

CRESTON SCHOOL



HANDBOOK

2020-2021

Creston School District #9
4495 Montana Hwy 35
Kalispell, MT 59901
(406) 755-2859

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1) ABSENCES

Reporting Absences

When a student must be absent, please notify the school before 9:00 A.M. on the day of the absence.

Excused Absences

Absences will be considered reasonable in cases of illness, bereavement, medical appointments which cannot be scheduled outside of the school day, family vacations of no more than seven days per trimester, and emergencies.

Unexcused Absences

Unexcused absences occur when a student does not have a legitimate reason for being absent. Students will not get credit for work missed during unexcused absences nor will teachers be required to provide make-up work.

Excessive Absences

Excessive absences occur when a student is absent more than seven (7) days per trimester. Chronic absences will be investigated by the Principal, and if necessary, the services of the attendance officer, the Flathead County Superintendent of Schools.

Early Departures

Repeated early departures are not acceptable and will be considered in the category of excessive absences.

2) ADMINISTRATIVE HOURS

The Principal is available from 7:30 A.M. to 4:00 P.M. Monday through Friday.

3) ATTENDANCE POLICY

Creston School is committed to the belief that every student should attend school every day and that poor attendance results in a loss of valuable instruction time. Regular attendance and promptness are expected and essential for success in school. The law of the State of Montana specifies the requirements of compulsory attendance at school. It requires parents and guardians who are responsible for the care of school-age children to enforce attendance at the school in which the child is enrolled. The District believes that regular attendance is primarily the responsibility of parents, and to a lesser extent, students. The District recognizes the importance of monitoring all children's attendance and will take whatever action is necessary, up to and including legal action, to assure that students attend school regularly.

4) BEFORE SCHOOL CARE

Before School Care is available every school day from 7:30 a.m. to 8:15 a.m. for students who have registered for this program. when supervision on the playground begins; and includes quiet games and activities, an opportunity for breakfast, and reading time. Breakfast is not provided by the School District. A school employee provides supervision of Before School Care. Students are expected to follow all regular school day expectations during Before School Care. The fee is \$30 per month, per family, payable the first of the month. Monthly payments are not pro-rated - even if your child or children only occasionally uses this service, you are responsible for a full month. Year End Statements will be provided for each family, by the end of January, for tax purposes. A signed Contract is required.

5) BICYCLES

Any student who rides his/her bicycle to school must follow all safety precautions, including wearing a helmet. ALL bikes must be parked in the area provided and are not to be ridden on the school grounds or parking lot during school hours.

6) BUS PROGRAM

Transportation is available to and from school for all students. The district-owned bus is operated with tax money, state and county reimbursement for families exceeding a 3-mile distance from the school, with the balance funded with fees. The fee is \$18.00 per month per family payable by the 10th of each month. To have a stable income to cover bus expenses the Board has adopted the following policies.

- a) All users of the bus must sign a transportation contract.
- b) Parents who sign the bus contract are obligated to pay for all nine months even if their child occasionally walks or rides a bike to school.
- c) A contract can be terminated, and a student's transportation use may be suspended by the Board of Trustees due to student misconduct. However, partial use in a month constitutes a full month's use.

NOTE: See Transportation handbook for additional school bus policies.

7) CALLING SYSTEM

We have a calling, email, texting system. The calling system may be used for emergency as well as informational messages. If you have any problems with getting our messages please call the office.

8) CELL PHONES & OTHER ELECTRONIC EQUIPMENT POLICY

Students may not use personal cellular phones, pagers, and other electronic signaling devices on campus or at school-sponsored activities at any time. Building-level administrators may grant permission for individual students to use and/ or possess cellular phones or devices, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student. Unauthorized use of such devices is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated violation of this policy will result in disciplinary action.

9) COMPLAINT PROCEDURE

If a parent has a complaint about the school, the procedure as outlined in District Policy 1700 is as follows:

- a) Contact the teacher involved and arrange a conference.
- b) If you are not satisfied, contact the Principal to submit a written complaint.
- c) The decision of the Principal may be appealed to the Board of Trustees if authorized by Montana law and District Policy.

10) COPYRIGHTS

Students must follow all federal and state laws governing copyrighted materials. This includes U.S. Copyright Law as contained in Title 17 of U.S. Code, and Creston School District Board policy and procedure relating to copyright. Failure to honor copyright laws and policy may result in discipline or other redirection in accordance with the terms of this handbook and District policy.

