please refer your problem to the Board Chairperson or the County Superintendent. All school board meetings are open to the public unless an executive session is called. Anyone wishing to be placed on the Cooke City School Board agenda must contact the Clerk at least five (5) days prior to the day of the meeting and make a request to be placed on the agenda and state his/her reason for appearance.

## TELEPHONE AND ADDRESS

The School telephone is primarily a business phone. Children will be permitted phone use only when necessary. If you change your phone number, address or emergency number, please notify the school as soon as possible.

## ELEMENTARY CURRICULUM

We have a highly individualized program at our school. Reading, Language, and Math Classes are conducted at the child's academic level. Social Studies and Science are group activities. PE, Health, and Art are school activities. We pride ourselves in the use of updated curriculum and resources and we feel very confident that a child is prepared to transfer to another school when he/she reaches the 9th grade level.

## STUDENT DRESS AND APPEARANCE

Students should give proper attention to cleanliness and neatness of dress. Clothing shall be clean and appropriate at all times. Clothing and caps with sayings using vulgar language or advertising cigarettes or alcoholic beverages are examples of apparel considered inappropriate. Special care and attention should be given to present a neat and well-groomed appearance when taking field trips out of town as we will be representing our community. During the cold winter months, children should have warm clothing to protect them from the elements. Students should keep an extra pair of indoor shoes or slippers at school to change into when inside the classroom. No outside shoes will be permitted to be worn inside the building.

## BASIC SCHOOL RULES

Students who deface school property inside or outside will be required to pay for the damages. Children are not allowed to use foul language in and around school. NO tobacco, matches, knives or firearms may be brought to school. There will be no drugs or alcohol. Slingshots, peashooters, darts or other propellants will be confiscated if brought to school. Students may not leave the playground or school without a teacher's permission.

## FIELD TRIPS

Field trips are an important part of the total school curriculum. These trips broaden the experience and knowledge of the students. When a class is planning a field trip, an email telling where they will be going and an approximate time they will be gone from school will be sent home. Students will be held responsible for being on time when on field trips. Parents will be notified if they must accompany younger students on a field trip outing.



## PLAYGROUND RULES

1. No throwing of any objects on the playground, such as rocks, sand, snowballs or sticks.
2. Students are expected to play safely respecting the rights of others. Older students are to look out for younger students.
3. Fighting on the equipment is prohibited. Students must take turns and use equipment such as the swings, monkey bars, etc., safely.
4. Students involved in fights, bad mouthing, or very difficult conduct will lose recesses and privileges, such as end of quarter special events and/or field trip outings.
5. Hazardous or illegal items like matches, tobacco products, drugs, knives, guns, firecrackers, cap pistols, or air rifles are not to be brought to school and may be confiscated and returned to parents. Possession and/or use of a hazardous item could result in suspension or expulsion.

## EMERGENCY DRILLS

Emergency drills for fire, earthquake, and tornado are to be held one time per quarter and students are to follow the instructions of their teachers. During the drill for fire, the class has a designated exit route and upon hearing the fire alert, students are to walk quietly and quickly to the area clear of the building. Students are to remain with their class while waiting for their teacher to give them permission to return to the building. In the case of an earthquake, students are instructed to quickly crawl under their desk or table for protection.

## TRANSPORTATION

Parents are responsible for getting their child to school. If someone other than a parent or legal guardian is responsible for your child's transportation, please notify the school in advance.

## SCHOOL SAFETY

The standard speed limit around schools is 15 mph. Please drive in a slow, safe, and prudent manner when approaching the school and on the schoolyard. We request that all vehicles be shut off if left unattended by an adult. The school door is locked during school hours. Please knock for entry.

## SKI TRIPS

Ski trips are generally taken twice a year (January & February). These count as physical education hours during the school year and are OPI approved. The School goes to Bridger Bowl where the students are given a lesson in the morning and if the student has passed the lesson they are given a lift ticket to use during the afternoon session. Parents required to go along as chaperones, as the trip is overnight, and encouraged to ski with children. If your child chooses not to attend, he/she will be counted absent. Refer to the school calendar for dates.

## GRADING

Report cards are given at the end of each quarter grading period. Parent-Teacher Conferences are held in November. Parents are urged to attend this scheduled conference. Feel free to contact the teacher when you feel a need for a specific conference.

## PARENTAL AND FAMILY ENGAGEMENT

Cooke City School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's policy website at the link below.

[Cooke City School Policy Book website](#)

Please consult the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure – Policy 1700
- Student and Family Privacy Rights – Policy 2132
- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Immunization – Policy 3413
- Student Records and Confidentiality – Policy 3600

## Cooke City School Student Computer Use

Students will be permitted to use the classroom laptops and iPads. These computers are to be used for educational and teacher assigned purposes only, **not for recreational web-surfing or game purposes.**

Computers must be used at a desk or work table, not on the floor or lap. When computers are transported, students must walk and use both hands, to securely carry the computer to the destination. Water bottles must be placed away from computers. When computers are not in use, they must be placed in the appropriate location and plugged into the power strip.

### **Guidelines when a student has a computer violation:**

<b>1st offense</b>	Student immediately shuts down computer and cannot use the device for the remainder of the day.
<b>2nd offense</b>	Student immediately shuts down computer and cannot use the device for 5 school days.
<b>3rd offense</b>	Student immediately shuts down computer and the device can no longer be used by the student for the remainder of the quarter. For all computer work, the student must do an alternate paper-pencil assignment as determined by the teacher.
<b>Special Consideration</b>	After the 3rd offense, the student will regain access to the computer at the beginning of the new quarter. *If the offense occurs near the end of the quarter, then instead of regaining access at the beginning of the subsequent quarter, the student will continue to lose computer privileges for one full quarter.
<b>If a 4th technology offense occurs</b>	The student immediately loses computer privileges and will resort to alternate paper-pencil assignments, as determined by the teacher, for the remainder of the school year.

# **Good Standing Activity**

## **Purpose**

The purpose of the Good Standing Activity is to promote good citizenship and student responsibility at Cooke City School.

## **What is it**

Students earn the ability to participate in a special end-of-the-quarter activity. This activity usually lasts 1.5-2 hours in duration. Activities may include skishoeing, an afternoon movie, snowshoe kickball, a special art project, an engineering design challenge, or other student-constructed activity.

## **Eligibility (students must meet ALL of the requirements below)**

- Pay a \$16 Cutthroat Money fee (money is non-transferable between students)
- Have all work submitted
- Have no more than one level-one write-up OR 3 refocuses
  - Level 1 write up is used for minor behavior issues, such as disrespectful actions, name calling, teasing, minor physical contact, excluding others
  - Refocus/Reflection form is used for small classroom disruptions, such as talking out of turn, out of seat, off task, assignment(s) not completed...etc. (See Behavioral Matrix.)

## **Ineligible students**

- Students who are not eligible to participate due to academics will participate in a structured study hall at home, completing an assignment provided by the teacher
- Students who are ineligible due to behavior or responsibility will have a structured community service.

Every quarter students have a clean slate. Therefore, every quarter is a new opportunity for students to have success.

## **Cutthroat Money** - This is representative currency, not actual money.

The purpose of Cutthroat Money is to promote good citizenship and student responsibility at Cooke City School. When a student goes above and beyond his/her job expectations, the student will be recognized. When a student does not meet his/her job expectations, the student will pay a fee.

### JOB EXPECTATIONS:

- Have materials for each class
- Assignments are turned in on time
- Tasks are completed during allotted time
- On-task behavior
- Appropriate use of school materials
- Care of technology
- Maintains classroom space (desk, workspace, cubby, coat/shoe area)
- Follows classroom expectations (keep hands/feet to self, follow directions, be safe, use appropriate tone of voice...etc. See Behavioral Matrix for classroom expectations.)

Fees will be assessed for not meeting job expectations. Each student will pay “responsibility fees” for:

- Not having materials/homework for class
- Late assignments
- Off-task behavior
- Inappropriate use of materials
- Distracting others
- Technology care (not plugged in and returned to the proper place when not in use)
- Not maintaining classroom space (desk, workspace, cubby, coat/shoe area)
- Not following classroom expectations (keep hands/feet to self, follow directions, be safe, use appropriate tone of voice...etc. See Behavioral Matrix for classroom expectations.)

Students have the opportunity to earn extra money when the teacher notices he/she has gone above and beyond by:


- Putting in extra effort (student pushing his/her own abilities, working consistently, working to correct assignments, putting extra efforts towards his/her assignments)
- Helping another student academically or in any other way (obvious care for others)
- Helping teacher with tasks
- Cleaning up classroom/school grounds on student’s own accord

At the end of each quarter, each student must have at least \$16 to participate in the good-standing activity, as well as meet all other requirements. (Please see Good Standing Activity document. Students may use Cutthroat Money, throughout the quarter, towards a set list of rewards or to buy items at the Cutthroat Store.



# Cooke City Cutthroats "RISE" Behavioral Expectations Matrix



 Expectations Settings	 <u>R</u> espect	I <u>n</u> tegrity	<u>S</u> afety	<u>E</u> xcellence
<b>Entryway</b>	<ul style="list-style-type: none"> <li>-keep your belongings in your cubby</li> <li>-be polite with others</li> <li>-use indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>-enter quietly &amp; on time</li> <li>-have appropriate indoor &amp; outdoor shoes every day</li> <li>-stay focused; change gear quickly</li> </ul>	<ul style="list-style-type: none"> <li>-keep floors dry</li> <li>-indoor shoes must be worn inside the classroom</li> <li>-keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>-bring home lunch, backpack, &amp; home folder everyday</li> <li>-hang up coat &amp; backpack, shoes on mat</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-follow directions</li> <li>-raise hand to speak</li> <li>-be a good listener (Give 5)</li> </ul>	<ul style="list-style-type: none"> <li>-be honest</li> <li>-participate actively</li> <li>-return materials to correct place</li> <li>-clean up after self</li> </ul>	<ul style="list-style-type: none"> <li>-walk</li> <li>-wear indoor shoes at all times</li> <li>-let teacher know of spills/accidents</li> </ul>	<ul style="list-style-type: none"> <li>-use a positive tone</li> <li>-use manner words</li> <li>-try your best</li> </ul>
<b>Group Instruction (Tables or Desks)</b>	<ul style="list-style-type: none"> <li>-SLANT (sit up, lean forward, ask and answer questions, nod head, track speaker)</li> <li>-Make relevant comments; ask relevant questions</li> </ul>	<ul style="list-style-type: none"> <li>-keep your eyes on your own work</li> <li>-persevere</li> <li>-keep track of your work</li> </ul>	<ul style="list-style-type: none"> <li>-sit appropriately</li> <li>-clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-complete all parts of the assignment</li> <li>-ask questions if you need help</li> <li>-be an active learner</li> <li>-use a positive tone</li> </ul>
<b>Centers</b>	<ul style="list-style-type: none"> <li>-work quietly</li> <li>-ask for help without interrupting</li> <li>-transition quietly and quickly</li> </ul>	<ul style="list-style-type: none"> <li>-bring all materials needed to table</li> <li>-keep track of your work</li> <li>-try all tasks</li> </ul>	<ul style="list-style-type: none"> <li>-have a calm body</li> <li>-clean up after yourself</li> <li>-let teacher know of spills/accidents</li> </ul>	<ul style="list-style-type: none"> <li>-stay on task</li> <li>-problem solve</li> <li>-do your best work</li> <li>-use time wisely</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>-agree on game rules</li> <li>-include everyone</li> <li>-show good sportsmanship</li> <li>-take care of equipment</li> </ul>	<ul style="list-style-type: none"> <li>-wait your turn</li> <li>-share with others</li> <li>-help others</li> <li>-play in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>-be where teacher can see you</li> <li>-follow playground equipment rules</li> <li>-keep hands and feet to self</li> <li>-dress for weather</li> </ul>	<ul style="list-style-type: none"> <li>-report bullying to an adult</li> <li>-bring in equipment</li> <li>-clean up after yourself</li> <li>-be kind</li> </ul>
<b>Snack/Lunch</b>	<ul style="list-style-type: none"> <li>-eat your own food</li> <li>-use inside voices</li> <li>-use table manners</li> </ul>	<ul style="list-style-type: none"> <li>-throw away garbage</li> <li>-clean up after yourself</li> <li>-eat only when allowed</li> </ul>	<ul style="list-style-type: none"> <li>-wash hands with soap and hot water before eating</li> </ul>	<ul style="list-style-type: none"> <li>-leave areas clean</li> <li>-put snack bowl &amp; lunch bag away</li> <li>-make healthy choices</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>-give privacy to others</li> <li>-return to class as soon as you finish</li> </ul>	<ul style="list-style-type: none"> <li>-go during breaks or independent time</li> <li>-wipe seat if needed</li> </ul>	<ul style="list-style-type: none"> <li>-wash hands with soap and hot water every time</li> </ul>	<ul style="list-style-type: none"> <li>-flush the toilet</li> <li>-clean up after yourself</li> <li>-use time wisely</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>-be gentle with equipment</li> <li>-use appropriate volume</li> <li>-listen to directions</li> </ul>	<ul style="list-style-type: none"> <li>-sign out of programs</li> <li>-plug in equipment to chargers</li> <li>-return headphones</li> </ul>	<ul style="list-style-type: none"> <li>-carry equipment with two hands</li> <li>-use only approved websites or apps</li> </ul>	<ul style="list-style-type: none"> <li>-stay on task</li> <li>-try your best</li> <li>-help others</li> <li>-problem solve</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>-be gentle with books</li> <li>-read silently</li> </ul>	<ul style="list-style-type: none"> <li>-help others find books</li> </ul>	<ul style="list-style-type: none"> <li>-use step if needed</li> <li>-ask for help</li> </ul>	<ul style="list-style-type: none"> <li>-return book to its place</li> </ul>