



Clinton School
Parent-Student Handbook
2023-24

20397 East Mullan Road
P.O. Box 250, Clinton, MT 59825

(406) 825-3113/Fax (406) 825-3114

www.clintoncougars.com



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WELCOME TO CLINTON ELEMENTARY SCHOOL

To Students and Parents:

The Clinton School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

CLINTON SCHOOL MISSION STATEMENT

Our school will provide an equal opportunity and safe environment for all students to receive a quality education that challenges each student’s diverse background and individual abilities. A community of parents and qualified staff work together to develop critical thinking and problem solving through traditional and technological methods to ultimately develop citizens with a lifelong interest in learning.

“Educational Excellence for EVERY student, EVERY day”

2023-24

It is my pleasure to welcome you to Clinton Elementary School. We are proud of our educational programs and staff, and we look forward to your participation in our school. It is important to realize that for the students’ educational and personal development to be as successful as possible, parent involvement is critical. You will notice that we think this is important enough to be part of our mission statement. We are truly committed to providing a safe and positive learning environment.

It is our belief that students do best when parents and the school work together. The parent/student handbook is designed to help you become familiar with the policies and procedures at the school and help foster that parent/school working relationship. To help establish a positive partnership, please indicate that you have received and read the handbook by signing the form at the back of this document and returning it to the school.

Thank you for your cooperation. We look forward to working with you and your children. If you have any questions, feel free to call us at school at 825-3113.

Sincerely,

Amanda Cyr
Superintendent

Board of Trustees 2023-2024

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Ann Halverson – Board Chair Megan Handley-Vice Chair

Jon Roske

James Thomasson

Shawn Walker

Notice of Non-Discrimination

The Clinton School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Name and/or Title (must include the title “Title IX Coordinator”): Timothy Rose, Principal

Address: PO Box 250/20397 E Mullan Road, Clinton, MT 59825

Telephone No: (406)825-3113 ext. 223

Please save this handbook for future reference.

All annual notices required by Federal Law are posted on our website.

www.clintoncougars.com

ATTENDANCE INFORMATION

Please call the school office by 9:00 A.M. **EACH DAY** your child is going to be absent or tardy.

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent’s request.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District’s Attendance Officer may request a meeting with the truant student’s parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered. See Policy 3122.

When a student is absent from school, the parent/guardian must call the school [406-825-3113] any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student’s school day if enrolled on a part-time basis. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Types of absences

Excused absences under the law are: illness, bereavement, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent’s beliefs or practices.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student’s discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Tardiness

Tardiness is defined as any unexcused appearance of a student beyond the time that a class is scheduled to begin (until 8:30 a.m.). After 8:30 a.m. a late appearance is marked as an excused, or unexcused absence.

BUSTransportation CONDUCT ON SCHOOL BUSES

****** ALL regular route buses have seatbelts.
Students will be required to buckle in any time the bus is in motion.
Failure to do so will result in suspension from the bus. ******

Once a student boards a school bus he/she becomes the responsibility of the bus driver. In view of the fact that the driver must pay close attention to the road while the bus is moving, students are expected to conduct themselves in a manner consistent with standards established for classroom behavior. In cases where a student does not conduct him/herself in an acceptable manner, the bus contractor may impose a suspension from bus transportation for such an infraction. Please read the transportation handbook for more information.

Additionally, students who engage in any behavior listed under major infractions or out of school suspension (in our discipline policy) will be subject to disciplinary action for the offense outlined in this handbook.

ACTIVITYTransportation

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

**PLEASE REFER TO PAGE 12 OF THIS HANDBOOK
Extra-Curricular Travels**





HANDLEY TRANSPORTATION BUS ROUTES

2023-2024



These times are approximate to within 5 to 10 minutes. Please have your children at the spot 10 minutes before the bus is scheduled to be there.

Bus #1 David Payton

Turah Meadows	6:50 A.M.
12855 Turah Road	6:55 A.M.
13060 Crystal Creek	7:10 A.M.
Hampton Loop	7:15 A.M.
Hellgate Lane	7:20 A.M.
Ocean View Drive	7:25 A.M.
Bogar Lane	7:40 A.M.
School	7:45 A.M.

Bus #6 Kathy Veseth

Leave Bus Barn	6:55 A.M.
Pine Tree Loop	7:06 A.M.
Lower Leo Ray	7:08 A.M.
Donovan Cr/Frontage Road	7:09 A.M.
Wallace Cr/Lower Handley	7:15 A.M.
Handley Loop/Neighbor Way	7:17 A.M.
Upper Handley Loop/Wallace Cr	7:18 A.M.
Top of Wallace Cr	7:20 A.M.
Wallace Cr/Upper Handley Loop	7:23 A.M.
Wallace Cr/Neighbor Way	7:24 A.M.
Wallace Cr/Common Way	7:25 A.M.
Wallace Cr/Frontage Road	7:27 A.M.
Pamin Loop North/Frontage Road	7:29 A.M.
Pamin Loop South/Frontage Road	7:32 A.M.
Starvation Cr (end of Frontage Road)	7:34 A.M.
Frontage Road/Wallace Creek	7:38 A.M.
KU5	7:40 A.M.
Arrive at School	7:42 A.M.

Bus #5 Bob Patacini

Kramer Creek	6:45 A.M.
Beavertail Bridge	6:57 A.M.
Bonita Ranger Station	7:11 A.M.
Ekstrom Stage Station	7:16 A.M.
5th & 7th Street	7:25 A.M.
Swartz Creek Bridge	7:30 A.M.
21207 East Mullan	7:40 A.M.
School	7:45 A.M.

Bus #4 Chris Vicens

Clinton Fire Station	7:18 A.M.
Poor Henrys	7:21 A.M.
Donovan Creek RD	7:27 A.M.
The Other Place	7:35 A.M.
School	7:45 A.M.

DEPARTURE TIME FOR ALL BUSES AT
THE END OF THE SCHOOL DAY 3:20 p.m.

If any questions or problems concerning
the buses, please call the bus contractor,
Ryan Handley at 544-9172 or
825-3113 {Clinton School}.

Bus riders WILL NOT be allowed to change
bus assignments. If your child(ren) need a
different a.m. & p.m. bus, please contact
the office, 825-3113

If an emergency arises please contact the office for
arrangements!



Handley Transportation

Handley Transportation
P.O. Box 270
Clinton MT, 59825

EMERGENCY TRANSPORTATION SCHEDULE

PLEASE POST THIS SCHEDULE FOR REFERENCE WHENEVER THE SCHOOL ISSUES NOTICE VIA THE RADIO or TV PHONE? THAT HANDLEY TRANSPORTATION BUSES WILL NOT BE LEAVING PAVED ROADS DUE TO UNSAFE CONDITIONS. Parents are advised that during such adverse weather conditions they should monitor a Missoula radio or TV station each morning and are asked not to call the school as early morning personnel are busy at other assigned tasks. Check any of the following stations for the latest broadcasts:

- Cherry Creek Radio Stations - KBQQ 106.7, KXDR 92.7 & 98.7, KZOQ 100.1, KGGL, 93.3, KGRZ 1450, KYLT 1340
 - Gap Radio Stations - KGVO, KYSS FM
 - KMSO MOUNTAIN FM 102.5
 - TV Stations – KPAX TV and KECI TV (Channel 13)
-

This bus will not venture down to Swartz Creek and those pick-up points southeast of the school in the mornings on such days. These children will be taken home if those roads are sanded and deemed safe by the afternoon dismissal time.