11) DIRECTORY INFORMATION

Release of Directory Information

Federal law authorizes the School District to release a student's directory information upon request of a third party unless the student's parent or guardian opts out of the Directory Information process. This includes release of directory information to military recruiters and

post-secondary institutions. This opt out notification must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, photographs, dates of attendance, awards received in school, and most recent previous school attended.

12) DONATE

Two companies are offering simple ways to support Creston School:

Smith's Food & Drug Inspiring Donation program has made it easy to support Creston School, just sign up at smithsfoodanddrug.com, click on the Smith's Inspiring Donations link under their Community tab, and every time you shop with your rewards card they will donate .5% of your total order.

Northern Energy Propane/AmeriGas also has a donation program named School Days. If you or someone you know purchases propane from Northern Energy, ask them to donate their receipt to us and we'll do the rest!

13) DRESS CODE

All students shall wear appropriate school attire at all times. Shorts and skirts must be fingertip length or longer. Halter tops, muscle shirts, or make-up will not be allowed. If attire is inappropriate, the child will be sent home or asked to change their clothing to comply with the dress code. Hats or caps may not be worn in school without prior approval.

14) DRUG POLICY

Creston School certifies that it will maintain a drug free workplace and learning environment, which is defined as one in which employees and students are prohibited from engaging in the unlawful manufacture, sale, distribution, possession or use of controlled substances.

The unlawful manufacture, sale, distribution, possession or use of illicit drugs and alcohol by employees and students are prohibited on school premises or as any part of the school's activities.

We, at Creston School, recognize that chemical dependency is treatable. If it appears that chemical dependency exists, it is the responsibility of the school to share these concerns with the family and student involved. Our intention is to create an atmosphere of openness and understanding. Any student, who possesses, uses or is under the influence of alcohol or illegal drugs at school or school activities will be subject to disciplinary action by the principal and board.

15) EMERGENCY TREATMENT POLICY - AGREEMENT

If emergency treatment is required, and the parent(s) or legal guardian cannot be reached immediately, your signature in the original enrollment papers empowers the school authorities to exercise their own judgment in providing first aid. In addition, if you are not available to transport your child to a hospital emergency room your signature in the original enrollment papers authorizes the transport of your child to a hospital emergency room.

16) EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical

or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

17) FIRE DRILLS

Fire drills at regular intervals are required by law and are important safety precautions. It is very important that at the first signal, everybody obeys and clears the building as quickly as possible.

The teacher in the classroom will give instructions as to what escape route will be used by the class.

18) GRADING POLICY

1. Teachers use professional judgment when assigning grades, seeking to ensure that grades accurately reflect student performance. To reduce subjectivity, grading procedures shall be directly related to the learning goals stated by each teacher.
2. Grades and marks shall be based on students' individual knowledge of the material (Criterion-Referenced Standards), rather than how their knowledge compares to that of other students.
3. A measurable set of academic standards that is critical for a student's progression to the next level (Essential Learnings/Student Objectives) will be the only basis for grades. Predetermined work that shows student performance on Essential Learnings (Assessment Evidence) will be assigned throughout the school year.
 - a. **Study Skills.** Initiative, effort, and other behaviors shall not be included in grades but shall be reported separately.
 - b. **Homework.** Every effort will be made by the classroom teachers to give ample class time to complete assignments. If a student chooses to finish assignments at home, full credit will be given if submitted by the due date. See subsection 9 of this section for our District's homework philosophy.
 - c. **Late Submission of Assessment Evidence.** Teachers may set due dates and deadlines for all marked assessment evidence that will be part of a student grade. There shall be no academic penalties for late submission of assessment evidence, though this may lead to parent contact and will be noted for inclusion in the Work Study Skills or Comments section of the Report Card.
 - d. **Absences.** Students shall not be penalized for absences. Students shall be given makeup opportunities for all missed work, especially work that is designed to provide information about his/her achievement at the end of a period of instruction (Summative Assessment). Students will be given alternative opportunities to demonstrate understanding of and proficiency in stated learning goals.
4. In the event that a student leaves the school before sufficient evidence has been collected to determine an appropriate grade, the report card will reflect Insufficient Evidence.
5. Where repetitive measures are made of the same or similar knowledge or skills, the more recent mark or marks shall replace the previous marks for grade determination. Second chance (or more) assessment opportunities shall be made available to students in order to ensure the attainment of proficiency.
6. Teachers shall use quality assessment instruments. They shall properly record evidence of student achievement on an ongoing basis using multiple measures of assessment. Each assessment must meet five standards of quality. It must:

