

New Student Survival Guide

Greetings and welcome to the Three Forks Elementary School family!

We are excited to have you and your child join our educational team. In order to help your student's first day and week of school go as smoothly as possible, we would like to answer some frequently asked questions here. However, if this Survival Guide still leaves a few questions unanswered, feel free to call the school with any questions you may have, 285-6830.

Thank you!

Steve Fanning
Elementary Principal, Three Forks Elementary School

Transportation

Is your child riding the bus?

The Three Forks School District does provide free transportation to and from school to those individuals who live at a distance of 3 miles or more from the school. It is important to note that the bus route must stay within state recommended time limits and guidelines that do restrain the district to route limitations. If you have questions about locations of stops please contact the office. When registering your child for school please check with Mrs. Mack or Mr. Heys to have your child assigned to a bus route. If your child has used Three Forks School Transportation Services before, you should already be familiar with your child's bus stop and approximate pick-up and drop-off times. If your child is an incoming Kindergarten student or is new to the district, or you have moved, please stop by the elementary school office to make new arrangements for transportation. In the event of inclement weather that may cause buses to be inoperable, tune in to your local radio stations, check our Facebook page (Three Forks Public Schools), and/or check our district website at tfschools.com. Our transportation dept. will attempt to contact you as early as we can. **Questions or changes regarding the school bus?** Email gheys@threeforks.k12.mt.us or call 406-285-6830 ext. 225.

Three Forks School District issues a bus behavior agreement for parents and students to review, sign, and return. Please be sure to discuss this with your child as behavior on the bus is a critical safety issue. Unacceptable behavior on the bus can warrant suspension from the bus service.

Are you providing your own transportation for your child?

If you are driving your child and walking them in, parking may be a challenge. Parking *is not* allowed on East Neal on the school building side of the street (the bus zone). One hour parking *is* allowed on the opposite side of East Neal and 4th Ave. and on surrounding streets. Before and after school these are pick up/drop off areas so please be respectful of other parents.

Please respect our neighbors and do not block driveways or park in no-parking zones. If your child is walking or riding their bike, please review safe expectations of traveling to and from school, using crosswalks, and recognizing high traffic areas in front of our school building.

Drop-Off Procedure

From 7:55-8:15 the playground will be supervised. Students may not arrive at school before 7:55 as no supervision is present on the playground.

Students get off the bus and go to the playground or to the cafeteria for breakfast. Students will be allowed in the building from the playground at 8:15. **The educational team at Three Forks Elementary School begins active learning at 8:25, it is expected that students are in their classrooms ready to participate at this time.** We appreciate your cooperation with this matter.

Please understand that most days your child's teacher uses the time before school to prepare for instruction or to take part in educational meetings. Teachers will share expectations with you and with students about entering their classroom before school. Exceptions may be made for students working on ongoing projects or other teacher choices. Please refer to the morning routine strand of our MBI student expectations. These are found in the student handbook.

Students who are eating breakfast in the cafeteria may always enter the building; however breakfast service does not begin until approximately 8:00. Please refrain from sending your child to school much earlier than that as supervision is not in place at that time.

Pick-Up Procedure

At 3:24 our dismissal bell sounds and students are dismissed to their busses or to an arranged pick-up spot arranged by parents. We are very flexible with pick-up destinations for your child; however it is essential that these locations are discussed with your child in advance so that they are aware of their pick-up plan. **We encourage parents to wait for their child between 3:20 and 3:30 outside the school, on the playground, or near the main entrance.** If hallways become too congested with parents waiting for pick-up we will have traffic problems in our hallways.

Students taking the bus will be directed to the appropriate location and are encouraged to gather their appropriate materials promptly so that they are ready upon the bus's departure. Please respect the bus drivers and **DO NOT** park in the bus loading zone.

Please communicate changes in after school plans with the elementary office. This effective communication practice allows us to inform children of changes and eliminates confusion and possible frustrations.

If you need to pick up your child early, please check in at the office upon first arriving.

Thanks for your continued flexibility! And stay tuned -- there may be more improvements to our systems as the weeks unfold.

Friday Dismissal – Early Out

Something unique and special to our school is an early release every Friday. **On every Friday, students are dismissed at 2:30.** Please make the appropriate arrangements so that your child has transportation home on Fridays.

Lunch & Breakfast

Is your child going to have hot lunch or school breakfast?

