

**WELCOME TO**  
**CLINTON ELEMENTARY SCHOOL**

**CLINTON SCHOOL MISSION STATEMENT**

It is the mission of our school to provide an equal opportunity for all students to receive a quality education that challenges each student's individual abilities. Parents, quality staff, and the community work together to foster critical thinkers, problem solvers and ultimately citizens with a lifelong interest in learning.

"CHILDREN ARE FRAGILE; WE HANDLE WITH CARE."

**2009-2010**

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 use the mission statement to guide us in everything we do.

The parent/student handbook is designed to help you become familiar with the policies and procedures at the school. We are committed to providing a safe and positive learning environment.

It is our belief that students do best when parents and the school work together. Please contact us with your questions or concerns. To help us establish a positive partnership, please indicate that you have received and read the handbook by signing the form on the next page.

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,

Mark Latrielle  
Superintendent

**Please save this handbook for future reference.**

# ATTENDANCE INFORMATION

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

Please note that school Board Policy (3122P) requires the office to notify parents after the 5<sup>th</sup> day of absence and then again after the 8<sup>th</sup>. When a student has been absent for the tenth time in a semester the classroom teacher (s) and the administration will review the student's progress and grades. After this review parents will be contacted if it is determined that retention may be beneficial to the student. In the vast majority of the cases, retention is not recommended but occasionally chronic absenteeism may lead to the recommendation for retention.

Clinton School maintains a "closed campus" policy during the school day. Students departing during the day for doctor appointments and other personal matters may do so upon receipt of written parental permission, or verbal permission should a parent be present to pick up the student. Students going home for lunch on a daily basis need only submit one parent letter at the beginning of the year.

Students participating in school sponsored activities on a school day are required to be in attendance the full day of the scheduled event. Should he/she be absent for more than two hours on a given day, the privilege of participation in such events may be forfeited. Extenuating circumstances will be considered by the administration on an individual basis.

Tardiness is defined as any unexcused appearance of a student beyond the time that a class is scheduled to begin.

(See Appendix A and C)

## CLINTON SCHOOL DAILY SCHEDULE

Morning Bell ..... 8:25

### Lunch Period

Grades K-2 ..... 11:15-12:15

Grades 3-5 ..... 11:40-12:15

Grades 6-8 ..... 12:15-12:50

### Dismissal

Grades K-5 ..... 3:05

Grades 6-8 ..... 3:10

### Recesses

#### Morning

Grades K-1-2 ..... 10:15-10:30

Grades 3-4-5 ..... 10:30-10:45

#### Afternoon

Grades 3-4-5 ..... 2:00-2:15

Grades K-2 ..... 2:15-2:30

## **BUS TRANSPORTATION CONDUCT ON SCHOOL BUSES**

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.

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

### **ACTIVITY TRANSPORTATION**

Any time the students of Clinton School participate in a school sponsored activity it is the District's responsibility to transport all students to and from the activity. In the event that a parent or parents transport their child for any portion of the trip they must submit written notification to the principal prior to departure for the event. Violation of this policy may result in a student losing their transportation privilege to school activities.

**2009-20010**  
**Bus Schedule**

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





# DISCIPLINE POLICY INFORMATION

## 2009-2010

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, then 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, 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 noon recess and notice of the detention will be sent home.** 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 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 threats such as, “I’m going to kill you., I’ll go home and get a gun., 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 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.

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 (listed on the next page), the student will attend Saturday school or be assigned an O.S.S. or 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 administration reserves the right to adjust or circumvent the following schedule.

### **STEP ONE (1<sup>st</sup> MAJOR OFFENSE)**

The student will attend Saturday school or is assigned an OSS/ISS. The parent is contacted.

### **STEP TWO (2<sup>ND</sup> MAJOR OFFENSE)**

The student will attend Saturday school or is assigned an OSS/ISS. The parent is contacted. The principal will discuss the problem with the student.

