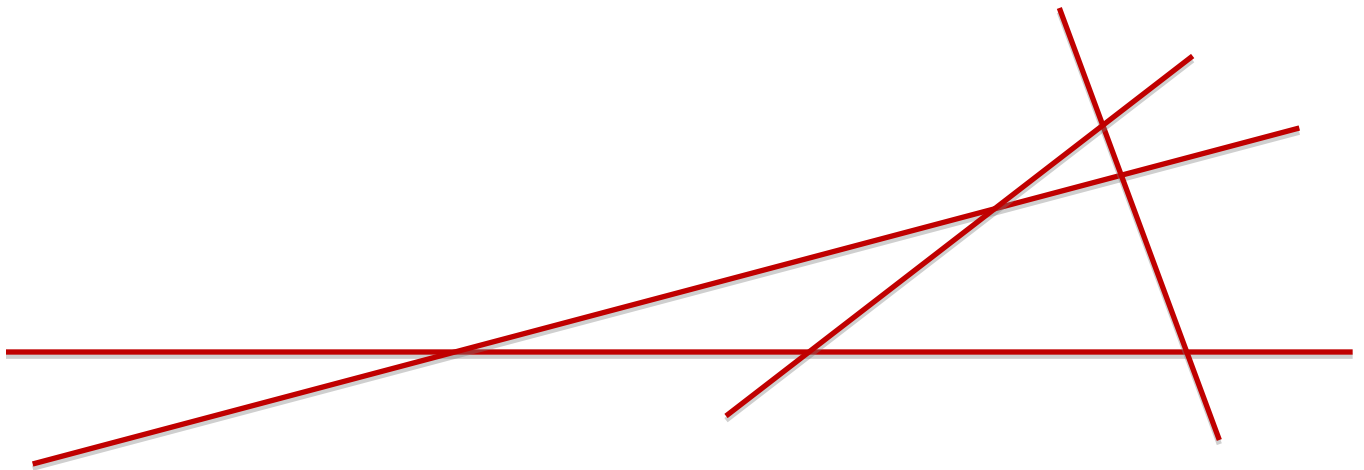


# HAMILTON SCHOOL DISTRICT

STUDENT HANDBOOK

DALY ELEMENTARY



*2021 – 2022*

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**APPENDIX B (DALY ELEMENTARY SCHOOL)**

## **TO STUDENTS AND PARENTS:**

The Hamilton School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic for all generally applicable policies. Appendices for each school's specific policies are attached at the end of the Handbook. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Board Policy Manual is available on the District website at [www.hsd3.org](http://www.hsd3.org). In the event that any provision of this Handbook and the District's Board Policy conflict, the Board Policy will control.

### **SUPERINTENDENT'S MESSAGE**

Welcome to Hamilton School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature page for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

-Tom Korst, Superintendent

### **BOARD OF TRUSTEES 2021-2022**

The Board of Trustees for the 2021-2022 academic year are:

Heidi Apedaile

Drew Blankenbaker

Tim Campbell

Patrick Hanley

Jeni Seifert

Rebekah Stamp

Seth Gale Wyrick

More information on the Board of Trustees and the Board meeting schedule can be found at [www.hsd3.org](http://www.hsd3.org).

### **NOTICE OF NON-DISCRIMINATION**

The Hamilton School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All programs offered by the schools within the School District will be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs or activities will be based on the performance of each student. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator and Non-Discrimination Coordinator: Wendy Hansmann, Director of Student Services, Hamilton School District, 217 Daly Ave. Hamilton, MT 59840 (406)363-2280. Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

## **MISSION STATEMENT**

At Hamilton School District, we share the responsibility to:

Be active, lifelong learners

Promote self-worth

Grow as ethical citizens

Adapt and succeed in an ever-changing world

Foster academic and personal responsibility for learning

Develop professional and academic relationships that support student achievement

## **WE BELIEVE**

Hamilton School District has the responsibility to teach the skills and knowledge needed for success in an ever-changing world.

Students learn best in an active, positive environment where the subject matter is relevant to each student's life.

Instruction and assessment are designed to actively involve students in their own learning.

Educators share the responsibility of education with students, parents, staff, and the community.

## ACTIVITIES & FIELD TRIPS

Hamilton School District offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

Extra-curricular, co-curricular, field trips, and school endorsed activities are a privilege, not a given. Students must earn the right to participate by:

1. Demonstrating acceptable behavior and attitudes in representing Hamilton School District.
2. Remaining in good standing with Hamilton School District attendance policy.
3. Currently in academic good standing.
4. **Having good academic habits: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams before he/she leaves.**
5. Being a "team participant".
6. Accepting the responsibility of being a role model for youth in the community.
7. Displaying good sportsmanship at all times.
8. Final decisions are up to the administration.

## ACTIVITIES PROGRAMS

Any student interested in participating may contact the activities office for information. Specific activities information for each school are included in the appendices to this Handbook.

## ATTENDANCE (BOARD POLICY 3015)

The Board regards regular attendance as an important component of the education of students. Students who attend school regularly and are punctual will have more learning opportunities. A telephone call or a note from a parent is necessary when a student is absent or late for any reason. Notes shall be given to the attendance secretary. Specific attendance procedures for each school are set forth in the appendices to this Handbook.

## BELL SCHEDULES

Bell schedules for each school are included in the appendices to this Handbook.