Bus #1 – David	@ Turah Store @ 7:40 A.M. Leave 7:50 A.M.
Bus #4 - Chris	Regular Route, Highway 10 East
Bus #5 - Bob	Beavertail Off-Ramp 7:40 A.M. Rock Creek Interchange 7:55 A.M.
Bus #6 - Kathy	E. Mullan Rd. West of School Regular Times @ Bottom of Donovan Crk. Rd. 7:35 A.M. @ Bottom of Wallace Crk. and Starvation Creek 7:45 A.M.

Children will need to be transported to these above pick-up points.

Those families who are concerned about buses not stopping at their regular stops are encouraged to make contingency plans with a neighbor or friend to solve transportation concerns for your immediate area. Due to forces out of our control, this is the best that can be done while our roads are in such condition. School officials will continue to relay district concerns to appropriate county officials.

COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. See Appendices G for the forms. For additional information, see Policy 3612.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Clinton School District's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Violation of Student Code of Conduct

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).

- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Gun-Free Schools/Firearms

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student’s record will be expunged of the incident.

DISCIPLINE POLICY INFORMATION

2023-24

Clinton School is a place where a safe and orderly learning environment is the daily expectation. Classroom and school rules are posted, taught and modeled by staff. If rules are not followed, staff will consider the following when working with students to decide consequences.

Posted Classroom Rules
Student Handbook
Board Policy

A teacher or administrator has the authority to hold a pupil to strict accountability for disorderly conduct in the school, on the way to or from school or during intermission or recess. (Policy 3310)

Most discipline issues will be resolved with individual classroom teachers or paraprofessionals. Interventions used may include, but are not limited to lunch detention, loss of recess, referral to the office and/or meeting with parents should a desired change in behavior not occur. Detentions may also be issued for violation of playground and/or hallway behavior expectations. **All grades will serve detentions during their lunch recess and parents/guardians will be contacted.** Please contact the issuing teacher if you have any questions. As has always been the case, individual discipline problems diminish when the school and parents communicate effectively and work together.

There are occasionally times when a referral to the office is necessary. In these cases, each student and situation will be considered unique and when possible, natural consequences will be employed to encourage a sense of responsibility. Consequences are based upon several factors, including but not limited to, the severity of the act, the situation in which it occurred, the frequency of the behavior problem and the needs of the child. If it is determined through due process that any of the “Absolutes” (pg. 7) have been violated, then the student will be placed on the Discipline Cycle as determined by administration. Refer to discipline cycle steps (pg. 6) for further explanation. In all cases the administration reserves the right to modify and/or adjust consequences in each situation.

In the wake of violence in schools nationwide, we are dealing with many new challenges in our schools, among other things, threats made by students have become a serious problem. In the past school year, we heard and saw threats such as, gesturing toward classmates to cut their throats, statements such as “I’m going to murder you, I’ll blow up your house, and I’m going to blow this school up.” In years past, we generally treated these comments as kids being kids. To provide the safest possible environment for students and adults, we can no longer take such threats lightly. Please be advised that we will take threats such as these seriously and respond with appropriate consequences.

Another issue that has been around for years, but is being considered in a more serious light, is teasing, name-calling and bullying. All of these are a result of an imbalance of power and studies show that the only thing that works is a change in climate and how students treat one another. These behaviors will be taken seriously by the school district and addressed as they occur. A copy of the Board Policy on Bullying is found in Appendix J of this handbook.

To achieve the best possible learning environment for all our students, Clinton Elementary rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

DISCIPLINE CYCLE

When a student chooses to engage in an **Absolute**, the student may be assigned an Out-of- School Suspension (O.S.S.) or an In-School Suspension (I.S.S.) to be determined by the administration. In all cases when a student is suspended from the classroom, that student is expected to make up any work missed. The Principal/Athletic Director reserves the right to adjust or circumvent the following schedule.

STEP ONE (1ST MAJOR OFFENSE)

The student is assigned an OSS/ISS. The parent is contacted.

STEP TWO (2ND MAJOR OFFENSE)

The student is assigned an OSS/ISS. The parent is contacted. The **administration and/or Principal/Athletic Director** will discuss the problem with the student.

STEP THREE (3RD MAJOR OFFENSE)

Parents and the counselor will be contacted. Options for corrective actions will be discussed. The student is assigned an OSS/ISS. At this step a student may exercise their option to move back (1) step on this cycle. Any student who reaches this level will not be eligible for activities throughout the year such as, but not limited to, the ski trip, the trip to Fairmont Hot Springs, dances and field trips.

After a student has received his/her third suspension, he/she will have the option of moving back one step for good behavior and performance of school service.

THIS OPTION MAY BE USED ONCE A YEAR

To exercise this option, see an administrator.

To be moved back one step on the discipline cycle the student will have to meet the following requirements:

1. Receive no more than one detention within 20 days.
2. Complete school service during lunch recess (**number of days determined by administration**). This service is to be performed as arranged and will involve working in the lunchroom, library or with the custodians. Student will record minutes and must report on time.

STEP FOUR (4TH MAJOR OFFENSE)

Parents are contacted and an action plan is developed. The student may receive an O.S.S. (to be determined by the administration).

STEP FIVE (5TH MAJOR OFFENSE)

The student will receive an O.S.S or I.S.S. at the administrator's discretion. At this point if it is determined that this student's behavior is detrimental to the health, safety or educational welfare of others in the Clinton School community, the administration may recommend the student to the Board of Trustees for expulsion.

DISCIPLINE CYCLE ABSOLUTES

1. Verbal, physical abuse or inappropriate contact
2. Harassment and threats, including through electronic device usage

3. Profane language or gestures or sexting, including electronic device usage
4. Disorderly Conduct including: defiance and/or disrespect, continual disruption of the educational process, disobedience
5. Theft
6. Fighting/Assaultive behavior
7. Vandalism of school or other's property
8. Leaving the school grounds without prior approval
9. Making threats against person or property
10. Use of alcohol, tobacco or e-cigarettes (vaping)
11. Other

Consequences for violation of the absolutes will be referred to the administration who may assign either an O.S.S. or an I.S.S.

DETENTIONS

All grades will serve detentions during their lunch hour.

IN SCHOOL SUSPENSION (I.S.S.)

Parents will be notified and student will serve during the school day (week) as appropriately determined by school administration.

1. Continual disruption of the educational process. (i.e.: refusal to do work, distraction of fellow classmates, disrespect toward educators, etc.)
2. Inappropriate behavior during school events off of campus (track meets or away games.)

The Board will expel any student who uses, possesses, controls or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, for at least one (1) calendar year. Other weapons are also prohibited and will be grounds for expulsion; these include, but not limited to: knives, nun-chucks, metal knuckles, any explosive material, a sword, a straight razor, a throwing star or mace. The Board may modify an expulsion period on a case by case basis.

OUT OF SCHOOL SUSPENSION (O.S.S.)

Parents will be notified. Law enforcement will be notified as dictated by Board policy (#3310). OSS will be assigned to students engaging in, but not limited to, the instances set forth below.

1. Possession or use of tobacco, alcohol, drugs, drug paraphernalia, vaping or e-cigarette paraphernalia or pornographic material.
2. Possession of a weapon.
3. Possession or use of explosives.
4. Destruction of school property.

The Board will expel any student who uses, possesses, controls or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, for at least one (1) calendar year. Other weapons are also prohibited and will be grounds for expulsion; these include, but not limited to: knives, nun-chucks, metal knuckles, any explosive material, a sword, a straight razor, a throwing star or mace. The Board may modify an expulsion period on a case by case basis.

CHEATING/PLAGIARISM

Cheating and plagiarism are taken very seriously at Clinton School. Students must produce original work of their own. If using other sources, it is critical that students correctly cite the information they are using. Use of ChatGPT and other AI Text creators will be considered plagiarism and follow the cycle below.

- 1st Offense: Disciplinary referral, phone call home and redo of alternative assignment at lesser grade
- 2nd Offense: Zero on assignment, meeting with parent and disciplinary referral
- 3rd Offense: Zero on assignment, drop of letter grade at quarter, meeting with parent and disciplinary referral.
- 4th Offense: Student will fail quarter and disciplinary referral

CLASSROOM AND HALLWAY BEHAVIOR

In the classroom, students will be asked to present themselves in an orderly manner, prepared to learn. Rules will be kept to a minimum, with good behavior positively reinforced. Students who continually disrupt the instruction and learning environment will receive disciplinary action. This includes arriving late to class and recurring tardiness which may result in a detention. Detentions assigned for improper behaviors will be served during lunch recess for all grades. Excessive disruptions will result in escalation in the discipline cycle.

Hallway behavior before school, during class changes, during lunch break and after school is expected to be orderly. Students will refrain from yelling, horseplay, public displays of affection, running or loitering in the hallway. Inappropriate behavior will result in disciplinary action related to, and in accordance with, the offense.

Students are not to have gum, candy, liquid drink (water ok) or food products in school, except during lunch/snack period. Students caught chewing gum will be asked to throw it away. Repeat offenders and gum distributors will be assigned disciplinary consequences. Caffeinated liquid beverages are not allowed. This includes, but is not limited to coffee, pop, Rock Stars, Monsters, Red Bulls, etc. These items may be used in the supervision of classroom teachers in the classroom only. Treats distributed in class need to remain in class or be put directly into their backpack to be eaten at home.

CAFETERIA BEHAVIOR

- Wait quietly in line
- Remember to say please and thank you
- Use your inside voice
- Use acceptable table manners
- Take what is on tray no complaining
- Raise quiet hand for help
- Be respectful to lunch staff & aides

CONSEQUENCES

- Move Seat
- Minutes On Wall
- Detention
- Send to Office

ITEMS BROUGHT TO SCHOOL

No toys, trading cards, etc. at school. If they are brought to school for Show & Tell, they must stay in the backpack until it is time to share and return to the backpack after sharing. Toy weapons are not acceptable at any time.

PLAYGROUND BEHAVIOR

- We are all friends at Clinton School and treat each other that way
- Keep our hands, feet, body and objects to ourselves
- Use playground equipment safely and properly
- What should be on the ground - stays on the ground.
- Stay inside the fence unless given permission by playground supervisors to leave fenced areas
- Talk to playground supervisor if there is a problem
- Line up quickly when the bell rings
- Play by the rules with fairness and honesty
- Respect and obey the playground supervisors

PLAYGROUND DISCIPLINE

- Supervisors will use judgment in assigning consequences
- Consequences may include:
 - Minutes-Sit at the picnic tables/Wall
 - Detention
 - Extended loss of recess
 - Referral to the Principal's office

COUNSELING

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Kailey Mayo or Taylor Linrude.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DANCES

Planning for dances must begin a minimum of one month in advance. Class representatives must fill out appropriate paperwork, meet with the Principal, request two teacher chaperones, organize music which must be pre-approved and present the plan for theme and decorations. There may be a minimal cost associated with the dance. Depending upon student interest, there may be two per year - grades 6-8. Only current Clinton students may attend. Times TBD. Students receiving an ISS/OSS will not be allowed at the next school event.

The Graduation dance will be grades 6-8, Clinton students only. 6/7 students will attend the dance until 9:30 pm and 8th grade time will last until 10:00 pm.

DRESS REGULATIONS

Student dress during school is expected to promote classroom learning. Dress that is unsafe, indecent, inappropriate or disruptive to the educational process will not be acceptable. The classroom instructor and Principal will assess the appropriateness of the dress. At no time will students wear hats or bandannas in the building. After several reminders, they may be confiscated and will be returned at the end of the school day. If an item is confiscated multiple times, parents will be asked to pick it up at school. Middle School students are allowed to wear school appropriate hats on Fridays; however, no hoodies.

Parent cooperation is very important in this area. The school will make every effort to make the learning area comfortable. Parents and students must realize the necessity for a modified dress code if learning is our priority. The following are guidelines for appropriate dress:

- Clothing (including hats) displaying tobacco or alcohol advertising will not be permitted
- No indecent tops, no tube tops or tops that expose midriff
- Shorts and skirts should be an appropriate length
- Clothing should cover all undergarments
- Sag pants are considered inappropriate
- Gym clothes/dance attire are subject to the same guidelines
- Students will not wear hats, bandanas or sunglasses in the building. Hoods on sweatshirts need to be off of heads and will be treated as hats.
- Anything that creates a disturbance or interference in the educational environment is prohibited

EARLY RELEASE DATES AND TIMES

Every Thursday will be an early release day at 2:30 p.m. Parent/Teacher Conference dates will have an early release time at 1:30 p.m. The last day of school dismissal will be 12:00 p.m.

EXTRA-CURRICULAREVENTS

Extra-Curricular Training Regulations

Students participating in extra-and co-curricular activities, whether sponsored by the MHS or not, shall not use, have in possession, sell or distribute alcohol, tobacco or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. Possession is defined as being in the location where these substances are present. Use or possession of these substances will result in suspension or expulsion from extra-curricular activities. Please note: Student clubs and performing groups such as the band, choir and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Principal/Athletic Director will apply in addition to any consequences specified by the organization.

Athletic Physical Requirement

All students participating in one or more sport programs during the year must have a current physical examination to be considered eligible and to be approved for participation in an athletic event. Physical examinations must be certified by a licensed physician to be considered valid and are good for one year only. Students and parents must also read over, and sign off on, both the emergency medical form and concussion guidelines prior to starting a season. Students will not be allowed to practice or participate in a sporting event until they provide the District with a signed physical form, emergency medical form, and concussion form. However, they are encouraged to attend practice and listen to instruction.

Extra-Curricular Travel

Clinton School policy states that students traveling to school sponsored events on a school day do so only in school provided transportation. Students desiring to ride to or from an event by means other than transportation provided by the school must provide written permission or verbal consent from parent or authorized representative. If a student is serving a bus suspension, he/she will have to arrange individual transportation. All athletes leaving with family from an away game must sign out with their child's coach.

Extra-Curricular Eligibility

Students participating in extracurricular activities are expected to maintain passing grades (A-D) throughout the entire athletic season. Grade checks will be administered weekly and student athletes passing all of their classes will be cleared to play. If a student is failing one or more classes, he or she will be placed on probation, and may not compete in athletic competition. The athlete will arrange to meet with the classroom teacher and discuss a plan of improvement. This meeting is the responsibility of the athlete and needs to take place at a time that is convenient to the classroom teacher.

If the student has not raised their grade to the teacher's satisfaction at least 24 hours prior to the next game, they are not eligible to play. Once the athlete has shown improvement, to the satisfaction of the classroom teacher, they are eligible to compete but must maintain passing grades to stay eligible.

If an athlete is going to miss practice for any reason, they must notify their coach or a call must be made prior to the athlete being gone. Additionally, students participating must attend school the entire day unless athlete provides a medical note to coach or athletic director. If a student receives an ISS or an OSS, they are not eligible to play in the next game. If an athlete receives a detention on the day of a game, then they will lose playing time as determined by the coach.

FAN BEHAVIOR GUIDELINES

- Always display positive behavior and sportsmanship
- Parent permission to attend events is required and **must be arranged before the event school day begins.**
- Students staying after school will wait outside* until athletic director brings them in at 3:50
- Hallways are off limits for fans attending games
- Keep the bleachers neat and use available garbage cans
- During athletic events fans are not allowed on the court

**There is no supervision on the playground after the buses leave. If a student is behaving inappropriately, and it is brought to the attention of administration, that student may be asked to leave the premises for that game and possibly future games. If students choose to enter the building to watch the game, they are to be seated in the gym throughout the game, including halftimes, not wandering in and out of the building. To display positive sportsmanlike behavior, they should get drinks and use the restrooms before entering to watch the game. **

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers

and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Fees for lost, damaged or overdue library books or classroom textbooks.

FIELD TRIPS

Educational excursions may be scheduled during the school year. Students must have written permission from parent or guardian when attending any trip out of Clinton. Parents will be notified whenever such an event is planned. There may be a minimal cost associated with some field trips or 4-8 honor roll trips.

FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See www.clintoncougars.com to apply.

Students will pay for meals at the district's published standard rate of \$2.65 per day for lunch and \$2.10 35 per day for breakfast. Students on reduced plans will pay \$.40 per day for lunch and \$.30 for breakfast.

Please refer to Policies 8200 and 8205 for additional information regarding the District's wellness program and its meal charging policy.

GRADING & REPORT CARDS

It is recommended that parents seek out instructor(s) early in the term in an effort to identify school expectations in student evaluation. Teacher e-mail addresses can be found on the district website. E-mail is one of the best ways to communicate with a teacher during the school day. Please note that teachers will respond to phone calls and e-mails in a timely manner. Your patience is appreciated. Should a child's academic progress not meet a teacher's expectations, parents will be notified. However, we encourage parents to initiate a conference whenever they have a concern.

Written reports of absences and student grades or performance in each class or subject are issued to parents at midterm (4th-8th) and end of quarter. Report cards are issued to parents quarterly.

The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school within ten days.

GRADE DETERMINATION and HONOR ROLL

The following guideline has been established to ensure consistency in grading throughout Clinton School:

<u>Grades 4-8</u>	<u>Grades K-3</u>
A= 90-100	E=Excellent
B= 80-89	S=Satisfactory

C= 70-79 U=Unsatisfactory
D= 60-69
F= Under 60%

CALCULATION OF G.P.A.

The quarter grade for each class is assigned a point value (A=4, B=3, C=2, D=1, and F=0). That point value is then multiplied by the number of times a week the class meets. The total number of points earned is then divided by the total number of class meetings per week. Classes excluded from this calculation will be noted on the student's transcript. Students achieving a grade point average of 3.0 or above each quarter will be placed on the Honor Roll.

REPORT CARDS

A sound and comprehensive reporting system is an integral part of the educational program of Clinton School. We believe that the home, the school and the child must form a solid bond aimed at a common target – the child's development of his/her potential.

Report cards are given out at the end of each quarter and are designed to measure the extent to which the child is achieving the course objectives. The reporting program consists of report cards, comments when appropriate and conferences. The first and third quarter report cards are shared with the parents at conference times. The second and fourth quarter report cards are sent home with each student.

GRADUATION POLICY - 8TH GRADE

Students must have a grade point average of 1.0 or higher to receive a diploma from Clinton Elementary School and participate in the graduation ceremony. These averages will be computed from the grade point averages of the first quarter, second quarter, third quarter and midterm of fourth quarter. Non-qualifying students will not go through the graduation ceremony. If a student is not enrolled for a full year, averages will be completed from the quarter or quarters that he/she is enrolled.

VALEDICTORIAN AND SALUTORIAN SELECTION PROCESS

Determination of the valedictorian and salutarian is reached by calculating the cumulative grade points of 8th grade candidates for each of the junior high year's eight quarters, beginning in the 7th grade and continuing for each successive quarter through eighth grade. Specifically, the grading period for calculating grade point averages (GPA) to determine valedictorian and salutarian shall end at midterm of 4th quarter. GPA's will be calculated to the hundredths place. If a tie remains at that point, it will remain a tie.

If a potential candidate was not enrolled at Clinton Elementary for all eight quarters, his or her cumulative GPA would be based on quarters present at Clinton Elementary and their GPA from their previous school for the quarters of seventh and eighth grade. However, to be considered, students must have been enrolled at least their 8th grade year at Clinton School and attended as full-time students.

HANDBOOK

From time to time changes and adjustments are needed in the handbook. The administration reserves the right to modify, adjust and/or make changes to the handbook.

HEALTH SERVICES

Parents will be called should a child become ill during the school day. Parents away from home are urged to provide the school with someone in the community that may be called in an emergency. Such cooperation will prevent a child from spending the day in the "sick" room. Prescribed medications to be taken during school hours should be accompanied by written consent of a parent or guardian.

Hearing and vision screenings will be conducted during the year. Dental screenings are optional offerings throughout the year. Should parents wish assistance in other health services, please contact the school, or contact our Nurse Aide at 825-3113 ext. 233 to set up an appointment.

HOMELESS STUDENTS

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

INCLEMENT WEATHER

Children are required to go outside during play periods except in inclement weather. We discourage the practice of sending notes to teachers requesting permission for a child to remain inside. However, we recognize the necessity of remaining indoors when a child is recuperating from an illness or injury.

If the temperature is zero or below, with or without a wind chill, the children will remain indoors and be allowed to come in when they arrive at school. On mornings where this may be a factor, the temperature and wind speed are closely monitored. Once the temperature and wind speed are known, a wind speed chill factor chart is used to determine the temperature. Conditions continue to be monitored throughout the day. Please make sure that your children are properly dressed for the weather.

KINDERGARTEN UNDER FIVE/KINDERGARTEN

KU5 and Kindergarten sessions are full days in length. To enroll in KU5 children must be four years of age by the 10th day of September to enter school in Clinton School District. Children must be five years of age by the 10th day of September to enroll in Kindergarten school in Clinton School District.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

LIBRARY

Most students visit the library once a week to check out library books and learn library skills. The books are due back in two weeks. All books can be rechecked out as many times as needed. Students are notified weekly when they have overdue books. Upper grade students (5-8) may visit the library during study hall with permission of their study hall teacher and the librarian.

LOCKERS

Should students place a lock on their locker (gym or academic) a spare key or the combination code must be given to their homeroom teacher as well as the office.

LOST AND FOUND

Please mark all of your child's clothing and belongings with his/her name and check the lost and found regularly. Articles of clothing, and other misplaced items, are stored in the school for three months. These items are donated in Dec/Jan and again in June at the end of the academic school year. All lost and found is put out for display, in the cafeteria, on a monthly or bi-monthly basis. Please encourage your children to look for their missing items during these times.

LUNCH RECESS

Students are not permitted to leave school property during the lunch recess period without signed permission form to leave campus during school hours. (See Appendix E)

MEAL PROGRAM

Student breakfast is \$2.10 and lunch is \$2.65. Adult breakfast is \$2.20 and lunch is \$3.95. Milk may be purchased for \$0.35. Please purchase milk on a weekly basis.

Please note: *if your child(ren) receives free meals, but chooses to purchase a single milk with a "from home meal," there is a charge for the milk of \$0.35.*

Free and reduced lunch price guidelines have been published in the Clinton School Newsletter, our website, and are available in the school office. Applications by qualifying families are encouraged and may be submitted throughout the school year. Applications can be picked up in the office or found on the OPI website at http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/MealElig.html.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building Superintendent/Principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

MISSING CHILDREN

(See Appendix C)

NON-DISCRIMINATION POLICY

Equal Education Opportunities – Public Notice

It is the Clinton School District's policy that no student may be denied admission to any public school in the district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, student service, recreational or other programs or activities because of the student's sex, gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability or handicap.

The Clinton School District also prohibits discrimination, including harassment, as defined by Title VII of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973.

The District shall provide appropriate educational services or programs for qualified students who have been identified as having a handicap or disability, pursuant to Montana law.

Informal resolution of complaints is encouraged under these policies. However, formal procedures are available to address allegations of violations. Please contact the building administrator for complaint procedures and forms.

Protection of Student Rights:

No student will be required to participate without parental consent in any survey, analysis or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

- Political affiliations.
- Mental & psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.

PARENT and FAMILY ENGAGEMENT

Clinton 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 website at www.clintoncougars.com and are available to be printed upon request. 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 Health Instruction – Policy 2335
- School Activities and Clubs – Policy 3233, Policy 3510, Policy 3550
- Student Health – Policy 3410
- Student Immunization – Policy 3414
- Student Records and Confidentiality – Policy 3600

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Tim Rose, Principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at [\(406-825-3113\)](tel:406-825-3113) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact Michelle Ask, Secretary.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website: www.clintoncougars.com
- Contact a counselor or principal to discuss rights relate to student name and pronouns use consistent with the Family Education Rights and Privacy Act and Policy 3600.

- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Clinton PTSA.

PARTIES

Three special days are set aside each year for classroom parties at the elementary (KU5-5th) level. These events are planned on or before Halloween, Christmas, and Valentine's Day. Parents wishing to supply special treats on their child's birthday may do so in cooperation with a respective teacher. We request that children not distribute birthday invitations at school, for a party out of school, unless every child in a classroom is to receive an invite.

PHYSICAL EDUCATION REQUIREMENTS

Separate gym shoes are required. Students in grades 6-8 are required to change into P.E. clothes for class. Please note gym clothes are separate from school clothes. Students must bring a pair of shorts or sweatpants suitable for class, a t-shirt or similar top and a pair of gym shoes. Since changing clothes for class is required it is also counted as part of the grade. The clothes should be taken home to be laundered. If students choose, they may bring a lock, preferably a combination lock, and may store their clothes in their assigned gym locker/basket.

PICTURES

Individual student and class pictures will be taken by in the Fall. Picture packets will be sent home prior to picture days.

PLAYGROUND SUPERVISION

Clinton playground is supervised by an employee during scheduled playground activities and by district authorized noon supervisors during lunch periods.

Children should arrive as near 8:00 as possible, line up at appointed door and wait for their classroom teacher. If students are late, they must report to the school secretary, in the office, prior to going to class.

Children eating breakfast should not arrive before 7:45 or after 8:00. After eating breakfast, children are to return to the playground until the bell rings. **All students eating breakfast should enter and exit through the south doors facing the playground in the primary wing.** Breakfast students are the **only** students allowed in the building before school without a note or prior approval from a classroom teacher or coach.

PROTECTION OF STUDENT RIGHTS

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PTSA

The Clinton School Parent-Teacher-Student Association serves our school in many ways each year. Meeting dates may vary, but usually occur the second Tuesday of each month at 6:00 p.m. Parents/Guardians are encouraged to become active members in this school's advocate group. If you're interested in becoming a member, please contact the PTSA at pts@clintoncougars.com.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public

address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: (earthquake, fire, bus evacuation, and lock down)

Practicing emergency exiting is required by law and is important for the safety of everyone in our school. Teachers will inform their students of designated exit routes prior to our initial drill of each type. Students will know the procedures for each type of drill. Then throughout the year drills will be conducted unannounced.

Emergency Dismissal & School-Closing Information

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on:

The school will notify news media and an all call to parents that all children will remain at school until 3:20 p.m. Parents who wish, may pick up their children at the school any time after the emergency notification. All buses will carry an extra driver and will leave the school at 3:20 P.M., or will remain at the school and depart at such time as weather conditions permit. All buses will notify the school upon completion of their scheduled runs. An emergency vehicle will be dispatched on the run of any bus that fails to return 30 minutes after its expected arrival.

Should it become necessary to cancel school because of severe weather or other factors, the official announcement for the closing of school will be an All-Call as well as possible broadcasts over the following radio and TV stations.

- Cherry Creek Ration Stations - KBQQ 106.7, KXDR 92.7 & 98.7, KZOQ 100.1, KGGL 93.3, KGRZ 1450,

KYLT 1340

- Gap Radio Stations - KGVO and KYSS FM
- KMSO MOUNTAIN FM 102.5
- TV stations - KPAX TV and KECI TV, channel 13.

**In the event of a railroad accident, please refer to Appendix D.*

Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirements for PPE as permitted by law and on a case-by-case basis.

SEARCHES AND SEIZURES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, the Superintendent may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The administration may search cell phones if it has reasonable suspicion that a search will reveal that school rules have been violated. (See Board Policy 3231)

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

Vehicles Parked on School Property

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for

the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

SEXUAL HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f) (6) (A) (v), "dating violence" as defined in 34 U.S.C. 12291(a) (10), "domestic violence" as defined in 34 U.S.C. 12291(a) (8),, or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3225 and 3226 for additional information regarding the District's prohibition against discrimination and harassment.

SPECIAL SERVICES

Clinton School employs several professionals trained to provide such services as counseling, Kailey Mayo and Taylor Linrude, speech therapy with Amber Waniata and Monica Martin, psychological evaluation. Our special education classroom is designed to serve students with special needs. Please contact your child's teacher or Mrs. Amanda Cyr, Superintendent, should any of these services be desired.

STUDENT INSURANCE

Clinton School does not carry accident insurance for our students. Accident insurance is available to families. Inquire at the school office if interested.

STUDENTS IN FOSTER CARE

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

STUDENT DESKS AND LOCKERS

Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. Such procedures will be conducted without notice to parents or students.

The parent will be notified if any prohibited items are found in the student's desk or locker.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a

permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it,

unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook.

Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District.

Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District.

Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

RIGHTS UNDER FERPA

Specific parental and eligible student rights are Appendix K in this Handbook.

Privacy Matters – Photographs and Social Media

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

SUPPLIES FOR SCHOOL

School supplies such as pencils, paper, crayons and glue will vary with each elementary instructor. Parents may wish to obtain a list of such supplies from a respective teacher before purchasing these items, or view the lists on clintoncougars.com.

TARDINESS

Chronic tardiness interferes with the teaching day. Every effort should be made to have your child at school on time by 8:00 am. In order that your child may receive all the instruction provided by the classroom teacher it is important that your son or daughter arrive to school on time, every day. Excessive tardiness may result in a conference with administration.

TELEPHONES & ELECTRONIC DEVICES

Students may use school phones with adult permission. **Please try to arrange after school activities/plans with your child before he or she comes to school in the morning.** Each phone message interrupts the learning process in the classroom. Please make phone calls as early in the day as possible.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use

will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

We strongly discourage all students from bringing cell phones and personal electronic devices to school. If students elect to bring these devices to school, they must be off and put away at all times during the school day, including recess times. Failure to comply will result in the electronic device being kept in the office until the school day ends. Parents of chronic offenders will be required to schedule a meeting with the Principal to pick up the electronic device. **Electronic devices may not be used during school hours 7:45-3:20 unless permission has been granted by authorized staff.**

VIDEO SURVEILLANCE

The Board authorizes the use of video camera on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

VIDEOTAPING OF STUDENTS

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extra-curricular activities for coaching or instruction is included in Appendix L.

VISITOR POLICY

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

VOLUNTEERACTIVITIES

Here at Clinton we encourage parents to volunteer at the school. Volunteers are engaged in a number of activities, duplicating materials, helping students one-on-one or in small groups, grading papers, helping organize school functions, assisting with kindergarten round-up or preschool screening and much more. There is always something to do.

The best way to get involved is to contact your child's teacher and let him or her know that you are interested in volunteering. If you don't have a child in school or your child's teacher already has volunteers, contact our school secretary. We encourage your participation in your child's education and our school. If you have additional questions, feel free to call the school.

WITHDRAWING FROM SCHOOL

If your family plans to move from our community, please let us know as soon as possible, prior to a child's last day of attendance. In so doing, we are able to prepare transfer data for the new school more effectively. We are required to mail school records directly to the school the child(ren) will be attending. Therefore, please provide us a school name, state, mailing address, phone and/or fax number, if at all possible.

APPENDIX A

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons explained below.

The following reasons are the only excuses for absences to school.

1. Personal illness-the school may require the certificate of a doctor if it is deemed advisable. Illness in the family – all school work should be kept current.
2. Death of a relative.
3. Observance of a religious holiday - any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
4. Any other reason must be excused by the school prior to the absence.
5. Vacation plans or hunting trips for families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for students.

Steps to follow when absent:

1. Parent or guardian should phone the school and inform the office of a child(ren)'s absence before 9:00 A.M. of the day of absence.
2. Students should ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for seeing that make-up work is completed).
3. If absence is due to work, travel or some other reason, parent/guardian should notify the school prior to the absences.
4. The principal or designee will attempt to contact, by the end of the school day, any parent/guardian whose child(ren) is absent from school, but who has not reported the child(ren) absent for the school day, to determine whether the parent/guardian aware of the child(ren)'s absence from school.

APPENDIX B

PARENT INVOLVEMENT & TITLE I

PARENT INVOLVEMENT

The Clinton School District recognizes that a child's education is a responsibility shared by school and family. In order to encourage and facilitate parental involvement, individual schools have the responsibility to communicate to parent's/families important information about school progress, school policies, expectations and activities on a frequent and timely basis. This responsibility also includes promoting parent/family involvement at school-sponsored activities in an effort to support student success and improve academic achievement.

Parents/families have the responsibility to ensure that their child(ren) attends school regularly, is adequately nourished, rested and has a place and time to study. Parents/families should stay informed about their child(ren)'s educational program and progress and attend school events whenever possible or requested.

This board policy provides for the home and school partnership to be maintained through:

1. Reasonable parental access to welcoming schools and staff;
2. Monthly school newsletters, weekly bulletins and an annual district report;
3. Information to parents about educational programs and their child(ren)'s participation and progress.

TITLE I

In addition, the District shall:

1. Hold at least one annual meeting for Title I parents;
2. Offer a flexible number of meetings for Title I parents;
3. Involve parents in an ongoing manner in the planning, review and improvement of Title I program; and
4. Provide Title I parents with information about programs, a description and explanation of the curriculum, forms of academic assessment and, if requested, opportunities for regular meetings to discuss the education of their children.

APPENDIX C

MISSING SCHOOL CHILDREN

Each school district shall:

1. Receive from OPI, a quarterly list of missing school children.
2. Notify the appropriate law enforcement agency of the earliest known contact with any child whose name appears on the list of missing children.
3. Establish procedures to be followed by school personnel for attempting to contact, by the end of a school day, any parent, guardian, or legal custodian should he/she be absent from school.

POLICY ON MISSING SCHOOL CHILDREN

1. Responsibility of School district:

1. It shall be the responsibility of the superintendent or his/her designee to distribute the list of missing school children to appropriate school personnel.
2. In the event a staff member(s) suspect that such a child may be enrolled in the school, he/she shall notify the superintendent immediately.
3. The superintendent shall notify appropriate law enforcement agencies as soon thereafter as possible.

II Responsibility of Parent/Guardian:

1. In the event a child(ren) will be absent from school the parent shall report the absence to the school on each day he/she will be absent.
2. Parents will provide a telephone number where they can be contacted in the event of an emergency or when that parent will not be home or at his/her regular workplace.

APPENDIX D

RAILROAD ACCIDENT PROCEDURES

Should a railroad derailment occur in the vicinity of the school, the following directives should be followed:

1. School personnel aware of such an incident should report it to the office. The local fire department and 911 Emergency will be notified immediately.
2. Students will be instructed to remain in their classroom until supervisors provide specific directions. Students outside are to return inside immediately. All outdoor activity will be suspended until further notice.
3. Notice of evacuation will be provided by fire department or emergency officials only. Any school employee receiving such notice should report this data to the office and ascertain its communication to the remainder of the staff.
4. The primary evacuation procedure is to board all personnel on the route buses parked in front of the school. Buses will proceed to a holding area beside Poor Henry's. Students will remain here, with supervision, until parents pick them up or our normal dismissal time. At this time the buses will commence their individual routes with the exception of any that pass near the hazard zone.
5. Parents of students within the hazard zone will be contacted individually to arrange pickup.

ALTERNATE ONE:

The same protocol applies except the buses will head directly south, delivering staff and students to the picnic area beside the Swartz Creek Bridge. Should an accident occur early in the school day, students and staff will remain in the holding area until fire department or emergency officials determine that it is safe to return to the school.

ALTERNATE TWO:

Should an accident occur directly in front of the school, students will proceed on foot out the east doors of the new gym. Under direct supervision of staff, all personnel will meet in the trailer park west of the school where buses will load them for transport to a holding area.

<u>DRIVERS</u>	<u>BUS</u>
David Payton	#1
Chris Vicens	#4
Bob Patacini	#5
Kathy Veeseeth	#6

APPENDIX E

CLINTON SCHOOL LUNCH PERMISSION FORM

Clinton School has a closed campus. Permission to leave the campus during the lunch period is granted specifically to go home for lunch. Students are not to leave the campus to patronize the local store or to go others' homes. To leave the grounds at lunch students must submit this parental permission form. Students who violate the closed-campus policy may have permission to leave the grounds revoked and will not be allowed to leave the campus for the remainder of the school year. Further discipline sanctions will be applied in accordance with the Clinton behavior policy.

_____ has my permission to leave the school grounds to
Student name go home for lunch during the 2023-24 school year.

Permission is granted: on a daily basis
 upon submission of a note from parents
 only on days specified here:

Parent/Guardian Signature: _____ Date: _____

APPENDIX F

MEDICATION ADMINISTRATION IN SCHOOL

Clinton Elementary School District #32

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consent in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

No employee, except a qualified health care professional, may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction, or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building or at a school function, according to the standing order of the RN/RN Aide or the student's private physician.

In the absence of a school nurse, the administrator, or designated staff member, exempt from the nurse license requirement under § 37-8-103(1) ©, MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a prefilled, labeled medication holder, labeled unit dose container, syringe or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing or oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the principal or superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met:

1. A written and signed authorization form from the parents/guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
2. The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered and the circumstances that may warrant its use.
3. Documentation that the pupil has demonstrated to the health care practitioner and the school nurse/nurse aide, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
4. Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.
5. Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record, the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F – 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

APPENDIX G

ACCEPTABLE INTERNET USE POLICY

Clinton Elementary School District #32

The purpose of the Internet is to enhance education. The purpose of education is to prepare students for life and work in the 21st Century. With large amounts of information available on the Internet there is a chance that someone may discover controversial information while using the Internet. Although non educational information can be found, it is firmly believed that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may come upon material which is inappropriate in the educational setting. The district cannot be responsible for direct supervision of every student while they are using the Internet. Should a student involuntarily access inappropriate material, it should be reported to the instructor immediately. Use of the computers at Clinton School District is a privilege, not a right. Therefore, users of the computer network are expected to follow guidelines in order to maintain the privilege of computer use. Any damage caused by inappropriate use will be billed to the user by the district. Students are not entitled to a right of privacy when using the Internet on District computers or other electronic devices.