### **STEP THREE (3<sup>RD</sup> MAJOR OFFENSE)**

Parents and the counselor will be contacted. Options for corrective actions will be discussed. The student may attend Saturday school or 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 attended his/her third Saturday school, he/she will have the option of moving back one step for good behavior and performance of school service.**

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 for 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.

**THIS OPTION MAY BE USED ONCE A YEAR**

To exercise this option, see an administrator.

## **STEP FOUR (4<sup>TH</sup> MAJOR OFFENSE)**

Parents are contacted and an action plan is developed. The student may receive an out-of-school suspension (to be determined by the administration).

## **STEP FIVE (5<sup>TH</sup> MAJOR OFFENSE)**

The student will receive a suspension 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 or physical abuse
2. Verbal harassment and threats
3. Profane language or gestures
4. Defiance and/or disrespect
5. Theft
6. Fighting
7. Continual disruption of the educational process
8. Leaving the school grounds
9. Other

Consequences for violation of the absolutes will be referred to the principal who will assign either an O.S.S., I.S.S., or Saturday School.

## **SATURDAY SCHOOL**

(Grades 4-8)

Again this year we may be using Saturday School in lieu of in-school suspension and in some cases in lieu of out-of-school suspension. Any student engaging in an absolute will serve Saturday School based on the discipline cycle shown in this handbook.

### **Saturday School Rules:**

1. Will run on an as needed basis or every other Saturday.
2. Hours will be from 8:00 to noon.
3. Students will be assigned a second session if they are late.
4. Students must do school work or read. Sleeping or laying one's head down is not allowed.
5. No food or drink, no listening to music.
6. No talking or disruptive behavior. Engaging in such behavior will result in an additional Saturday school or out-of school suspension.
7. Failure to show up will result in an additional session of Saturday school and/or out-of-school suspension.
8. Parents will be notified by a phone call and/or a letter.

## **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.

### **AUTOMATIC O.S.S.**

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

It is a violation of board policy and Federal law for any student to possess, control or transfer a firearm, or any object that can reasonably be considered, or looks like, a firearm shall be expelled for at least one calendar year. Other weapons are also prohibited and will be grounds for expulsion; these will include but not be 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.

### **DETENTION**

**All grades will serve detentions during their noon hour.**

### **CLASSROOM AND HALLWAY BEHAVIOR**

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 reoccurring tardies may result in a detention. Detention assigned for improper behaviors will be served during noon recess for all grades. Excessive disruptions will result in escalation in the discipline cycle.

Hallway behavior before school, during class changes, lunch break, and after school is expected to be orderly. Students will refrain from yelling, horseplay, 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, or food products in school, except during lunch period. Students caught chewing gum will be asked to throw it away. Repeat offenders and gum distributors will scrape gum during recess. Caffeinated liquid beverages other than Pepsi or Coke products are not allowed. This includes, but is not limited to, Rock Stars, Monsters, Red Bulls, etc. These items are to be used in the lunchroom or 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.

### **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.

## **LUNCHROOM RULES**

1. Wait quietly and respectfully in the lunch line while waiting to punch your ticket no.
2. Remember to say please and thank you
3. Use your inside voice (watch the stop light)
4. Don't bend spoons & forks
5. Try to eat all your food
6. Raise your hand when you are finished
7. Please don't eat like a pig!

## **PLAYGROUND BEHAVIOR**

1. We are all friends at Clinton School and we should treat each other that way.
2. Keep our hands to ourselves.
3. Use the playground equipment safely.
4. What should be on the ground, stays on the ground.
5. We stay inside the fence and in the designated play area, where we can be seen by playground supervisors.
6. Respect and obey playground supervisors.

## **7 Big No's**

1. No throwing – rocks, snow, sticks, pinecones, litter, etc.
2. No fighting – wrestling, tackling, or otherwise rough play, etc.
3. No swearing – disrespectful or abusive language or acts
4. No food, gum, candy, etc.
5. No rollerblades, rollerskates, skateboards, and wheelies
6. No toys other than sports equipment
7. Inappropriate displays of affection towards other students are not allowed.

## **4 "I Wills"**

1. I will line up quickly with the balls and playground equipment when the bell rings.
2. I will not leave the playground without permission from my homeroom teacher.
3. I will play all games by the rules and will be fair and honest with others. Anyone that wishes to participate in a recess game may participate.
4. I will not run and slide on the ice and snow or play in the water.
5. I will remember to wear a warm jacket to school when the weather gets cold.

## **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, time TBD.

## **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.

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 tank tops, tube tops, or tops that expose midriff
- shorts and skirts should be mid-thigh/fingertip length
- clothes should cover all undergarments
- sag pants are considered inappropriate
- gym clothes/dance attire are subject to the same guidelines
- sunglasses
- at no time will students wear hats or bandanas in the building. Hoods on sweatshirts need to be off and will be treated as hats.
- anything that creates a disturbance or interference in the educational environment is prohibited

## EARLY DISMISSAL DATES & TIMES

November 23, Monday	Parent-Teacher Conferences, 1:30
November 24, Tuesday	Parent-Teacher Conferences, 1:30
December 23, Wednesday	Christmas Holiday, 1:30
March 30, Tuesday	Parent-Teacher Conferences, 1:30
March 31, Wednesday	Parent-Teacher Conferences, 1:30
June 4, Thursday	Last Day of School, <u>Noon</u>

Additionally, there will be periodic early release days (1:30) throughout the year for staff in-service and development. These dates will be announced as they come up.

## EMERGENCY DISMISSAL & SCHOOL CLOSING

The procedure upon notification of imminent emergency weather conditions will be as follows:

The school will notify news media and key “calling parents” that all children will remain at school until 3:05 P.M. or parents, who wish, may pick up their children at the school anytime after the emergency notification. All buses will carry an extra driver and will leave the school at 3:05 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 run. An emergency vehicle will be dispatched on the run of any bus that fails to return 30 minutes after its expected arrival.

### Key Calling Parents

Amy Saltzman	825-6566
Ann Halverson	258-5206
Tara Nystrom	825-2010
Beth Lodine	825-2599

Should it become necessary to cancel school because of severe weather or other factors, the official announcement for the closing of school may be broadcast 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.

# EXTRA-CURRICULAR EVENTS

## Extra-Curricular Training Regulations

Students participating in extra-and co-curricular activities, whether sponsored by the MHSAA 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 drill 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 administrator 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 will not be allowed to practice or participate in a sporting event until they provide the District with a signed physical 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 obtain prior permission from the principal. Written parental permission must be obtained prior to departure for an event. 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 extra curricular activities are expected to maintain passing grades (A-D) throughout the entire athletic season. Grade checks will be administered as needed 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, 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 of an event.

If a student is suspended from school, 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 should be arranged before the school day begins.
- Students staying after school should wait outside until the game starts at 4:00.
- Hallways are off limits for fans attending games.
- Keep the bleachers neat and use available garbage cans
- During basketball students should refrain from going onto the court during halftime.

## **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.

## **FIELD TRIPS**

Educational excursions may be scheduled during the 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 honor roll trips.

## **FIRE DRILLS**

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. Most drills will be conducted unannounced periodically throughout the year.

# **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-mails are located on the district website and e-mail is one of the best ways to communicate with a teacher during the 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 are usually notified. However, we encourage parents to initiate a conference whenever they have a concern.

Report cards are issued at the conclusion of each nine-week session. Parent conferences are scheduled upon completion of the first and third quarters.

## **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= 94-100	E=Excellent
B= 85-93	S=Satisfactory
C= 70-84	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".

## **VALEDICTORIAN AND SALUTATORIAN SELECTION POLICY**

Determination of the valedictorian and salutatorian is reached by calculating the cumulative grade points of 8<sup>th</sup> grade candidates for each of the junior high year's eight quarters, beginning in the 7<sup>th</sup> grade and continuing for each successive quarter through eighth grade. 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 8<sup>th</sup> grade year at Clinton School and as full-time students.

## **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 more 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.

## **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 secretary 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. Should parents wish assistance in other health services, please contact the school, or contact Laretta Ekstrom, school nurse, at 825-3113 to set up an appointment.

## **HOT BREAKFAST/LUNCH PROGRAM**

Breakfast may be purchased for \$1.25 and lunch for \$1.75 in grades K-8. Adult breakfast is \$2.00 and lunch is \$3.00. Milk may be purchased for .35. Please purchase milk on a weekly basis.

Free and reduced lunch price guidelines have been published in the Clinton School Newsletter and are available in the school office. Applications by qualifying families are encouraged and may be submitted throughout the school year.

## **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.

If the temperature is at zero degrees or below, with or without a wind chill, the children will remain indoors and be allowed to come in when they arrive at school.

## **INTERNET/ACCEPTABLE USE POLICY**

(See Appendix G)

## **KINDERGARTEN**

Kindergarten sessions are full days in length. Children must be five years of age by the 10th day of September to enter school in Montana.

## **LIBRARY**

Most students visit the library once a week to check out library books and learn library skills. Kindergarten students visit the library once every two weeks. The books are due back in two weeks. All books can be rechecked out as many times as necessary.

Students are notified weekly when they have overdue books. When books are four weeks overdue and not returned by Wednesday at noon that student must help the Librarian at an assigned time.

Upper grade students (5-8) may visit the library during study hall with permission of the study hall teacher.

## **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 one school year. These items are donated in June at the end of the academic school year.

## **LUNCH RECESS**

Students are not permitted to leave school property during the lunch recess period.

## **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, 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.

## **PARTIES**

Three special days are set aside this year for classroom parties at the elementary (K-5) 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 at school birthday invitations for a party out of school unless every child in a classroom is to receive one.

## **PHYSICAL EDUCATION REQUIREMENTS**

Separate gym shoes are recommended and required if students wear shoes with marking soles to school. Junior high students are required to change into P.E. clothes for class. Please note gym clothes are separate from school clothes. They 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

Pictures will be taken by Interstate Studios. We have scheduled October 14, 2009 for this event. Information for picture packets will be sent home prior to that day.

## PLAYGROUND SUPERVISION

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

Children should arrive as near 8:25 as possible, line up at appointed door, and wait for the classroom teacher. If students are late, they should report to the school secretary.

Children eating breakfast should not arrive before 7:45 or after 8:15. 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.

## PTSA

The Clinton School Parent-Teacher-Student Association serves our school in many ways each year. Meeting dates vary. Parents are encouraged to become active members in this school's advocate group. If you're interested in becoming a member, please contact the school.

## SPECIAL SERVICES

Clinton School employs several professionals trained to provide such services as counseling, Evelyn Widhalm, speech therapy, Kathy Carlson, and Monica Martin, psychological evaluation. Our special education classroom is designed to serve students with special needs. Please contact your child's teacher or Mr. Mark Latrielle, 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. Information will be distributed in the fall. Families are encouraged to thoroughly review and consider the insurance information

# STUDENT RECORDS

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

**A. The right to inspect and copy the student’s education records within a reasonable time of the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

**The right to request the amendment of the student’s education records that the parent(s)/guardians(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardians(s) or eligible student, the District will notify the parent(s)/guardians(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardians(s) or eligible student when notified of the right to a hearing.

**The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative 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 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(s)/guardian(s) 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 District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to; any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**B. The right to a copy of any school student record proposed to be destroyed or deleted.**

**C. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birthdate and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*

**D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

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

# **STUDENT SEARCHES - LOCKER & DESK**

Student lockers and desks are and shall remain the property of the school district. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. 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. Searches will be conducted by the Principal or Superintendent.

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

## **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.

## **TARDINESS**

Chronic tardiness interferes with the teaching day. Every effort should be made to have your child at school on time. 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 staying for after school activities 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.

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. 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 asked to pick up the electronic device. Electronic devices may not be used during school hours - 8:30-3:10.

## **VISITOR POLICY**

Parents or other visitors to the school or playground area must first check in at the office and obtain a visitor pass.

Due to the interruption of the educational process, children who are not registered in District #32 will not be permitted to attend classes.

## **VOLUNTEER ACTIVITIES**

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**

Should a family be moving from our community, please let us know 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 a family will be attending. Therefore, please provide us a mailing address if at all possible.

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**ALL PARENTS OR GUARDIANS, PLEASE SIGN THE FOLLOWING STATEMENTS, FILL OUT INFORMATION UPDATE, AND RETURN TO THE SCHOOL.**

**I have read Clinton Elementary School's Information Handbook, including the information regarding attendance, student records, communicable diseases, drugs and weapons, and Internet use at school. I also give my permission to release directory information and publish my student's work or photo (without name) on our school's web page or other publications. Please refer to page 19 & 20, Student Records, for further information.**

---

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Student's Signature** \_\_\_\_\_ **Classroom Teacher** \_\_\_\_\_

**PHONE/ADDRESS INFORMATION UPDATE**

**Name of Student** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Father (last, first)** \_\_\_\_\_

**Father's Home Phone** \_\_\_\_\_

**Father's Cell Phone** \_\_\_\_\_

**Father's Employer & Work Number** \_\_\_\_\_

**Mother (last, first)** \_\_\_\_\_

**Mother's Home Phone** \_\_\_\_\_

**Mother's Cell Phone** \_\_\_\_\_

**Mother's Employer & Work Number** \_\_\_\_\_

**Parent's E-Mail Address** \_\_\_\_\_

**Emergency Contact #1 (name & phone number)**  
\_\_\_\_\_

**Emergency Contact #2 (name & phone number)**  
\_\_\_\_\_

# PARENTAL CONSENT FORM

Please return ASAP. A renewal is necessary each year.

If you are new to the school and have already completed this, another is not necessary.

## SCHOOL BASED FLUORIDE MOUTH RINSE PROGRAM

Tooth decay is the most common, long-term disease of childhood, however, it can be prevented by the use of fluoride, regular dental check-ups, and good daily oral hygiene habits.

Fluoride is a mineral found naturally in soil, plants, animals and water which makes bones and teeth strong. Fluoride prevents tooth decay two ways - through direct contact with teeth and when people drink it in the water supply during the tooth forming years and later.

Many Montana communities do not have access to fluoridated community water systems or the fluoride in the water is too low to provide the best protection from decay. A dentist or physician can write a prescription for fluoride vitamin drops or tablets for children 6 months to 14 years of age to supplement low fluoride levels in drinking water. Fluoride mouth rinse use in schools is also effective in preventing decay.

The fluoride mouth rinse is swished for one minute with a .2% solution of sodium fluoride. Research shows participation in this program can reduce decay by 35%. The program is:

- well accepted by parents and teachers all across Montana
- a simple procedure which utilizes approximately 5 minutes per week for classroom time
- easy for students to learn
- cost effective



Child's Name: \_\_\_\_\_  
School: \_\_\_\_\_

Grade: \_\_\_\_\_  
Teacher: \_\_\_\_\_

\_\_\_\_\_ I would like my child to participate in the weekly fluoride mouth rinse program at school.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## FIRST AID & HEALTH SCREENING

I hereby voluntarily consent to emergency treatment and first-aid screening examinations and minor treatment as may be deemed necessary. I also voluntarily consent to preventive health screenings including vision, hearing, scoliosis and others as may be deemed necessary by the school nurse. When unable to contact parent or friend, I hereby give my permission to the school to authorize treatment needed, until the parent can be notified.

Yes \_\_\_\_\_ Exception \_\_\_\_\_ No \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Physician to Notify: \_\_\_\_\_

Lauretta Ekstrom, R.N.  
School Nurse