## BACKPACKS / LOCKERS

Students may be assigned a locker. Lockers are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to, scratching, writing or attaching of adhesive stickers. Any item to be placed on the outside of the locker must first be approved by the administration or it will be removed. Lockers are the property of Hamilton Schools and are subject to inspection by authorized personnel, therefore, **personal locks are not permitted**. The school is not responsible for items that have been stolen. For security of items in

your locker, do not disclose your locker combination. Backpacks, cinch sacks, and duffle bags are not allowed in classrooms or hallways between classes without prior approval from the administration. Hamilton High School students are permitted to bring backpacks (or similar bags) to study hall, the resource room, and ISS.

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Hamilton School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

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

- causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- substantially and materially disrupts the orderly operation of a school.

Students who feel they have been bullied, subjected to harassment, or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint. 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.

For additional information, please see Board Policy 3005 and the appendices to this Handbook for each school.

For incidents of sexual harassment, please refer to the Sexual Harassment section of this Handbook and Board Policy 3005.

### **CELL PHONES (BOARD POLICY 3095)**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein and in Board Policy 3095. At no time will a student operate a cell phone or other electronic signaling device in a locker room, bathroom or any location where such operation may violate the privacy right of another person. Unauthorized use is grounds for confiscation by school officials, and repeated unauthorized use of such devices will result in disciplinary action. Cell phone policies specific to each school are included in the appendices to this Handbook.

### **COMMUNICABLE DISEASES**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal to report the condition.

These diseases include, but are not limited to:

|                    |                                 |
|--------------------|---------------------------------|
| Amebiasis          | Mumps                           |
| Campylobacteriosis | Pinkeye                         |
| Chickenpox         | Ringworm of the scalp           |
| Diphtheria         | Rubella (German Measles)        |
| Gastroenteritis    | Scabies                         |
| Hepatitis          | Shigellosis                     |
| Influenza          | Streptococcal disease, invasive |
| Measles (Rubeola)  | Tuberculosis                    |
| Meningitis         | Whooping Cough (Pertussis)      |
| Covid-19           |                                 |

### **COMPLAINTS BY STUDENTS AND PARENTS (BOARD POLICY 1085)**

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Grievance Procedure policy for most complaints (Board Policy 1085) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District may provide for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Copies of the Title IX and/or Section 504 Grievance Procedures can be obtained from any District or school office or by contacting the Director of Student Services.

### **COMPUTER RESOURCES (BOARD POLICY 2070)**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources.

### **CONDUCT**

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

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.



Prepare for each class; take appropriate materials and assignments to class.  
Meet District or building standards of grooming and dress.  
Obey all building and classroom rules.  
Respect the rights and privileges of other students, teachers, and other District staff.  
Respect the property of others, including District property and facilities.  
Cooperate with or assist the school staff in maintaining safety, order, and discipline.

#### Applicability of School Rules and Discipline

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

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

Conduct policies specific to each school are included in the appendices to this Handbook.

### **CORPORAL PUNISHMENT**

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

### **COUNSELING**

#### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

#### **Personal Counseling**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Guidance and Counseling information specific to each school may be found in the appendices to this Handbook.

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

### **DISCIPLINE AND DUE PROCESS**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct. Discipline policies and procedures specific to each school are attached in the appendices to this Handbook.

#### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts.

### **DISTRIBUTION OF MATERIAL**

Non-school materials, written materials, hand bills, photographs, pictures, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action.

### **DRESS AND GROOMING (BOARD POLICY 3035)**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Dress code policies specific to each school are included in the appendices to this Handbook.

### **DRILLS**

The District conducts regularly scheduled emergency drills. Students are to move quietly, quickly and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their classroom teacher or school administrator. Students must not stand in the street. Students are to remain with their classroom teacher after exiting the building for roll call during the drill. In addition to fire drills, shelter-in-place (lock-down), evacuation and earthquake drills may also be practiced.

### **DRIVER EDUCATION**

Hamilton High School offers Driver Education subject to the requirements of Montana law and as permitted by staff availability. Interested students should inquire at the Hamilton High School main office for specific information and requirements.

## **DRIVING, BIKING, SKATEBOARDING, AND SCOOTERING TO SCHOOL**

Policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook.

## **DUAL ENROLLMENT/COLLEGE CREDIT COURSES**

Hamilton High School offers Dual Enrollment/College Credit courses as permitted by staff availability and college/university partnerships. Interested students should inquire at the Hamilton High School main office for specific information and requirements.

## **ENROLLMENT**

Please contact the respective school offices, or the District Office for additional enrollment information. Enrollment policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations

**Please note:** Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

## **FEES AND FINES**

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, notebooks, and miscellaneous supplies and may be required to pay certain other fees or deposits.

Fines for lost, damaged or overdue school books will be assessed if necessary. Fines specific to Hamilton High School are included in the Hamilton High School Appendix to this Handbook.

## **FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Please contact the District Office, or your school's main office to apply for free and reduced meals. Food Service information specific to each school are included in the appendices to this Handbook.

## FUNDRAISING

Any teams, clubs or other school-sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal for any fund-raising activities. Students who are involved with the selling of products for clubs, etc. are not to sell during class time. Tickets for activities may be sold during the lunch period at such times and locations as approved by the school administration.

1. Only school district-sponsored, or Board approved, fund-raising activities will be allowed on the Hamilton School District campus.
2. Organizations must have a fund-raising application approved by the Superintendent, or Board, as appropriate, before ordering any materials for a fund-raising project.
3. Upon completion of the fund-raising project, the financial report should be turned in to the school's main office.

## GRADE CLASSIFICATION AND GUIDELINES

Grade classification and guideline information specific to Hamilton High School and Hamilton Middle School are included in the appendices to this Handbook.