Three Forks School provides a nutritious breakfast and hot lunch program. Please send your check or money in a sealed envelope to the elementary office. Write on the outside of the envelope the student's name, the teacher's name, and the amount enclosed. If writing a check for more than one child, list each child's name, each teacher's name, and the amount of the check. Meals may be purchased on a daily basis. The money will be collected as the children go through with each meal. Additional milk may be purchased.

Meal prices for the 2018-19 school year are \$2.50 for breakfast for all elementary students, and \$2.50 for lunch for elementary school students (Grades K-5) and \$3.50 for adults. To help our lunch program operate efficiently, you may pay as much in advance as you would like. Free and reduced prices are available to students who qualify (please see the elementary office for details and to pick up an application). Extra milk is \$.50. Anyone owing over \$10.00 will have their lunch and breakfast privileges revoked until such time as their bill is made current. Those students wishing to bring a sack lunch are encouraged to pack a nutritious lunch with limits on snacks and sweets.

Students who are taking part in the breakfast and lunch program at Three Forks Schools will be given a number that they will enter as they go through the line. At the beginning of the school year it would be a great strategy to send your child with their number in their pocket to avoid any situations.

School Supplies

Classroom supply lists can be obtained from the elementary school office or found on the school website, tfschools.com. It is encouraged that you send your child with only the materials on the list until teachers discuss expectations of their individual classrooms. If financial means are difficult please communicate this with the elementary office as we can assist with this matter.

Classroom Visitors & Volunteers

We encourage and invite you to visit Three Forks Elementary School on a regular basis. **To ensure the safety of our students; parents and other visitors MUST enter the building at the main elementary door and check in at the elementary office prior to going elsewhere in the building or playground area.** After checking in at the office you will be asked to sign in as a visitor and wear a visitor badge. In order for your visit to be meaningful, please make arrangements with the teacher in advance.

For the safety of students and staff, the K-12 Three Forks School building, with the exception of the main office entrances, will remain locked during school hours.

Volunteering: The educational team at Three Forks Elementary views the education of your child as a partnership and values parental efforts to become involved in their child's education. It is requested that parent volunteers communicate with teachers in regards to when and how they would like to volunteer within the classroom. Another way that parents can take an active role at TFES is to become an active member of the TFES Parent Advisory Council (PAC). The PAC meets most every month and has a goal of supporting the school, students, and the staff. All interested parents are welcome to all PAC meetings and/or functions. We appreciate the time and effort you take to be an active member of the Three Forks educational team!

Immunizations/Birth Certificates

We are very excited to meet students who are new to the area, however, all students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella. New students enrolling must also provide a copy of their birth certificate. **These records must be present and up to date for your child to participate on their first day of school.** If you are uncertain about this, please stop by the elementary office in August to check on the status of your child's immunization records. Immunization opt-out documents are available upon request.

Medical Information

The Three Forks team prides ourselves on how well we get to know our students and parents on a personal level. However, there are certain things that we especially need to know about your child. If your son or daughter has any allergies, medications, or other medical conditions, this needs to be communicated to the office prior to the first day of school.

Three Forks school staff are prohibited from providing or administering any medication, including aspirin, to any student. School personnel may supervise the administration of medication when accompanied by a completed "Physician Order-Permission for Medication to be given at School" form. Students needing occasional medications, such as penicillin, etc., for colds, ear aches, and sore throats, are to take these medications at home if possible. Medication

that is prescribed three (3) times a day can be given before the student comes to school, after school and again at bedtime.

Who to Talk to?

Academic Questions/Concerns – Please make an appt. with classroom teacher, 406-285-6830

Breakfast/Hot Lunch Accounts/Free & Reduced Lunch – Mrs. Mack, 406-285-6830 ext. 123

Busing and Bus Stops – Mr. Heys 406-285-6830 ext. 225

Counseling Services for Students – Mrs. Wycoff, 406-285-6830 ext. 119

Discipline and/or Student Behavior – Mr. Fanning, 406-285-6830 ext. 126

General Questions or Concerns – Mr. Fanning, 406-285-6830 ext. 126

Immunizations/Medication – Mrs. Mack, 406-285-6830 ext. 123

Library and AR Questions – Ms. Mack, 406-285-6830 ext. 121

Special Education Services – Mrs. Malmquist, 406-285-6830 ext. 102

Title 1 Services – Ms. Arneson, 406-285-6830 ext. 302