- a. arise from a clearly articulated set of achievement expectations,
 - b. serve an instructionally relevant purpose,
 - c. rely on a proper method,
 - d. sample student achievement in an appropriate manner, and
 - e. control for all relevant sources of bias and distortion that can lead to inaccurate assessment.
- 7. Teachers shall discuss assessment methods with students at the beginning of instruction. Learning goals shall be stated, either orally or in writing, for all lessons. Teachers shall provide students and parents with a written overview of assessment methods, including grading, in clear, understandable language during the first week of classes.
- 8. Special education teachers will give grades for all areas covered by the IEP. Grades in other areas impacted, but not covered, by the student's IEP will be modified.
- 9. The educators at Creston School believe homework:
 - a. is formative and should not be part of a grade,
 - b. should be a risk-free chance to experiment with new skills, and should require students to apply what they have previously learned so they find out what they really do understand, or
 - c. should only be given after students have mastered the material, so they can practice, reinforce, elaborate, prepare and extend their understanding.

19) GUN-FREE SCHOOLS AND WEAPONS POLICY

Any student who knowingly possesses any object that could reasonably be considered a weapon or dangerous instrument in the school building, or on school premises, or on a school bus, or at any school related function, event, or activity, is subject to discipline in accordance with Montana law and District policy. A parent / student / teacher / principal conference is required for every student found to have possessed a weapon at school. A student found to have possessed a weapon at school will also be referred to law enforcement for prosecution.

20) GYMNASIUM

A copy of the Creston School Gymnasium Policy and Use Agreement is on file in the office and may be reviewed, requested and completed at any time.

All people using the gym must have a Gym Use request form approved by the Board, and wear tennis shoes that do not leave marks. Please, NO street shoes on the gym floor.

21) BULLYING, INTIMIDATION, AND HARRASSMENT

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and 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.

All complaints about behavior that may violate this policy shall be promptly investigated.

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.

22) HEALTH EXAMS

In the Fall the school does a vision screening for all students and hearing exams are given to Kindergarten, 1st grade and all new students. Hearing exams are also provided with parent or teacher referrals. Parents will be notified prior to examinations and inquiries about the examinations can be directed to the Principal.

23) HEALTH AND IMMUNIZATION RECORDS

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 and tetanus. Hemophilus influenza type B is required for students under age five (5). Please refer to District Policy 3413 and subsequent forms for more information.

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. Please refer to District Policy 3413 and subsequent forms for more information.

24) HOMELESS EDUCATION

Homeless Education Liaison (K-6) Tami Ward; Phone: (406)755-2859; Email:

tward@creston.k12.mt.us

The purpose of our program is to ensure that all homeless students have the same equal access to a free and appropriate education.

How do we determine if a child is homeless?

Under the McKinney Vento Homeless Assistance Act (2001, Title X, Part C), a child may be classified as homeless using the following definition:

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence and includes those individuals:

- Sharing the housing of others due to loss of housing or economic hardship (two or more families living in a home)
- Living in motels/hotels due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Living in cars, tents, or abandoned buildings
- Living in campgrounds or cars
- Living in substandard housing (lacks electricity or running water)
- Unaccompanied youth (not living in the physical custody of a parent or legal guardian and lacking a regular, fixed nighttime residence)

If you are a parent/guardian of a student in need of assistance you may contact the building principal.

Educational Rights for Students Experiencing Homelessness

Children and youth experiencing homelessness have the right to:

- Go to school, no matter where they live or how long they have lived here.
- Continue in the school they attended before they became homeless or the school they last attended, if that is the parents or youth’s choice and is feasible.

- Receive transportation to the school they attended before becoming homeless (school of origin).
- Enroll in school without a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other document required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children or youths served in these programs.
- Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited.

Policies regarding homelessness for Creston Elementary School are available on our website and paper copies will be provided upon request. (Education for Homeless Children, Enrollment of Homeless Children, Uniform Complaint Procedure, Complaint Form.)

Resources

On the Web:

- National Association for the Education of Homeless Children & Youth (NAEHCY) (<http://naehcy.org>)
- National Center for Homeless Education (NCHE) 1-800-308-2145 (<http://naehcy.org>)
- Montana Office of Public Instruction (OPI) Homeless Assistance (http://opi.mt.gov/Programs/SchoolPrograms/#gpm1_7)

Local Assistance:

- Office of Public Assistance, 121 Financial Drive #A, Kalispell, (406)751-5900
- Flathead County Child & Family, 121 Financial Drive #C, Kalispell, (406)751-5950
- Samaritan House, 124 9th Ave W, Kalispell (406)257-5801
- Community Action Partnership of Northwest Montana, 214 S. Main St., Kalispell (406)752-6565
- A Ray of Hope, 46 5th Ave W, Kalispell (406)755-4673

Healthcare for the Homeless:

- Flathead Community Health Center, 1035 1st Ave W, Kalispell

25) INTERNET AND TECHNOLOGY USE POLICY – AGREEMENT

Use of District-owned technology resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. The Agreement will outline the following provisions:

- a) Acceptable Use – To support education and research
- b) Network Etiquette – be polite, use appropriate language. Do not reveal your personal address phone number, or last name.
- c) Creston School is not responsible for the accuracy of information obtained through the internet.
- d) Vandalism or misuse will result in cancellation of privileges.
- e) Students will not be allowed to log on without teacher supervision

26) KINDERGARTEN REGISTRATION

A registration and screening for prospective students is held each year. Montana state law states that to be eligible to enter kindergarten a student must be 5 years old by September 10th.

27) LIBRARY

The Creston School library is available to students and classes for study and research. Library books may be borrowed for 2 weeks and may be renewed.

A copy of the Creston School Library Policy is on file in the office and may be reviewed at any time. Citizen's Requests for Reconsideration of Library Media forms are also available.

28) LICE

In the interest of health and welfare of students enrolled in Creston School, no student will be permitted to attend classes with the general population if they are infested with head lice. The Principal or his/her designee will conduct lice checks as needed. Parents will be contacted upon discovery of head lice and will be asked to come to school to pick up the students and begin treatment immediately. If you know your child has lice, please contact the school. We require a head check in order for the student to return to school. We have a NO NIT policy at Creston School.

29) LUNCH

A healthy lunch is important. Please provide a lunch for your child that can be eaten with little or no assistance. Please send hot items in a thermos and provide your own silverware. Our parent group provides a pizza hot lunch on Fridays for a fee. Look for an order form in the Friday folder. Pre-paid orders are due by Wednesday of each week. The Boosters use this as a fundraiser – please make checks payable to them.

30) MEDICINE AND INJURIES

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school office. Administrative office staff 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, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form.

On occasion, we may call for verbal permission from a parent to dispense children's Tylenol/Ibuprofen or an antihistamine.

There are first aid supplies in each building. Injuries of a serious nature will result in a call to parents or guardians and 911. If parents or guardians cannot be reached, emergency measures will be taken.

31) MILK PROGRAM

White or chocolate milk is available through the school to all students. Parents are asked to purchase milk tickets in advance. Classroom teachers will manage the student milk tickets. If a student qualifies for free and reduced lunch the student will not be required to pay for milk service. Please request forms for free and reduced milk eligibility from the office.

32) MISSING CHILD ELECTRONIC PHOTOGRAPH REPOSITORY

There is a missing children electronic directory photograph repository at the State level. Parents or guardians may choose to have the student's photograph included in the repository for the school year. Student pictures taken in the fall of each year will be used for this purpose. This is an opt-in procedure and will be included as an option on the enrollment paperwork.

33) NOTICES AND BULLETINS

Each month your child should bring home school and classroom newsletters. Occasionally, there will be special notices sent home in a Friday Folder.

34) PARENTING PLAN

If you have a parenting plan or child custody paperwork, please ensure the office has copies of all relevant papers before the first day of school, when the plan is available, or when it is amended.

35) PHYSICAL PLANT

Located in the main building are grades K, 1, 2, 4 & 6, library, resource, music, and Title I facilities, the school office, the Principal's office, and the gymnasium. To the southeast is the building housing grades 3 and 5. Locations subject to change.