RULES AND CODE OF ETHICS FOR CLINTON SCHOOL DISTRICT'S COMPUTER USERS

1. Use of the computers is limited to educational purposes only.
2. Engaging in fund raising, political activity or commercial activities is inappropriate.
3. Use of the network to develop programs that infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
4. Hate mail, obscene remarks, discriminatory remarks and other antisocial behaviors are prohibited.
5. Attempts to use other people's passwords or access other people's files is prohibited.
6. Copyrighted material must not be placed on Clinton School District's computer system without the author's permission. Only authorized people will be allowed to download programs onto the systems.
7. Clinton School District's computer administrator may access others files, when necessary, for the maintenance of the computing facilities. When performing maintenance, however, every effort will be made to ensure the privacy of users' files.
8. Personal information, addresses of self or others shall not be given out via computer.
9. Any user who does not comply with the rules and code of ethics for Clinton School District's computer use will lose computer privileges for a period of 60 school days. Repeated infractions may result in permanent termination of computer privileges. Standard disciplinary policies of the district may also apply. A student who has been accused of not complying with the rules and code of ethics for Clinton School District computer use has the right to a hearing.
10. The district may modify the acceptable use policy as the need arises. To view the complete Acceptable Use of Electronic Networks policy, please see policy 3612P at www.clintoncougars.com or see the office for a hard copy.

INTERNET ACCESS CONDUCT AGREEMENT

STUDENT AGREEMENT

Students are to read, understand, and agree to abide by the terms of the District's policy regarding District-provided Access to Electronic Information, Services and Networks (Policy # 3612). Should they commit any violation, or in any way misuse, access to the District's computer network and/or the Internet, they must understand and agree that access privilege may be revoked and school disciplinary action may be taken against them.

PARENT OR LEGAL GUARDIAN

(If student is under 18 years of age, a parent/legal guardian must also read and sign this agreement). As the parent or legal guardian of a student within the Clinton School District, please read, understand and agree that it is expected that a child(ren) shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the internet. Parents/guardians must understand that access is being provided to the students for educational purposes only. However, also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand it is the child (ren)'s responsibility for abiding by the policy. Therefore, by signing the 2023-24 Parent Permission agreement, parents/guardians are agreeing to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind that may result from your child(ren)'s use of his/her access to such networks or his/her violation of the District's policy. Further, parents/guardians accept full responsibility for supervision of their child (ren)'s use of his/her access account if and when such access is not in the school setting. By signing the Parent Permission form parents/guardians hereby gives their child(ren) permission to use the building-approved account to access the District's computer network and the Internet.

PLEASE SIGN THE 2023-24 PERMISSION FORM IN REGARDS TO THE ABOVE AGREEMENT AND IN ACKNOWLEDGMENT OF READING THIS SECTION OF THE PARENT/STUDENT HANDBOOK.

You do have the right to "opt-out" of your child's use of such approved websites and applications and can indicate that by marking "No" on the permission form.

By signing this form and indicating "Yes," you consent to the District providing personal identifying information regarding your child for non-commercial purposes. You may revoke this consent at any time, upon providing written notice to the District. Unless revoked in writing, this consent shall remain in effect.

For additional information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

APPENDIX H

ANNUAL NOTICES REQUIRED BY LAW

Clinton Elementary School District #32

Annual School District Report Card

Under the current Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, school districts must annually notice the annual school district report card.

The data for this report is collected by the State and can be viewed by visiting the Montana Office of Public Instruction web site at www.gems.opi.mt.gov. This annual report, entitled "Report Card" is also available in the District's administrative office.

Child Nutrition Programs

The purpose of the food service program is to provide to students and staff well-balanced meals that are nourishing and at moderate prices.

The school district will participate in the National School Lunch Program and will adhere to its standards for meal planning, use of commodity foods, and free and reduced price meal eligibility.

Education of Homeless Children and Youth

Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the District. The District will disseminate the educational rights of homeless children and youth to places where homeless services are provided (family shelters, etc.)

Family Educational Rights and Privacy Act

Clinton School District student record policies comply fully with the Family Education Rights and Privacy Act of 1974, as amended. The student handbook contains important information regarding eligible student and parental rights pursuant to state and federal law.

Parents' Right to Teacher Qualification Information

Under the current Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, school districts must annually notice parents' right to teacher qualification information.

School districts receiving Title I funds must notify all parents of children attending Title I schools that they may request information about the qualifications of their child(ren)'s teachers and paraprofessionals. The law states that parents have the right to request the following information on the professional qualifications of their child(ren)'s teachers:

1. Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
2. Whether the teacher has an emergency or provisional license;
3. What degrees the teacher holds and the field of discipline of his or her certification or degree; and
4. Whether the child is being provided services by para-professionals and if so, their qualifications.

If you would like to receive any of this information, please call the Clinton School District office at 825-3113.

As per Title I, individual schools receiving Title I funds will notify parents of children being taught for four or more consecutive weeks by a teacher who is not “highly qualified.”

The District’s compliance efforts are coordinated by the Title IX Coordinator for the District. Our District’s Title IX Coordinator is Tim Rose. He can be reached at Clinton School, P.O. Box 250, Clinton, MT 59825 (406) 825-3113.

APPENDIX I

ASBESTOS INFORMATION

Clinton Elementary School District #32

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in April of 1988 our school facilities were inspected by an EPA accredited building inspector. All inspection findings and management plans are currently on file in the school administrative office and available for review.

Any asbestos containing materials in our school are in good condition or have been removed, and we continue to monitor and manage as recommended by the accredited management planner.

The results of the three-year inspections, as well as 6 month inspections are available for review during regular business hours.

We are intent on not only complying with, but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to ensure all are safe and are working in a healthy environment.

If you have any questions on this matter, please contact the Superintendent, Asbestos Program Director, at 825-3113.

APPENDIX J

Clinton Elementary School District #32

Clinton School District
STUDENTS

3225
page 1 of 2

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

denies or limits the provision of educational aid, benefits, services, opportunities, or treatment or that makes such conduct a condition of a student's academic status; or

has the purpose or effect of:

substantially interfering with the student's educational environment;
creating an intimidating, hostile or offensive educational environment;
depriving a student of educational aid, benefits, services, opportunities or treatment; or making submission to, or rejection of, such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed, or intimidated, should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to, and including, discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Harassment Reporting Form for Students

School _____ Date _____

Student's name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? _____yes _____no
If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? _____yes _____no
If so, name the witnesses. _____

Did you take any action in response to the incident? _____yes _____no
If yes, what action did you take? _____

Were there any prior incidents? _____yes _____no
If so, describe any prior incidents. _____

Signature of complainant _____

Signatures of parents/legal guardians _____

Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment for all students and staff. Bullying, harassment, intimidation or hazing, by students, staff or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment or intimidation via electronic communication devices (“cyber bullying”).

Definitions:

1. “Third parties” include, but are not limited, to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.
2. “District” includes District facilities, District premises and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment. This includes, but is not limited to, forced consumption of any drink, alcoholic beverage, drug or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property.
 - c. Creating a hostile educational environment.
 - d. “Electronic communication device” means any mode of electronic communication, including, but not limited to computers, cell phones, PDAs or the internet.

Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or their party who has knowledge of conduct in violation of this policy, or feels he/she has been a victim of hazing, harassment, intimidation or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building Principal or District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate district official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities:

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff and third parties for the development of administrative regulations – including reporting and investigative procedures, as needed.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to, and including, expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to, and including, dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined, and imposed, by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal:

Retaliation is prohibited against any person who reports, or is thought to have reported, a violation, files a complaint or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offence and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students
Legal Reference: 10.55.701(1) (g), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(d), ARM School Climate

Appendix K

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory

information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Appendix L

APPENDIX E –AUTHORIZATION TO PARTICIPATE AND RECORD

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively “Clubs and Activities”).