## GRADUATION & PROMOTION REQUIREMENTS, AND SENIOR ACTIVITIES

1. Hamilton High School Graduation Requirements

| Curriculum Area       | HHS Diploma | HHS Enhanced Diploma | Additional Information   |
|-----------------------|-------------|----------------------|--|
| English               | 4 Credits   | 4 Credits            | English I, II, III, and IV (or W101)   |
| Mathematics           | 3 Credits   | 3 Credits            | 4 Credits for Val/Sal, Alg I and higher  |
| Science               | 2 Credits   | 3 Credits            |  |
| Global Studies/W. Civ | .5/.5 Cr    | .5/.5 Cr             | 9 <sup>th</sup> Grade  |
| U.S. History          | 1 Credit    | 1 Credit             | 11 <sup>th</sup> Grade   |
| American Gov't        | 1 Credit    | 1 Credit             | 12 <sup>th</sup> Grade   |
| Health Education      | 1 Credit    | 1 Credit             | Health I-10 <sup>th</sup> or 11 <sup>th</sup> / Health II-11 <sup>th</sup> or 12 <sup>th</sup> |
| Physical Education    | 1 Credit    | 1 Credit             | 1 Semester 9 <sup>th</sup> , 1 Semester 10 <sup>th</sup> -12 <sup>th</sup>                     |

|                       |            |            |                                  |
|-----------------------|------------|------------|----------------------------------|
| Career &Tech. Ed.     | 1 Credit   | 1 Credit   |                                  |
| Computer Applications | .5 Credit  | .5 Credit  |                                  |
| Fine Arts             | 1 Credit   | 1 Credit   | Art, Music, or Theater           |
| Personal Finance      | .5 Credit  | .5 Credit  |                                  |
| World Language        |            | 2 Credits  |                                  |
| Elective Credits      | 6 Credits  | 7 Credits  |                                  |
| Total Credits         | 24 Credits | 26 Credits | 28 Specified Credits for Val/Sal |

## 2. Hamilton Middle School 8<sup>th</sup> Grade Promotion Requirements

The 8<sup>th</sup> Grade promotion ceremony is a privilege not a right. It is at the discretion of the administration who may participate in the promotion exercise. Academic eligibility will be determined by passing grades in all coursework including electives. These classes include: English, Math, Social Studies, Health, PE, Science, and electives. 8<sup>th</sup> Grade promotion will be June 1, 2022 at HHS. Students must also be regularly enrolled and attending all scheduled classes, have no more than 5 unexcused absences, and 10 or fewer unexcused tardies during quarter 4, in order to participate.

Students without a significant number of office discipline referrals or students that have not had any major rule violations during the 4<sup>th</sup> quarter may attend the 8<sup>th</sup> grade promotion ceremony. The final decision is at the discretion of the administration.

## 3. Hamilton High School Senior Activities

**SENIOR TRIP:** A one day senior activity will be scheduled for May 25<sup>th</sup>.

**SENIOR STREET:** Painting of Senior Street TBD.

**SENIOR EXAMS:** Senior Final Exams are TBD based on each senior student's schedule.

**SENIOR PROJECT PRESENTATION:** Date--TBD. Senior Service Projects are a requirement for earning credit in Senior English, Writing 101, or ALC Senior English. Since those courses are required for graduation, the Senior Service Project is a graduation requirement. All seniors will be expected to meet the requirements for this project as part of their English curriculum.

**SENIOR AWARDS NIGHT:** Recognition of Senior Awards/Scholarships will be Tuesday, May 24<sup>th</sup>.

**SENIOR CHECK OUT:** Check out sheets will be issued to Seniors and will need all appropriate signatures. Final check out will be done with each teacher upon completion of the final exam for that class. Prior to final check out, all classes must have been completed and final grades posted (no Incomplete grades). All fees and/or fines must be cleared before you will be allowed to participate in the graduation exercises. Completed check-out sheets are to be returned to Jenn Pitzinger

**GRADUATION:** Commencement exercises will be held at the HHS gymnasium on Sunday, May 29<sup>th</sup> at 3:30 PM. Students will be dressed appropriately, no decoration of caps and gowns beyond what the school has issued or within the guidelines of MT Senate Bill 319, and no air horns/noise-makers.

### **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way. The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

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

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

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

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

### **HOMEWORK / MAKE-UP WORK FOLLOWING AN ABSENCE**

Homework: Homework is a constructive tool in the teaching/learning process. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development.

Make-up Work Following An Absence: Requirements for make-up work following an absence specific to Hamilton High School and Hamilton Middle School are included in the appendices to this Handbook.

## ILLNESS

If your child is ill, please help support the health of students and staff by keeping your child at home until they are over their illness. Any student who stays home or is sent home due to a fever, needs to be fever free without medication for 24 hours before returning to school.

If a child is well enough to attend school, they are expected to participate in regularly scheduled physical activity such as physical education and recess. Please contact the school if there are any special circumstances regarding medical conditions that require an accommodation. A doctor's excuse indicating the reason and length of time the student needs to be excused from physical activity will be required.

## ILLEGAL SUBSTANCES

**Possession/Use/Transfer of Illegal Substances or Paraphernalia:** Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school-sponsored activity. This includes ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS (other than aspirin, ibuprofen, etc.), PRESCRIPTION DRUGS (including medicinal marijuana) prescribed to the student, and E-CIGARETTES, VAPOR PENS, AND OTHER INHALENT DEVICES.

**Possession Defined:** A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not limited to, on the student's person, clothing, book bags, locker, or automobiles parked on or off the school grounds.

**Use Defined:** A student either consumes the prohibited substance or is under the influence of the prohibited substance.

**Transfer Defined:** A student sells, gives, offers to sell or give a prohibited substance, or what is purporting to be a prohibited substance, to another person.

**Dispensing of prescription medication by a student to another student will be considered distribution of dangerous drugs.**

## INSURANCE

Hamilton School District does not carry accident insurance on students. Such coverage is the responsibility of parents/guardians.

## LAW ENFORCEMENT

Hamilton School District utilizes a school resource officer to enhance the educational opportunities of all students within the District. The main objective of the SRO partnership is to provide a positive and proactive educational experience for students, parents/guardians, and school personnel. The following are some examples of SRO involvement within the school system:

1. Large group instruction on safety, state statutes, alcohol and drug education.
2. Classroom instruction on safety, citizenship, alcohol and drug education.
3. School-wide mentorship programs.

4. School wide positive and proactive student interactions/relationships.
5. Any and all serious law infractions.

SRO involvement will be based on administrative discretion.

### **LUNCH / CLOSED-OPEN CAMPUS**

#### 1. Grades K-9

Students in grades K-9 are required to remain in the building or on school grounds during school hours. Once a student arrives on campus, leaving is only permitted if signed out by a parent/guardian. Any student leaving early must be signed out in the office by a parent/guardian. Students leaving school campus during school hours will be considered truant. Students may not order-out or order delivery for lunch.

#### 2. Grades 10-12

The privilege of open campus will be available to all students in grades 10-12. Students in grades 10-12 must use the commons/lobby entrance and exit during the lunch hour.

**Freshmen do not have open campus privileges unless allowed to leave with a written and signed parent permission slip.**

Students who remain on campus must remain in the commons/lobby area or on the west lawn area. Violation of the open campus rule will result in ten days of lunch detention.

**Be Safe:** demonstrate appropriate physical behavior, use chairs and tables appropriately, and report safety issues and spills.

**Be Responsible:** clean up after lunch, leave area in good condition, and finish food in the cafeteria or outside.

**Be Respectful:** use manners, keep noise level reasonable, and push chairs in.

### **MEDICINE AT SCHOOL**

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

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

A parent may choose to personally dispense medication to their child at school. Dispensing of prescription medication by one student to another student will be considered distribution of dangerous drugs. For additional information, please contact the school nurse, or the school's main office. (Board Policy 3070).



## **PLEDGE OF ALLEGIANCE**

The pledge of allegiance will be recited at the beginning of the first class of each school day in kindergarten through grade 12 pursuant to MCA §20-7-133. Students and teachers have the right not to participate in the recitation of the pledge. A student or teacher who declines to participate in the recitation of the pledge may engage in another form of conduct, however, that conduct may not materially or substantially disrupt the work or discipline of the school.

## **PROTECTION OF STUDENT RIGHTS**

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

### **Instructional Materials**

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

### **Collection of Personal Information from Students for Marketing**

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

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

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

## **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.

When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

Policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook. Please check with the main office for student release policies specific to Daly Elementary and Washing Early Learning Center.

## **REPEATING CLASSES**

If a Hamilton High School student fails a class, they may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, or assigned to a credit recovery class using Montana Digital Academy, or other online platform to be determined at the administration's discretion.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents periodically according to each school's procedure. Information specific to each school's procedure is included in the appendices to this Handbook.

## **RIGHT TO ASSEMBLE**

Students have the right to assemble at school as long as that assembly does not interrupt nor disrupt the educational process of the school and with the administration's knowledge.

## **SAFETY**

Accident Prevention:

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

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

Emergency School-Closing Information:

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information may be communicated through Infinite Campus, local media, or otherwise.

Personal Protective Equipment:

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

## **SCHOOL – PARENT COMPACT**

The School-Parent Compact specific to each school is included in the appendices to this Handbook.

## **SEARCHES AND SEIZURES**

Desks, lockers and other equipment at any school belong to the District. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein is illegal, potentially harmful

to the safety of the student or other students, and/or disruptive to the overall climate of the school. This includes the search of students themselves. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. Any items which are prohibited by law or by policy may be impounded by school officials.

Hamilton Middle School and Hamilton High School contract with a Canine Detection Agency to help preserve a safe and drug-free environment. During a canine contraband search of hallways, parking lots and other school property, teachers will be asked to keep their students in their classrooms; should the dog “alert” on a student’s locker, car or other belongings, the student will be called out of class, informed of the items that the dog has alerted on, and be present for the search. Should an illegal substance be found, the student will be subject to regular school discipline procedures and law enforcement will be contacted. During searches of classrooms, students will exit the classroom prior to the canine, handler, and administrator’s entry and will remain under the supervision of their teacher during the search. Students who refuse to consent to a search of their vehicle if the canine alerts to the presence of contraband odors will lose their privilege of parking on school property indefinitely.

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

### **SEXUAL HARASSMENT**

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

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

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

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

Complaints may be submitted via the District’s Title IX Grievance Procedure. Please refer to Policy 3005 for additional information regarding the District’s prohibition against discrimination and harassment.

### **STUDENT COUNCIL**

The Student Council Association consists of all students who are enrolled in Hamilton Middle School and Hamilton High School, respectively. The Student Council officers are elected to serve as representatives in matters which concern the entire school. Students are encouraged to voice questions or concerns to their Student Council representatives and/or officers.

## STUDENTS IN FOSTER CARE

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

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

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

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

## SPECIAL EDUCATION

Hamilton School District supports and encourages the education of exceptional children. An individual education plan (I.E.P.), designed to provide the least restrictive learning environment, is developed for each special education student.

## STUDENT RECORDS

### FERPA

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

1. The right to inspect and copy the student’s education records.
2. The right to request amendment of any records believed to be inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
4. The right to a copy of any school record proposed to be destroyed or deleted.
5. The right to prohibit release of directory information.
6. 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.

### Directory Information

The following information is defined as Directory Information by Board Policy 3080 and may be posted or released without prior authorization:

Student’s name  
Address

Date of birth  
Dates of attendance

Telephone listing  
Electronic mail address  
Photograph  
Participation in officially recognized activities and sports

Grade level  
Honors and awards received  
Weight and height of members of athletic teams

IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE DIRECTORY INFORMATION TO BE RELEASED, YOU MAY REQUEST NONDISCLOSURE BY CALLING YOUR CHILD'S SCHOOL'S MAIN OFFICE, OR THE DISTRICT OFFICE WITHIN 10 DAYS OF THE FIRST DAY OF SCHOOL. If this request is not received, we assume your permission is given to release your child's Directory Information.

### **STUDENT SCHEDULES**

Information specific to Hamilton Middle School and Hamilton High School's student schedules is included in the appendices to this Handbook.

### **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book. (See: Fees & Fines)

### **TRANSPORTATION**

#### **School Sponsored**

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

#### **Buses and Other School Vehicles**

The Hamilton Schools will provide bus transportation to and from Hamilton School District for students living three or more miles from their school. Students living closer than three miles from school may be allowed to ride the bus if space is available. Students who reside outside the District, and are enrolled as such, are not eligible for bus transportation to and from HSD.

For the safety of our children, please review the regulations regarding transportation on school buses with your child/children.

1. Students being transported are under the authority of the driver. The driver may assign pupils seats.
2. Stay away from moving buses. Never chase for a bus, on foot or in a vehicle.
3. Students shall be courteous to the driver, to fellow passengers and to passers-by.
4. Students shall be on time for the bus, allowing five minutes before their scheduled stop in the morning.

5. When necessary to cross the road, students shall wait to cross until motioned by the driver, and will always cross 10 feet in the front of the bus. Students not needing to cross the road shall wait to approach the bus until the bus is stopped and the loading door is opened.
6. Students shall sit in designated seating areas.
7. Students shall remain seated at all times in a forward facing position. The aisle must be clear at all times.
8. Students must make other arrangements to transport the following items to and from school: skis, snowboards, sleds, shovels, animals and insects, large band instruments and fragile class projects.
9. Matches, lighters, lasers, toy/replica guns, firearms/weapons, or any other potentially hazardous material, including spray type or aerosol and glass containers, are not allowed on the bus.
10. Electronics: All electronic equipment must be off and stored while on the bus, except when traveling to activities. Unauthorized electronic devices will be confiscated and returned only to parents.
11. Pens and pencils are not allowed out of student's backpacks.
12. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.
13. Fighting, wrestling or boisterous activity is prohibited on the bus. Students must keep hands and feet to themselves.
14. Students are not permitted to eat, drink or chew gum on the bus.
15. Students shall not open windows more than halfway down and will never extend any part of the body through window.
16. Students shall not throw objects into, from or on the bus.
17. Students shall keep the bus clean and must refrain from damaging it.
18. Students shall not move, remove or deface any sign on the bus.
19. Students shall have written permission from their parent/guardian or the school to leave the bus other than at school or designated bus stop.
20. Students shall use the emergency door only in case of an emergency.
21. Students who refuse to promptly obey the directions of the driver, or refuse to obey regulations may forfeit their privilege to ride on the buses.
22. At times when more than two (2) passengers will be riding with your student for parties, etc; the parent of the child having the guest must call the Majestic office to make prior arrangements.

### **Majestic Bus Service / Transportation Discipline Policy**

The first warning the child is to sit up front for 3 days. When up front, the child is in a "quiet seat," this is similar to a time out. They are not to talk to anyone. A discipline form is filled out, and a copy will be sent to your school principal and to the parents. The second warning is the same as the first warning procedure. On the third offense, the riding privileges are suspended for 3 days. On the third suspension, the child may not ride the bus for the rest of the year. Sometimes the offense is extreme enough that the child may receive three warnings at once. The parent/guardian will receive a phone call to explain the circumstances of the disciplinary action.

If you have any questions, please call Majestic Bus Service at, (406)375-9180. Safely transporting children is our first goal. If there is a problem on the bus, we will do our best to fix it. We do need to know about any problem, as soon as possible.

When your child is suspended from riding a bus, this includes all activity/field trips and transportation for sporting events.

### **Majestic Bus Service / Transportation Security Video**

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior, but also protect students and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

The following will have access to the recording:

1. An administrator of HSD3 or other appropriate HSD3 employee(s);
  2. A supervisor or manager of Majestic Bus Service, Inc.
  3. Parent(s)/Guardian(s) under the supervision of an authorized adult may view the recorded activity of his or her own student(s). The viewed segment may be as short as one second in length.
  4. Student(s) under the supervision of an authorized adult, as part of a specific investigation or disciplinary action;
  5. Investigative agencies when evidence of criminal activity exists;
  6. Other person(s) as designated by Majestic Bus Services, Inc. or HSD3 to assist in an investigation or identification of a student(s).
- A. A recording may be kept:
1. Until the disciplinary action or investigation has been resolved satisfactorily;
  2. Permanently if requested or deemed necessary by an administrator of HSD3 or the Manager of Majestic Bus Services, Inc.

### **VIDEOTAPING OF STUDENTS**

The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras may be used as a security measure in the District. Video cameras will also be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The Superintendent is responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. No staff member may use video surveillance without permission of the Superintendent. Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. The video surveillance will not include audio recordings unless specific notice is given as required by law. (Board Policy 3097)

### **VISITORS**

The District has the discretion to permit visitors and encourages parents to visit its schools. For the safety of those within the school, all visitors must first report to the school's main office and wear a visitor's badge while in the building. Failure to check in properly with the main office could result in trespassing charges. Unauthorized persons on District property may be subject to Montana trespass law.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not permitted to bring

friends to visit classes. Friends are welcome at all athletic and/or extra-curricular activities that are otherwise open to the public.

## **WEAPONS**

### Gun-Free Schools

A student who uses, possesses, controls or transfers a firearm or any object that can reasonably be considered, or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with MCA §20-5-202.

### Possession of a Weapon in a School Building

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution on the grounds of allowing the minor to possess, carry or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: A school building shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.



This policy does not apply to law enforcement personnel.

**Administrative Action:** If it is determined by the administrator that this policy has been violated, the student will immediately be suspended by the administration; parents/guardians will be notified and the appropriate law enforcement agency will be informed. The principal may recommend to the Board of Trustees expulsion for the student for the remainder of the school year. If the student is expelled, the Board of Trustees must approve readmission before the student may come back the following year.

When a student violating this policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.



APPENDIX B

WELCOME  
TO  
DALY ELEMENTARY SCHOOL

208 Daly Avenue, Hamilton, MT 59840

406-363-2122

FAX 406-363-6494

[www.hsd3.org](http://www.hsd3.org)

**EMERGENCY INFORMATION** – If we experience an emergency school closure,  
please contact 363-2280 for information pertaining to the closure.

**We Are Safe**  
**We Are Responsible**  
**We are Respectful**

**DALY SCHOOL**  
**2021-2022 STAFF**

|                     |                      |          |
|---------------------|----------------------|----------|
| Ericka Dowd         | Principal            |          |
| Scott Holland       | Assistant Principal  |          |
| Devonn Reardon-Sosa | Counselor/504        |          |
| Matt Yaskus         | Counselor/504        |          |
| Diane Tredik        | Administrative Asst. |          |
| Barbara Barber      | Administrative Asst. |          |
| Rick Buchanan       | Head Custodian       |          |
| Mike Krout          | Majestic Bus Service | 375-9180 |
| Denise Burrows      | Food Services Mgr.   | 363-5038 |
| Tom Korst           | Superintendent       | 363-2280 |

Kindergarten Teachers: Jordan Carver, Rori Lant, Megan Lewis, Keli Miller, Kaitlyn Skauge, Kim Yaskus

First Grade Teachers: Hailey Bitar, Taylor Fiedler, Makenzie Hall, Danyelle Johnson, Amanda Mullan, Rachel Root

Second Grade Teachers: Melissa Baum, Kirsten English, Pam Folz, Brittany Hayes, Heather Montes, Katie Neal

Third Grade Teachers: Madison Baroch, Kylee Blome, Amy Harvey, Breanna Jones, Nikki Massey

Fourth Grade Teachers: Kris Dandy, Kathy Dickemore, Angie Krasovich, Boone Nelson, Sunni Stuber

Online Teachers: Anne Zora

Specialized Services: Samantha Dewey – Health Enhancement  
Alexis Wheat - Technology  
Marie Barrey – Music  
Sophie Carkulis – Art  
Malina Clark – Art  
Jessica Dufresne – Library  
Echo Allison -- Spectra  
Sarah Nelson – Special Education  
Jennifer Tucker– Special Education  
Sierra Hankinson – Special Education  
Madison McLaughlin – School Psychologist  
Molly Forrest – Speech  
Taylor Perius – Speech  
Holly Smith – OT/PT  
Marissa Williams – Nurse

Para Professionals: Betsy Day, Vicki Beerman, Amy McCarthy, Shirley Bain, Sarah Cantu, Teri Randles, Trevor Paro, Cynthia Brough, Stephanie Hunt

## MISSION STATEMENT

We welcome our students, parents and guardians to the **2021-2022** school year. All Daly staff look forward to a great year teaming with you as we work to enrich the lives of all students. Please use this handbook as a resource to answer frequently asked questions.

**Please complete a thorough review of this handbook, initial/sign in the appropriate places on the Acknowledgment of Rights Form and return it to your classroom teacher. Thank you!**

Daly Elementary strives to provide a positive and nurturing environment for academic and personal growth of all students. We feel this is accomplished through a strong partnership with students, parents, teachers and administration.

## SCHOOLWIDE TITLE I PROGRAM ELIGIBILITY

Daly Elementary qualifies to receive federal funds under the *No Child Left Behind Act of 2001, Title I, Part A*.

Schoolwide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

## GENERAL INFORMATION

**INSIDE RECESS** – When the temperature is 10 (ten) degrees, students remain inside for recess. Exceptions to this rule are: the wind chill factor or inclement weather determined by the principal or designee.

**LOST AND FOUND** - We always have a large supply of clothing and other items turned in each year. Please periodically check the Lost & Found located in the foyer of the main entrance. Unclaimed items are donated to charitable organizations at the end of each trimester.

**TELEPHONES** – Students may use classroom telephones – with permission from their teacher or another staff member.

## CELL PHONE POLICY & SMART DEVICE USAGE

Possession of cell phones and smart watches on campus is permitted, but not encouraged. While on campus, during school hours, all cell phones/smart watches shall be turned off and remain in a bag or backpack. The building administrator may grant permission for individual students to use a cell phone/smart watch if such use is necessary for the safety and/or welfare of the student. Phones/smart watches are not permitted in bathrooms or on field trips. Use of cell phones while on campus will result in the following:

1. First Offense: Cell phone/smart watch is turned into the office for the remainder of the school day, and disciplinary action.
2. Second Offense: Cell phone/smart watch is turned into office for parent pick up and disciplinary action.

3. Third Offense: Cell phone/smart watch is turned into office for parent pick up and disciplinary action. Student is prohibited from possessing cell phone/smart watch on campus for remainder of school year.

## **ABSENCES**

In the state of Montana, the school is required by law to attempt to contact the parent or guardian any time their child is absent from school. To help us in meeting this requirement and assist us in helping to develop positive student life skills and punctuality, please call the school with any phone numbers/address changes.

It's a parent's responsibility to collect any and all curricular work that a student will miss during an extended absence. Please contact your child's teacher for this information.

Contact our office at 363-2122:

- For absences, extended absences, or late arrivals please call before 9:00 a.m.
- For after school homework pickup, please call by 10:00 a.m.

Checking students in and out

Parents are required to check their students in/out at the office when arriving after the tardy bell or leaving during school hours.

Absence Reporting

- **Excused** – Parent/guardian contact from home made regarding absence
- **Unexcused** – if no contact from home is made to the school
- **Truancy** – Absent without parental permission. This serious offense will result in the following action:
  - **First Offense** – parent and School Resource Officer notified
  - **Second Offense** – parent and Youth Probation notified

Tardy Reporting

- **Excused** – Parent/guardian contact made
- **Unexcused** – No parent/guardian contact made

Parental Notification

Attendance letters will be issued after:

- Six (6) tardies per trimester
- Six (6) cumulative absences per trimester

## Daly Elementary Schedule 2021-2022

|   |                               |                    |
|---|-------------------------------|--------------------|
| <b>Morning Bell: 8:10</b>   |                               |                    |
| Students arriving before 8:05 will go directly to the supervised playground. Please do not drop off before 7:45, as there is no supervision prior to 7:45. Additionally, please use the designated drive thru areas. The West side of Daly is bus loading/unloading only. This helps us keep kids safe, so we thank you in advance. |                               |                    |
| <b>Dismissal: 3:10:</b>   |                               |                    |
| Please note that drive-thru lines will not begin moving until 3:10.   |                               |                    |
| <b>Kindergarten</b>   | <b>1st Grade</b>              | <b>2nd Grade</b>   |
| 8:10 School Starts  | 8:10 School Starts            | 8:10 School Starts |
| 10:05-10:20 Recess  | 10:05-10:20 Recess            | 9:10-9:25 Recess   |
| 11:45-12:15 Recess  | 11:30-12:00 Recess            | 11:15-11:45 Recess |
| 12:15-12:35 Lunch   | 12:00-12:20 Lunch             | 11:45-12:05 Lunch  |
| 2:00-2:15 Recess  | 1:45-2:00 Recess              | 2:15-2:30 Recess   |
| 3:10 Dismissal  | 3:10 Dismissal                | 3:10 Dismissal     |
| <b>3rd Grade</b>  | <b>4th Grade</b>              |                    |
| 8:10 School Starts  | 8:10 School Starts            |                    |
| 9:10-9:25 Recess  | 10:45-11:15 Structured Recess |                    |
| 11:00-11:30 Recess  | 11:15-11:35 Lunch             |                    |
| 11:30-11:50 Lunch   | 1:00-1:15 Recess              |                    |
| 1:00-1:15 Recess  | 3:10 Dismissal                |                    |
| 3:10 Dismissal  |                               |                    |

## CONDUCT

To keep our school safe, the following school-wide expectations have been adopted by Daly Elementary. These expectations enable our students to know what is expected of them, provide incentives for positive choices, and incorporate consequences for inappropriate behavior.

1. Students are **RESPECTFUL** of other students, adults, and the school by following instructions given by the staff. Examples of inappropriate behavior may include:

- Inappropriate/disrespectful physical gestures
- Swearing
- Name calling
- Defiance
- Marking on walls/graffiti/vandalism
- Misuse of school property
- Spitting

2. Students are **RESPONSIBLE** by dressing appropriately and wearing comfortable clothing suitable for the classroom, gym, and outdoors, engaging in safe play, and using equipment appropriately.

**Examples of inappropriate play or other actions may include:**

- Tackling
- Pushing
- Grabbing clothing
- Throwing objects
- Fighting
- Tripping
- Weapons, playing/pretending/drawing
- Climbing and/or leaving the fenced area

**Examples of inappropriate equipment use may include:**

- Misuse of slide
- Pushing swings in a manner that may harm a student or adult
- Swinging side to side
- Twisting, flipping, or jumping off of swings
- Blocking other students from using equipment
- Playing in the center of the teeter-totters
- Tag on the equipment

**Examples of inappropriate playground items may include:**

- Food or drink
- Paper, pencils and books
- Hard baseballs/bats
- Toys

**Examples of inappropriate items at school may include:**

- Toys
- Lighters/matches
- Tobacco products
- Alcohol/Drugs
- Trading Cards
- Wheeled shoes, skateboards, scooters or roller blades
- Weapons: firearms, pocket knives, etc.

## **DISCIPLINE / QUESTIONS FREQUENTLY ASKED**

**How do I, as a parent, voice my concerns about discipline?** A student support team, comprised of Daly Elementary faculty and staff members, meets regularly to assess the discipline policy and procedures. If you have any concerns at any time, please first discuss them with the classroom teacher. Further questions or concerns about the situation should be addressed with the building principal.

**How can I help my child work at being responsible at school?** Partner with your child's classroom teacher and the school to help your child learn how to accept consequences for their behavior, repair any harm they have done, and feel good about learning how to make positive future choices.

**Why was my child sent to the office?** A child may be sent to the office because he/she was disruptive, chose not to follow school expectations, or needed help with:

1. Problem solving
2. Self correcting (refocus)
3. Conflict resolution

**What happens when my child does not follow the school wide expectations, but it isn't a major offense?** Minor infractions are handled by logical/natural consequences that fit the situation. The goal is to help students see themselves as responsible and in control of themselves. Examples of a logical consequence are when a student chooses to work during recess when they have not worked during class time or has "time out" for inappropriate play.

Other times the teacher may conference individually with a student. During this conference, behavior is discussed and solutions are explored. The student may be asked to write a plan of action concerning how he or she is going to correct the behavior. A student may also need to spend time with the teacher during recess and/or after school.

**What happens if a student chooses to disregard the major expectations?** The discipline procedures in the office are followed as listed below:

### **REFERRAL**

A **Referral** is issued to a student for infractions indicated on the form or any other infraction due to an unsafe or inappropriate choice.

Severe Infractions (Major Offense) result in immediate time in the office with the amount of time dependent on the behavior step the student is on at the time the referral is issued and or severity of offense. Continuation of referrals may lead to an In-School Suspension, Out-of- School Suspension, or another disciplinary action/intervention.

**All disciplinary actions may be accelerated, modified, and/or skipped, depending upon severity of behavior and/or administrative discretion.**

**School Behavior Process:** If a student receives 3 minor referrals or 1 major referral:

- Evaluation of behavior
- Problem solving
- Parents will be notified the classroom teacher for minor behavior infractions.
- Parents will be notified by school administration for major behavior infractions.



## **DRESS CODE POLICY**

This dress code policy applies to Daly Elementary School. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

### Allowable Dress & Grooming

- Students must wear clothing including both a top and bottom, or the equivalent, and shoes.
- Tops must have: a) fabric in the front and on the sides; and b) must have straps or sleeves.
- Clothing must cover undergarments; waistbands and bra straps excluded.
- All private parts must be covered by fabric and fabric covering private parts must not be see-through.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed inside the school building unless permitted for religious, medical, or other reason by school administration.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### Non-Allowable Dress & Grooming

- Clothing must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing must not depict pornography, nudity, or sexual acts.
- Clothing must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing and grooming must not threaten the health or safety of any other person.
- Clothing, accessories, and grooming must not cause actual distraction from, or disturbance in, any school activity, or actually interfere with the participation of a student in any school activity.

### Enforcement of the Dress Code

- Students will not be disciplined or removed from class as a consequence of wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into the violation of another disciplinary rule.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or other grooming violation should be consistent with discipline policies for similar violations.

Nothing in this policy shall prohibit garments (including head coverings) worn: a) as part of a student's religious practice or belief; or b) to accommodate a student's disability or medical condition.

## **FOOD SERVICE**

BREAKFAST AND LUNCH are served daily. Breakfast will be a grab and go style and will be available as students enter the building. Breakfast will be eaten in the classroom. Lunches are served between 11:20 and 12:30 **depending upon the grade level**. Students who catch the bus to Daly from the High School are eligible to eat breakfast at the high school; however, only one breakfast meal per day is covered under the free and reduced status. Individual cartons of milk or juice may be purchased separately.

FREE AND REDUCED meals are available for all students free of charge for the 2021-22 school year. If a student receives free lunch and would like to bring a **cold lunch, they will be charged for milk or juice**. This charge is regulated by the government. A minimum of two notices are given to students when the money in their meal account becomes low. It is important to keep track of this information because students are **not allowed to charge** meals.

## **INTERNET ACCESS**

Hamilton School District #3  
Sign-Off for Internet Agreement

### **Students agree to:**

- Use the Internet for constructive educational purposes.
- Visit sites that do not contain illegal, defamatory, pornographic, violent or otherwise offensive items.
- Observe the rules and laws regarding copyright and plagiarism.
- Refraining from time-consuming downloads of large files.
- Never give out anyone's personal information such a home address, telephone number, or the name and location of our school without the teacher's permission.
- Report to their teacher or supervisor any information they come across that is obscene, threatening, or makes them feel uncomfortable.
- Follow any other rules for Internet and e-mail use our school or school district has established.
- Remember everything one reads may not be true and people on the Internet may not be who they say they are.

### Students

By signing the Daly Elementary "sign-off sheet", I agree, understand, and will abide by this Internet Use Agreement. I further understand that my Internet usage is logged. Any violation of the regulations above is considered unethical and may constitute a criminal offense. Should I commit any violation, I understand disciplinary action will occur. Such discipline may include written warnings, revocation of access privileges, or termination of enrollment in extreme cases, and/or appropriate legal authorities notified. For the full document, please access the web at:

<http://www.hsd3.org/etc>

### Parent or Guardian

As the parent or guardian of this student, I have read this Internet Use Agreement with my child. I understand that Internet access is designed for educational purposes. Hamilton School District has taken precautions to eliminate controversial material through Internet filtering software and staff supervision. However, I also recognize that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards are issued at the end of each trimester. We encourage parents and teachers to communicate closely with each other. Parent/Teacher conferences are scheduled following the first and second trimesters. If you wish to confer more frequently, please feel free to call or schedule an appointment with your child's teacher. Class assignments will be on the final report card.

## **SCHOOL – PARENT COMPACT**

*We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.*

### School Responsibilities:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments
- Provide opportunities for ongoing communication between you and teachers through, annual conferences, progress reports, and opportunities to talk with staff, volunteer in class, and observe classroom activities.

### Parent Responsibilities:

- Encourage your child to attend school regularly
- Encourage your child to show positive behavior
- Review your child's homework
- Monitor television watching and encourage positive use of extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in discussions relating to the education of your child.