36) PICTURES

Individual student pictures will be taken in the fall. Class pictures are taken in the spring. All pictures must be paid for in advance.

37) PLAYGROUND RULES

General Safety and Behavior Rules

- Immediately follow directions given by playground supervisors
- Use equipment responsibly – for the purpose intended
- Toys, balls, etc. from home need to stay in backpacks
- Pencils, paper, notebooks, art sets stay in the classroom or in backpacks
- Rocks, sticks, woodchips, snowballs, etc. stay on the ground
- Stay within playground boundaries (ramp and container ~~is~~ are off limits)
- Ask permission to retrieve balls, toys, etc. that go over the fence
- Ask permission to go inside to use the restrooms
- Dress appropriately for the weather i.e. coats, hats, gloves in cold weather
- Place coats on a bench when taken off in warm weather
- Shoes must be worn at all times
- Stay out of mud and water puddles and off of ice
- When the bell rings stop playing and line up quickly and quietly
- Walk at all times on concrete
- If you take equipment out, you bring it back in
- Play safely, be respectful of others and HAVE FUN!

Swings

- ✓ Sitting only
- ✓ Swing forward and backward only
- ✓ Push only from the back
 - *Under-dogs are unsafe*
- ✓ Dismount safely

○ *Flying dismounts are unsafe*

Slide

- ✓ Always sit, feet first
- ✓ One at a time
- ✓ Safely stay off sides and top of slide

Hold-N-Spin

- ✓ Maximum Capacity is 5
- ✓ Hold on with both hands at all times
- ✓ Bystanders should stand back

Jump Ropes

- ✓ Use for jumping only
- ✓ Jump only where it will not interfere with another student

Monkey Bars

- ✓ Stay off of the top

Tetherball/Four Square

- ✓ Use hands only
- ✓ Know and follow the rules before the game starts

Football, Tag and Other Games

- ✓ Play respectfully - aggressive physical contact is unsafe
- ✓ Touch games only
- ✓ Play in open field away from playground equipment
- ✓ Leave other students' clothing alone
- ✓ Decide rules before playing

Winter Safety

- ✓ Snow stays on the ground
- ✓ Snowballs may only be thrown at designated targets
- ✓ Stay off of ice-covered concrete areas
- ✓ Respect other students' snow structures - If you build it, only you dismantle it

Consequences may include verbal warnings, redirection, loss of recess.

38) PURPOSE

The Parent-Student handbook is prepared as a guide for you. Use it to acquaint yourself with the policies and the routines of the school. If you still have questions after reading the handbook, feel free to contact the school.

39) PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance.

If a child's parents reject the proposed retention, they must do so in writing. The child will be placed in the next grade. A disclaimer may be placed in the child's folder by other members of the team. Once a denial for retention has been granted, and a child is recommended for retention the second time, a second denial will not be permitted.

40) PROTECTION OF STUDENT RIGHTS**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 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 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.
- 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.

41) 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.

42) SCHOOL BOARD MEETINGS

The Creston School Board holds its regular monthly meeting on the 2nd Thursday of the month at 7:00 A.M. in the school library. If the date or time is changed, it will be noted on the school calendar. The meetings are open to the public and everyone is invited to attend.

Agenda items are to be given to the Clerk of the District 5 days prior to the Board meeting.

43) SCHOOL CANCELLATION

If it is necessary to cancel school due to weather, parents will be notified by the school calling system and all local radio stations will be notified.

44) SCHOOL GROUNDS

Students shall not be on the grounds before 8:15 A.M., except by special arrangement or if they are enrolled in the Before School Care Program. **STUDENTS ARE TO REMAIN ON THE GROUNDS AT ALL TIMES.** At the end of the day, students shall be off the grounds by 3:30 P.M.

45) SCHOOL RECORDS

A confidential cumulative record of your child's progress is maintained. The records are open only to professional staff involved in the education of your child. They are also open to parents/guardians. Parents and/or guardians have the right to request to amend education records. Student records will be released to another organization or agency or to an individual only upon signed, written, dated request of the parent/guardian, except as otherwise provided by law or regulation. IDEA records, SST records, and Counseling records will be maintained separately. Directory information (including name, address, telephone number, date of birth, dates of

attendance) may be made public at the discretion of the school. Please refer to District policies 3600, 3600P, 3600F1 and 3600F2 for more information.

