

CRESTON SCHOOL



HANDBOOK

Creston School District #9
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(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 (no more than five days per semester), 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 five (5) days in a quarter. Chronic absences will be investigated by the Principal, and if necessary the services of the attendance officer (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 (section 20-5-103, MCA) 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) 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.

5) 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 with Board approval. However, partial use in a month constitutes a full month's use.

NOTE: See Transportation handbook for additional school bus policies.

6) CELL PHONES & OTHER ELECTRONIC EQUIPMENT POLICY

Students may not use 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, 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.

7) COMPLAINT PROCEDURE

If a parent has a complaint about the school, the procedure is as follows:

- a) Contact the teacher involved and arrange a conference.
- b) If you are not satisfied, contact the Principal for a conference.
- c) If a concern still exists, make arrangements to be placed on the next School Board agenda to discuss your complaint.

8) DRESS CODE

All students shall wear appropriate school attire at all times. Shorts may be worn to school during hot weather. Shorts and skirts must be fingertip length or longer. Halter tops, tank tops or make-up will not be allowed. If attire is inappropriate, the child will be sent home. Hats or caps may not be worn in school.

9) DRUG POLICY

Creston School certifies that it will maintain a drug free workplace, 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 action by the principal and board.

NOTE: If you wish to see the order and procedure of action to take, ask for a copy of the complete policy at the school office.

10) 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 and / or calling the physician/dentist indicated on the registration form. 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. Your signature is not sufficient for the release of confidential information protected by federal law.

11) 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.

12) 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 section 9 for our 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.

13) 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, will be suspended from school. A parent/student/teacher/principal conference will be required for re-admittance to school. The student will also be referred to law enforcement for immediate prosecution.

14) GYMNASIUM

A copy of the Creston School Gymnasium Policy is on file in the office and may be reviewed 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.

All keys must be returned to the school office by 1st June of each academic year.

15) HARRASSMENT

The District prohibits harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action.

16) HEALTH RECORDS

Documentation of immunizations is required before a student may attend school. A list of required immunizations is available from the school. A personal exemption is not valid. Medical and religious exemptions are allowed with specific forms to be completed prior to attendance. Montana immunization and health forms are required for all kindergarten students and all students transferring from outside of Montana. These records become a part of the student's permanent record.

17) INTERNET POLICY - AGREEMENT

- 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

18) 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.

19) 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.

20) MEDICINE AND INJURIES

Prescription and non-prescription medicines may be given at school ONLY when accompanied by a physician's order or with a signed permission form which is available from the school

office. On occasion, we may call for verbal permission from a parent to dispense children's Tylenol 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.

21) MILK PROGRAM

White or chocolate milk is available through the school to all students for 40 cents per ½ pint. Parents are asked to purchase milk tickets from the office.

22) NOTICES AND BULLETINS

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

23) 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.

24) PHYSICAL PLANT

Located in the main building are grades K, 1, 4, 5 & 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 2 and 3.

25) 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.

26) 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 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

Teeter totters

- ✓ One person at each end only, facing each other
- ✓ Hold on with both hands at all times
- ✓ Communicate to the other person before dismounting
- ✓ Both partners keep feet on the ground before one gets off
- ✓ Others should stand back when the teeter totter is in use

Monkey Bars

- ✓ Stay off of the top

Tetherball/Four Square

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

Jump Ropes

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

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, wall time, laps around the grounds, loss of recess.

27) PRE-SCHOOL 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.

28) 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.

29) SCHOOL BOARD MEETINGS

The Creston School Board holds its regular monthly meeting on the 1st Tuesday of the month at 7:30 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 48 hours prior to the Board meeting.

30) SCHOOL CANCELLATION

If it is necessary to cancel school due to weather, all local radio stations will be notified.

31) SCHOOL GROUNDS

Students shall not be on the grounds before 8:15 A.M., except by special arrangement. 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.

32) SCHOOL RECORDS

A confidential cumulative record of your child's progress is maintained. The records are open only to teachers involved in the education of your child and the parents.

33) 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.

34) SPECIAL EDUCATION

A child can be referred for testing by a parent or teacher.

Due Process:

It is important that you are aware of and understand that you have the following rights.

- a) To review all records related to the referral for evaluation.
- b) To review the procedures and instruments to be used in the evaluation.
- c) To refuse to permit the evaluation (in which case the local educational agency can request a hearing and try to overrule you.)
- d) To be fully informed of the results of the evaluation.
- e) To get an independent educational evaluation either from another public agency with the fee determined on a sliding scale and the consent of the Superintendent of Public Instruction, or privately at full cost to the parents.
- f) Your child's educational status will not be changed without your knowledge and consent.

35) 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.

36) 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. 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:

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

37) 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.

38) 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 following policy provides teachers of all grade levels with a standardized, uniform method of assessing student performance and improvement.

39) SUPPLIES

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

40) 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 alleged 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.

Students may be expelled from school for good cause by the school Board. Good cause shall be defined as behavior inimical to the welfare of the school. The Board shall determine the term of such expulsion. Due process with regard to the rights and welfare of the student shall be observed. Action of the School Board will be final.

41) TARDIES

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

42) TEACHER QUALIFICATIONS

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

43) 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.

44) 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

8:30 A.M.	School Begins
10:00-10:15	A.M. Recess
11:40-12:15	Noon Break
2:00-2:15	P.M. Recess
3:20	Dismissal

Schedule for Grades 4, 5 & 6

8:30 A.M.	School Begins
10:00-10:15	A.M. Recess
12:00-12:35	Noon Break
3:20	Dismissal

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

45) 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.

46) 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.

47) WALL CLIMBING UNIT

Creston School has a traverse wall-climbing unit in the gym. Indoor rock climbing is an activity that simultaneously develops coordination, strength, flexibility and cardio-vascular fitness. At its highest point the wall measures eight feet and is approximately twenty-four feet long. Participants climb horizontally across the wall and their feet should never be more than three feet off the ground. Your child will climb under the careful supervision of an adult instructor at all times. It is understood that this activity involves some risk of injury so parents/ guardians are encouraged to stress the importance of following the class rules when discussing this activity at home.

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.

CRESTON SCHOOL HANDBOOK

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

WE HAVE READ AND FULLY UNDERSTAND THE POLICIES AND PROCEDURES PRESENTED IN THE CRESTON SCHOOL HANDBOOK:

PRINT NAME

PARENT(S) / GUARDIAN(S):

_____ SIGNATURE : _____

_____ SIGNATURE : _____

STUDENT(S):

_____ SIGNATURE : _____

_____ SIGNATURE : _____

_____ SIGNATURE : _____

_____ SIGNATURE : _____

DATE: _____

COMMENTS OR SUGGESTIONS: