

Broadwater Elementary Handbook



DREAM IT, BELIEVE IT, ACHIEVE IT!

2018-2019

900 Hollins Ave.
Helena, MT 59601
324-1130 (main office)
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324-1123 (Mrs. Sweeney)

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Mission statement:

We are passionate, inquisitive, and creative;
learning to be the best we can be.

We value perseverance, integrity, compassion,
balance and fun.

We will inspire joyful, rigorous learning and foster
physical, emotional, and academic wellness as a
collaborative community.

We have four universals that guide our actions on
our journey:

Be Respectful
Be Responsible
Be Safe
Be a Learner

Dear Parents,

On behalf of the staff at Broadwater Elementary School, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. Please know that our teachers are always available via email or phone! Please try not to drop in to visit right before school starts! That is usually a very busy time for teachers. We are happy to make appointments with you! We offer Individual conferences two times a year. Please mark these days on your calendar. They are scheduled for October 11 and 16 and

March 14 and 19. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share responsibility for our students' success and want you to know that we will do our very best to carry out our responsibilities.

In order to best guide and support your child's learning, we incorporate positive behavior supports throughout the building. In fact, Broadwater was awarded a PLATINUM level award (the highest in the state) for the work we are doing with Multi-Tiered Systems of Support (MTSS) with both behavior and academics again for the 2017-18 school year.

Broadwater is one of three schools in Helena that has Montessori classrooms in our school. We have two lower elementary (grades 1-3) classrooms and one upper elementary (grades 4-5) classroom. We also offer two multi-age classroom options. We have a 2/3 classroom and a 4/5 classroom.

Please look through this handbook with your child. If you have any questions about anything in this handbook, please feel free to contact me or discuss with your child's teacher. It is very important you and your child are fully informed regarding expectations related to appropriate behavior for a safe and productive school year.

The wonderful staff and I feel privileged to be part of the Broadwater family. We thank you for your support and look forward to working with you.

Sincerely,

Mrs. Sweeney

Message from Parent Council

The Broadwater Parent Council is a dedicated group of parents who strive to help Broadwater promote and maintain a healthy, safe, and educational environment.

We have several events throughout the year. We are always looking for volunteers. Please don't be shy! When we are looking for volunteers, we usually send out an electronic volunteer sign up. Please check it out and sign up if you can.

The Parent Council meets the second Monday of each month in the teacher's lounge at Broadwater. Meetings start at 6:30 PM and we try to keep them to one hour. We provide free childcare during our meetings. Please join us!

A few of the events that we plan and host are: Beginning of the year BBQ, Carnival Classic, Game Night, Christmas Caroling, Dance, BINGO.....and much more!

Please join our team! We are looking forward to meeting you!

Lea Chiavaras Clark, Chairman

Staff Directory

Broadwater Staff for 2018-2019

Principal: Mrs. Sue Sweeney

Secretary: Mrs. Brittiny Grigg

Kindergarten: Mrs. Riann Sexton

Kindergarten: Mrs. Talor LeBrun

First Grade: Mrs. Carmen Schillinger

First Grade: Mrs. Meghan Cohn

Second Grade: Mrs. Jessica Sichelstiel

Grade 2/3 Multiage: Mr. Caleb Feuerstein

Lower Montessori: Mrs. Rebekah Harris

Lower Montessori: Ms. Beth Smaka

Third Grade: Mrs. Marilyn Barta

Fourth Grade: Mrs. Heather Higgins

Grade 4/5 Multiage: Mrs. Chelsea Kingston

Upper Montessori: Mrs. Jodi Delaney

Fifth Grade: Ms. Paula Hovley

Para-Educators: Mrs. Joyce Dibble, Mrs. Lisa Thompson, Mrs.
Madelyn Thomas, Mrs. Amy Briley, Mrs.
Marsha Alsbury, Mrs. Stephanie Strizich, Mrs.
Kimberly Damiano, Mrs. Lois McDaniel

Special Education: Mrs. Kayla Fotheringham

Speech: Ms. Christine Trefzger

School Counselor: Ms. K.C. Richem

Title I: Mrs. Ann Swenson and Mrs. Kristie Baerlocher

Psychologist: Ms. Cara Heath

Library: Ms. Marla Unruh

Music: Miss Jennifer Skogley

PE: Mr. Mike Alberts

CSCT: Ms. Chelsie Sampayan, Ms. Lauren Bergman

IEFA Tutor: TBD

Kitchen: Ms. Denise Cartisser, Mr. Jean-Luc Reichert

Nurse: Ms. Francis Leonard

Custodians: Mr. Kevin Ophus, Mr. Harold Voegel

SACC: Mrs. Madelyn Thomas, Ms. Kim Roehm

In School, On Time, Every Day

It's critical that children attend school regularly. Research shows that missing 18 or more school days, per year, for any reason may lead to academic risk and school drop-out.

(www.attendanceworks.org) Children with excessive absences will receive a letter from the principal with a copy going into the child's permanent school file.

- **Tardy/Leaving Early:** If your child misses 30 minutes or less of the a.m. or p.m. block.
- **Absence:** If your child misses 30 minutes or more of the a.m. or p.m. block.
- You will receive an automated call if you have not called in to excuse your child if your child is not at school. The absence will remain unexcused until the office is notified.

Daily Schedule

7:50-8:20 Breakfast and Supervised Recess-

STUDENTS SHOULD NOT BE DROPPED OFF BEFORE

7:50 AM.

Breakfast/Lunch: Breakfast is served daily from 7:50 AM to 8:20 AM.

- Breakfast: Student: \$1.40 Adult: \$2.50

We have two lunch periods: 12:00-12:20 and 12:20-12:40.

- Lunch: Student: \$2.65 Adult: \$3.50

If you think you may qualify for free/reduced lunches, please fill out an application as soon as possible. You will be responsible for any bills accrued prior to qualifying.

8:30-School Begins

12:00-12:40-Lunch/Recess

2:30-MONDAY dismissal

3:15-Dismissal, Tuesday-Friday

Drop-off/Pick-up

Supervision is provided only on the north side of the building (playground) for student drop off (**7:50-8:30**) and pick up **2:30-2:45 (Mondays only) and 3:15-3:45 (Tuesday-Friday)**

If you need to pick up your child at any time during the school day, you must sign them out, in person, at the front office.

Outdoor Policy

Students go outside to recess during the school day and may also have time outside before or after school. It is important that students are dressed for the weather. If students do not wear snow boots when there is significant snow on the playground, they must remain on the sidewalk during recess.

Below zero temperatures, poor air quality based on The Health Department air quality ratings, or

significant stormy conditions may result in an indoor recess time.

School-Wide Expectations

For consistency we have four universal expectations for behavior and academics in all school settings.

Broadwater Universal Expectations:

- Be Respectful
- Be Responsible
- Be Safe
- Be a Learner

Introduction to MTSS

MTSS (Multi-Tiered Systems of Support) is a teaching model that provides instructional and behavioral support based on student needs.

Using the most current best practices, strategic teams are trained to positively impact behavior and academics at three key tiers: Tier 1 (whole school); Tier 2 (individual child or group of at-risk children); and Tier 3 (children with complex needs and behaviors that severely impact the child, school and/or community functioning).

If We Expect It, We Teach It

Broadwater School is committed to meeting the needs of every child. Teacher teams meet as Professional Learning Communities (PLCs) every Monday to review student progress.

All students receive classroom lessons teaching social and academic success skills.

Communication:

We are committed to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We encourage families to maintain close contact with us as we work together to ensure your child reaches their highest potential. Some tools we use are:

- **Conferencing:** Individual conferences are held twice a year. You may request a meeting at any time during the year!
- **Daily Folder:** Please check your child's folder nightly for important information and homework. Please return each morning.
- **Newsletters:** Most newsletters arrive electronically. PLEASE let us know if you need a hard copy!
- **PowerSchool**-(grades 4 and 5 only)-you can check your child's grades online! Your password will be sent to you at the beginning of the year.
- **Visitors/Volunteers**-You must sign in and get a visitor's badge at the front office.

ACADEMICS:

- **Screening/Progress Monitoring:** Provides continuous assessment and evaluation of student learning and progress.
 - **STAR Early Literacy/STAR Reading/STAR Math**

- **Mid-Term Reports:** 3 times a year
- **Report Cards:** 3 times a year

Academic Support: All students receive grade-level instruction and may also work in a small group for individualized assistance.

- **Process:** If your child does need additional instruction the first step is to provide additional small group instruction. If data collected over time continues to indicate lack of sufficient progress for your child, you may be invited to a meeting to address your child's specific needs.
- **Supplemental services offered:**
 - **Title 1:** small group reading and math support.
 - **Special Education:** Support for students with identified educational disabilities.
 - **Gifted and Talented:** Off campus, please contact Erin Maxwell at 324-2900.

Behavioral Support:

- **Universals:** Universals are school-wide expectations clearly posted throughout the school.
- **Class Meetings:** Weekly classroom meetings are held consistently throughout the school year to reinforce the universals.
- **Positive Paws:** These support our universals.

- **Trimester Awards:** Recognizes students who exemplify the universals.
- **Hello Teams:** Builds relationships with other staff and peers.

When students need a reminder the following process is in place:

- **Redirect and Reteach:** a simple verbal reminder by staff to follow The Universals.
- **Tune-up Slip and Walk to Remember:** a written way to communicate with students and families when the verbal reminder was not enough. Students typically meet with a staff member to brainstorm ways to follow the universals.
- **Recess Workshop:** After 3 tune-up slips, students spend a recess with a staff member to make a plan for improvement.
- **Detentions:** After 5 tune-up slips or a major behavior problem, students stay 30 minutes after school, from 3:15-3:45, with the principal.
- **Behavioral Data:** Data are collected on a semester basis. All students get a fresh start, back to 0, at semester.
- **Check-in/Check-out (CICO):**
Some students benefit from additional support from staff to improve school performance. The student checks in with a staff member to set goals for the day and

then checks-out at the end of the day to discuss successes and challenges.

You will be notified if your child is receiving behavioral or academic intervention.

Additional Resources

- **School Counselor:** School counseling support is available individually and in small groups with parent permission. Our school counselor also coordinates transitional and homeless assistance, school supplies and school clothing assistance (Angel Fund) for qualifying families. Please contact the school counselor for more information
- **Comprehensive School Community Treatment (CSCT):** Provides therapeutic interventions in the school setting for children and families.
- **Title 7:** Provides support for Native American students and families.
- **Kid Packs:** Kid Packs consist of two meals that go home with qualified children on Fridays. Talk to your child's teacher if you are interested.

It's going to be a great year! September is Attendance Awareness Month! Let's work together to help our students ATTEND AND ACHIEVE!