46) SEARCHES AND SEIZURES

Students' desks and cubbies 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 cubbies.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. This includes school property and equipment such as desks, computers and cubbies as well as student's personal effects, such as backpacks, cell phones or other electronic communication devices, and the student themselves, when there is reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating school rules, policy or the law. Such searches are also conducted in a manner that is reasonably related to the objectives at hand. Search procedures will take into account, the age and gender of the student as well as the nature of the infraction.

Searches may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Searches may also be conducted at random, in accordance with law and District policy. The parent will be notified if any prohibited items are found.

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

47) SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation.

48) SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal who serves as the District Title IX coordinator for students. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and

respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal.

If the resolution by the Principal or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the principal's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the office.

49) SNACK BREAK

Every class has a mid-morning snack break. Please ensure your child has a healthy snack – for example: fruit, vegetables, or granola bar.

50) SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the Principal to initiate an evaluation. The School District will provide a copy of parents' rights under IDEA upon request and as required by District Policy.

51) SPEECH THERAPY

Speech and language services are available to students in need of such services. A screening is conducted at the beginning of the school year to identify students who may have problems. Classroom teachers, parents or other interested personnel may also refer children.

52) STUDENT BEHAVIOR

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure.

If repeated efforts to solve a problem are unsuccessful, temporary exclusion from the school building and/or classes, known as suspension, may be necessary. Suspension has as its primary purpose, the removal of the student from an untenable situation and to provide time for the student, parents and professional staff to reach a satisfactory solution to the problem. Suspension shall be as brief as possible and may not exceed 10 (ten) consecutive days and may be an in-school suspension, isolated from students, but under supervision. In certain situations, a suspension may be for up to 20 school days as outlined in this Handbook or District Policy. Only the Principal may suspend a student.

Students may be expelled by the School Board.

The following general rules apply to all behavior at Creston School. Students should keep in mind these three behavior codes in their association with others:

- a) *Safety*: Is it safe?
- b) *Courtesy*: Is it courteous? Does it respect the rights of others?
- c) *Appropriate*: Is it appropriate? Does it maintain an environment conducive to learning?

53) STUDENT DISCIPLINE POLICY

Any district employee has the authority to hold a pupil to strict accountability for disorderly conduct in school-related functions, on the way to or from school, on the school grounds, or at the bus stops.

Major Offenses include, but are not limited to:

- a) Hitting or physical abuse
- b) Throwing rocks, sticks, snowballs, etc.
- c) Defiance of authority
- d) Swearing, disrespectful or abusive language
- e) Continuous disruptive behavior (talking out or being impolite)
- f) Stealing
- g) Destruction of school property
- h) Intimidation of other students or school personnel: Intimidation (bullying) is purposely causing another to feel timid or frightened.

Parents will be notified of Major Offenses with a written citation and a telephone call. Students will be allowed to return to school when parents have signed and returned the citation. Three Major offenses will equal one Severe Offense.

Severe Offenses include, but are not limited to:

- a) Assault: A person commits assault if he or she purposely causes bodily injury to another, makes physical contact of an insulting or provoking nature, or causes reasonable apprehension of bodily injury in another.
- b) Possession of or threats involving weapons.

- c) Possession or use of drugs, alcohol, or tobacco.

Severe Offenses will result in automatic suspension and possible expulsion. Suspension will require a parent/student/teacher/principal conference for re-admittance to class. The conference will also include a contract and or a behavior management plan.

All Severe Offenses are illegal under Montana State or Federal law and may result in immediate notification of legal authorities.

54) STUDENT GRADE REPORTS

Grade reports are issued three times each year with a Parent-Teacher conference the first period. Report cards are sent home within ten days after the twelve-week trimester ends. If you wish to meet with a teacher at any other time, please phone the school. We encourage you to keep in close contact with the teacher and principal.

Smarter Balanced Math and Reading Tests will be given to students in grades 3-6. Fourth grade students will also take the Criterion Reference Test in Science. The results will be sent home with the final report cards (if available).

The educators at Creston School are committed to accurately assessing student knowledge in each subject area, and with measuring improvement in each area over time. The grading policy provides teachers of all grade levels with a standardized, uniform method of assessing student performance and improvement.