Parental permission is required for the Student to participate in a Club or Activity. By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
3. Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
5. Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be “cut” from the Club or Activity through the audition/try-out process;
6. Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activit(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

Club(s) and/or Activity(ies) for which permission is given for the Student to participate:

[Either provide list of clubs and activities and have parent circle/check option or have parent/student list them:]

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

NAME OF PARENT OR GUARDIAN _____

PARENT OR GUARDIAN SIGNATURE _____

DATE _____

Please return form to: _____ by [date]. Signed permission must be provided before a student can participate in a Club or Activity.

Recommendations for Outdoor Activities Based on Air Quality for Schools and Child Care Facilities

Health Effect Category	Good	Moderate	Unhealthy for sensitive groups*	Unhealthy	Very Unhealthy/ Hazardous		
Visibility (miles)	13+	9-13	5-9	2-5	Less than 2		
NowCast Concentration (µg/m ³)	≤ 12	12 - 35	35 - 55	55 - 150	150 +		
Recess or Other Outdoor Activity (15 minutes)	No limitations	No limitations	Make indoor space available for all children to be active, especially young children. If outdoors, limit vigorous activities and people with chronic conditions should be medically managing their condition.	Keep all children indoors.	Keep all children indoors.		
Physical Education Class (1 hour)	No limitations	Monitor sensitive groups and limit their vigorous activities.	Make indoor space available for all children to be active, especially young children. If outdoors, limit vigorous activities and people with chronic conditions should be medically managing their condition.			Conduct P.E. indoors. If outdoors, only allow light activities for all participants. People with chronic conditions should be medically managing their condition.	
Athletic Practice, Training (2-4 hours)	No limitations	Monitor sensitive groups and limit their vigorous activities.	People with chronic conditions should be medically managing their condition. Increase rest periods and substitutions for all participants to lower breathing rates.				Conduct practice and trainings indoors. If outdoors, allow only light activities for all participants. Add rest breaks or substitutions to lower breathing rates. People with chronic conditions should be medically managing their condition.
Scheduled Sporting Events (2-4 hours)	No limitations	Monitor sensitive groups and limit their vigorous activities.	People with chronic conditions should be medically managing their condition. Increase rest periods and substitutions for all participants to lower breathing rates.				
Examples of light activities: Walking slowly on level ground Carrying school books Hanging out with friends			Examples of moderate activities: Skateboarding Slow pitch softball Shooting basketballs	Examples of vigorous activities: Running, jogging Playing football, soccer, and basketball	Please note that the intensity of an activity can vary by person and ability		

See the back of this document for suggestions on how to use particulate concentration measurements and visibility guidelines to make a decision about poor outdoor air quality and your event. Visit www.todaysair.mt.gov for more information.

*** For the purpose of this document, sensitive groups include:**

- Young children (ages 0-5 years). Young children may be more sensitive to air pollution as their lungs are still developing and they may have an unknown underlying health condition.
- People who have a chronic condition, such as asthma or another respiratory disease, or cardiovascular disease. People with these conditions may be more sensitive to air pollution and should talk with their primary healthcare provider about managing their condition.



Student Name: _____

Grade: _____ Teacher: _____

Clinton School
Library Contract
2023-2024

Please sign and return. Students will not be allowed to check out books until the contract has been received.

I will be **respectful**, **responsible**, and **courteous** in the library, with the library books, and with my fellow classmates.

I will be respectful by:

- not damaging the books.
- keeping the books clean and dry.
- keeping them away from pets and younger siblings.

I will be courteous and responsible by:

- returning books in a timely manner so others can borrow them.
- paying for or replacing the same title book of equal condition, if I lose or damage it.
- giving my adults the overdue notices, when I receive one.
- Demonstrating a quiet body and using a quiet voice.

I understand:

- I may not be able to check out books if I have overdue books.
- my report card will be held at the office at the end of the school year if I have not returned my books or paid the lost/ replacement fee.
- I will be put on a watch list for the following school year, and be allowed to check out only one book, until I show further responsibilities, if I do not pay for or return the lost book.

I understand my responsibilities as a library user.

Student signature: _____

Parent/ Guardian signature: _____



2023-24 Parent Permission Form

Student Name: _____ Phone: _____

Grade/Teacher: _____

This form will remain in force for the 2023-24 school year at Clinton Elementary School. If at any time you would like to make changes, please contact our office at 406-825-3113. We will be happy to assist.

PARENTS: Please read the **2023-24 Parent/Student Handbook** and refer to the pages related to the topics below, before completing this form. Once you have read the information in the handbook, please mark your choices for **EACH** item below and sign this form and return to your child’s homeroom teacher.

Yes No I give permission to Clinton School to publish the name, schoolwork or picture of my child(ren) in District and School publications (newsletters, bulletins) on the School website and/or in the news media. (pgs. 16, 19 & 20)

Yes No I give permission to publish the name, photo and activities of my child in the Clinton School yearbook, graduation programs, student directories, drama publications, honor roll or other recognition lists and/or sports activity sheets.

Yes No My child(ren) has permission to view PG movies throughout the year.
 Please inform me of movie title (higher rated movies will require individual permission slips)

Yes No I have read and understand the Internet Access Conduct Agreement (Appendix G of handbook) and I give my child(ren) permission to use the building approved account to access the District’s computer network and the internet. My child(ren) agree to abide by the rules described herein.

Yes No My child and I have read, understand and agree to abide by the terms of the District’s policy regarding District provided Access to Electronic Information, Services and Networks (Policy #3612 on clintoncougars.com/board) Should my child(ren) commit any violation of this policy or misuse access to the District’s computer network and/or the Internet, we understand and agree that their access privilege may be revoked and school disciplinary action may occur.

Yes No I have received a copy of the Clinton School Student Handbook for 2022-2023 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I understand that additional forms are located on the school website

www.clintoncougars.com

Parent or Guardian Signature

Parent/Guardian Printed name

Date

Please visit www.clintoncougars.com for more links to policies at our school. Thank you!



District #32 2023-2024 Calendar

"Children are fragile; we handle with care."

August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	KEY Quarter Begins → ← Quarter Ends PIR No School No Students or Staff ⊗ Staff Development No Students ⊙ Holiday ○ Conferences 1:30 p.m. dismissal □ Early Out ☆ 2:30 p.m. dismissal Graduation 🎓

2023-24 Dates & Events

- 08/30 – Back to School BBQ
- 08/31 - First Day! Q1 Begins
- 09/04-No School– Labor Day
- 10/19 & 10/20-No School– PIR day/MEA
- 11/03 – Q1 Ends
- 11/06 – Q2 Begins
- 11/16 & 11/17 – Q1 Conferences– Early Dismissal, 1:30 p.m.
- 11/22 – No School-PIR Day
- 11/23 & 11/24– No School– Thanksgiving
- 12/25 to 01/05– No School– Winter Break
- 01/08 – Back to School
- 01/15– No School–Martin Luther King Jr
- 01/26 – Q2 Ends
- 01/29 – Q3 Begins
- 02/19– No School– President’s Day
- 03/18 to 03/22 – No School– Spring Break
- 04/05 – Q3 Ends
- 04/08 – Q4 Begins
- 04/01– Easter Monday
- 04/11 & 04/12– Q3 Spring Conferences– Early Dismissal 1:30 p.m.
- 05/24 – No School– PIR Day
- 05/27– No School– Memorial Day
- 06/03 – 8th Grade Graduation
- 06/07 – Last Day!! Q4 Ends– Early Dismissal 12:00 p.m.

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 Fax: 406-825-3114