55) STUDENT SAFETY

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.

56) SUPPLIES

Students at Creston School have shared supplies. Please see the supply list for specifics.

57) SUSPENSION AND EXPULSION

Students may be suspended from school for good cause for a period up to ten (10) school days by the principal. Good cause may be defined as open defiance of authority, vandalism or stealing, continuous use of profanity, and violation of local, state, or federal statutes, which relate to the general welfare of students. Due process with regard to the right of the student shall be observed in that the student shall be given oral or written notice of the charges, an explanation of the evidence, and an opportunity to present his/her side. In each instance of suspension notification, the Principal shall have a witness present. A period of suspension may be extended for another ten (10) school days if the principal determines, after informal hearing, the student's immediate return to school would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process,

Students may be expelled from school for a period of more than 20 school days for good cause by the School Board. Good cause may be defined violation of this handbook, District policy, local, state, or federal statutes. Due process with regard to the right of the student shall be observed in that the student shall be given oral or written notice of the charges, an explanation of the evidence, and an opportunity to present his/her side to the Board of Trustees. The Board shall determine the term of such expulsion. Action of the School Board will be final.

58) TARDIES

A student is considered tardy if they are not in their seat and prepared for instruction five minutes after their bell has rung.

59) TEACHER QUALIFICATIONS

All Creston School teachers are highly qualified. Parents may request information regarding the professional qualifications of classroom teachers at any time.

60) TELEPHONE

School telephones are primarily business phones and should be used as such.

Parents should feel free to call the school anytime and messages will be delivered to the child or teacher. Please do not ask teachers or children to come to the phone during the time that school is in session, except in an emergency.

Children will be permitted to use the phone only when necessary and only with their classroom teacher's permission. Plans for after school activities should be made at home, before the child comes to school for the day.

61) TIME SCHEDULE

School begins with the arrival of the bus and ends with the departure of the bus. No student may leave the school grounds during school hours.

Schedule for Kindergarten, Grades 1, 2 & 3

8:25 A.M.	School Begins
10:00-10:15	A.M. Recess
11:30-12:00	Lunch & Lunch Recess (*subject to change)
2:00-2:15	P.M. Recess
3:20	Dismissal

Schedule for Grades 4, 5 & 6

8:25 A.M.	School Begins
10:00-10:15	A.M. Recess
11:50-12:20	Lunch & Lunch Recess (*subject to change)
3:20	Dismissal

There will be no scheduled afternoon recess for grades 4, 5 & 6.

62) TITLE I

Title I is a federally funded program for students who may need extra tutoring in math and /or reading. Some students may receive services for an entire school year; others for only a few weeks. Selection is based on frequent classroom assessment. If your child is selected to receive additional tutoring on a semi-permanent basis, we will send home a permission slip to be signed and returned to the school.

63) VIDEO SURVEILLANCE

The District uses 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 Administrator. 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 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.

64) VISITORS

For the safety of our students and staff, and to lessen disruption in the classroom, we require that all visitors to the classroom check in at the main office.

65) WALL CLIMBING & CARGO NET UNITS

Creston School has a traverse wall-climbing unit and cargo net in the gym. These climbing activities simultaneously develop coordination, strength, flexibility and cardio-vascular fitness. Your child will climb under the careful supervision of an adult instructor at all times. It is understood that these activities involve some risk of injury, so parents/ guardians are encouraged to stress the importance of following the class rules when discussing these activities at home.

66) WEB PAGE

Creston School has a web page. The website address is: www.crestonschool.com.

Let's all use common sense along with kindness and courtesy toward others to make Creston School a pleasant and safe place to work, learn and play.

Updated 5/20/20

CRESTON SCHOOL HANDBOOK

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE AFTER READING THE HANDBOOK.

I/WE HAVE READ AND FULLY UNDERSTAND THE POLICIES AND PROCEDURES PRESENTED IN THE CRESTON SCHOOL HANDBOOK AND HAVE DISCUSSED THEM WITH MY/OUR CHILDREN:

PRINT NAME

PARENT(S) / GUARDIAN(S):

_____ SIGNATURE: _____

_____ SIGNATURE: _____

STUDENT(S):

DATE: _____

COMMENTS OR SUGGESTIONS: