

HEALTH

Our school nurse is employed full time, working in each building on a rotating basis and responds to emergencies in each building as necessary. The nurse will see students about school related health problems and accidents. The parent should arrange family health care with the family's physician.

Parents should complete the Annual Health Update form so that the school nurse will have updated information regarding any allergies, chronic illness, or serious physical problems to ensure proper measures can be taken if something happens at school. If a child is taking any medication at home or school, the school should be notified. This information will be kept confidential and shared with district staff only on an as needed basis.

If a child becomes ill or has an accident at school, the parent will be notified. If the parent or his/her designee cannot be located, the child will be referred to the area clinic. Current information can be found at: colstrippublicschools.org/district/nurse/

IMMUNIZATIONS

Montana requires all students K-12 have the following immunization:

Polio (IPV): 3 doses (1 dose must be after the 4th birthday)

Tetanus/Diphtheria Pertussis (DTaP): 4 doses (1 dose must be given after the 4th birthday, and a booster is required prior to entry of 7th grade.)

Measles/Mumps/Rubella (MMR): 2 dose series: first dose after the first birthday, second dose before school entry.

Varicella (Chickenpox) Vaccine: 2 doses or evidence of immunity to the varicella virus.

A child may be exempt from these requirements upon certification from a licensed physician that the physical condition of the child is such that immunization would seriously endanger the life or health of the child. A child may also be exempted by a notarized statement signed by a parent/guardian each school year indicating that he/she is adherent to a religious denomination whose religious teachings are opposed to immunization. All students who are enrolled under the exception provision of the law will be excluded from school for a period not to exceed thirty (30) days should any case of measles, polio, diphtheria, whooping cough, chicken pox or tetanus be diagnosed.

SCREENINGS

Colstrip Schools conducts screening tests during the year. Tests are conducted by the special services staff, school nurse, principals, teachers, and out-of-district specialists.

VISION screening is conducted by the school for grades Kindergarten, 1, 3, 5, 7 (additional grade levels may be screened) and students new to the district or those referred for screening.

SPEECH & LANGUAGE screening is completed by the speech and language pathologist for grades K, 1, 2, and all new students from out of state or those referred for screening.

HEARING screening is held for grades Kindergarten, 1, 3, 5 and 9, students new to the District or those referred.

LICE screening is completed based on a referral. Parents and students may and staff **should** consult the school nurse for suspected cases of head lice. The school nurse will confirm the presence of head lice in suspected cases.

PHYSICAL FITNESS AND GROSS MOTOR screening is completed by physical education classes throughout the year.

CHILD FIND preschool screening is completed by the special services staff each year for the purposes of assessing children birth through 6 years of age suspected of having delays in any of the developmental milestones. Concerns about educational development at other times of the year or for students ages 6-21 are addressed on an individual basis.

HEIGHT & WEIGHT - Students in grades Pre-K-5 are measured and weighed in the fall and spring.



BREAKFAST AND LUNCH PROGRAM

The District school breakfast and lunch program is offered to students and staff and is designed to satisfy 1/3 to 1/4 of a child's nutritional needs for each meal. Applications for free and reduced breakfast and lunches are available through each building's office.

2018-2019 Meal Prices

Student Breakfast – 1.75
Student Lunch – 3.00
Staff Lunch – 4.00
Staff Breakfast – 2.25
Adult Guest Lunch – 4.50
Extra Milk – .50 cents

CONFERENCES

Parent-teacher conferences -- a time to communicate -- are an important part of the reporting process and parents should plan to attend. Teachers like to tell parents what they know about each child, what each child is doing in school, what they know about each child's attitudes, and the way the child feels about him/herself and friends. Teachers also like to explore the ways the parents see their child's strengths and interests at home.

Open communication between parents and teachers is necessary to ensure maximum progress in attaining educational goals. Parents are encouraged to telephone the building principal or teacher to seek answers to questions or problems as soon as the problems arise. Opportunities for educational success are greater when progress is discussed as soon as possible.

**2018-2019 Parent Teacher Conferences
All Schools**

**November 7- 4pm to 7pm
November 8- 3pm to 6pm**

KINDERGARTEN

Kindergarten is the child and family's first introduction to the elementary schools. Partnerships are developed between schools and families that provide a strong community of support. Parents are invited to share in their child's schooling in a variety of ways.

Each child brings a wealth of educational and cultural experiences to kindergarten. Children have encountered many teachers (parents, siblings, extended family, friends, neighbors and preschool) before they meet their kindergarten teacher. Kindergarten teachers promote self-discovery and self-awareness. They foster independence and help children to gain and use skills necessary for working in small groups as well as the class as a whole. Children learn how to function well as group members, how to ask for help and to be helpful, how to complete a task and put things away. Each child is encouraged to move beyond his/her current level of understanding. Kindergarten curriculum is designed to address all areas of development (social, emotional, physical and intellectual) and to meet needs of a diverse group of learners. Children are active learners: touching, trying, moving, talking, writing, drawing, questioning. Throughout the kindergarten day, children have opportunities to explore, investigate, and predict.

The kindergarten classroom is a safe, supportive and welcoming environment. It provides children with a variety of opportunities to try out new ideas and be challenged with new experiences that engage budding readers, writers, scientists, mathematicians and artists. Teachers help children to be empowered, to feel valued, to be listened to, to be competent and successful in school.

Colstrip Public Schools offers both part time and full time kindergarten. Contact Pine Butte Elementary at 748-4699 ext: 1339 for enrollment information. Each spring kindergarten registration and screening is held. **The date for 2018-2019 Kindergarten Screening and Registration is May 2, 2019**

We welcome your child as he/she enters kindergarten. We share in your excitement as we embark on this journey together.

HOMEWORK

Because education is a lifelong process that extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

GUIDELINES FOR PARENTS

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

- * Provide a quiet, well-lighted place for student(s) to do homework.
- * Help your child budget time so that a regular schedule for study is set.
- * Encourage your child to seek additional help from the teacher at school if there seems to any difficulty with the work.
- * Take an active interest in what your child is doing in school.
- * Encourage and guide your child(ren) with assigned homework.
- * Regular school attendance is important for your child's continued learning.
- * Consult your child's teacher as soon as problems arise.

SUGGESTIONS FOR STUDENTS

It is important to develop good study habits at school and at home.

- * Be sure you understand the assignment and ask your teacher if you need help.
- * Set aside a regular time to do homework.
- * Study in a quiet place.
- * Complete your homework and hand it in when it is due.
- * Do your best on each homework assignment.

SAFETY

Safety is a top priority of the Colstrip Schools. Please encourage your child to practice good safety habits. Safety instruction is given at school and safety measures are practiced in the building and on the playground. Parents can help their child develop good safety habits by providing safety instruction at home.

1. Assist your child in learning the safest route to and from school.
2. Encourage your child to use intersections when crossing the street rather than crossing in the middle of the block. Where crosswalks are provided, students should stay between the lines. It is the child's responsibility to make certain that traffic from both directions has stopped.
3. Remind your child to walk on the left side of the street facing the oncoming traffic when there are no sidewalks.
4. Encourage your child to come home immediately after school is dismissed.
5. Remind your child to obey all traffic rules and to look both ways before crossing the streets.
6. Go over the bus rules with your child to ensure their safety when riding buses to school or to activities.
7. Remind your child to:
 - a. **never** accept a ride from a stranger
 - b. report to his/her teacher, a police officer, his/her bus driver, or to you any strangers seen loitering on foot or in a car near schools, playgrounds, or other places where children assemble.
9. Be sure your child practices all bike safety rules, uses bike paths, and does not ride their bike in the bus parking areas and playgrounds. Parents should always encourage their children to wear a bike helmet.

COMPLAINTS

It is the hope of the District that parents and staff can work together for the benefit of all students. Parents with questions about school programs should bring concerns to the attention of the school personnel. However, if a parent questions a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communications open.

First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the principal. If the problem remains unresolved, a complaint form should be completed and submitted to the superintendent.

DRESSING FOR WEATHER

It is the responsibility of the parents to see that their children are properly dressed when they board the bus each day. During the winter months, each student should have - in addition to their regular clothing - a heavy, warm coat, a cap and/or scarf, mittens or gloves, overshoes or snow boots. Caps should be the type that can be pulled down over the forehead and ears.

Failure of students to have appropriate clothing for weather in their possession will result in that student not being permitted to ride the activity/team bus.

PIR DAYS

PIR Days are "Pupil Instruction Related" days. Teachers and school officials use these days to attend curriculum meetings, staff meetings, workshops, and in-service classes. Students do not attend during PIR days. Each Montana school is required to have seven PIR days per year. These days are vital to the preparation, planning, and staff development necessary to make school a successful experience for students.



EARLY-OUT/INSERVICE DAYS

Thursdays are the District's designated professional development days for school personnel. **School will dismiss on Thursdays around 2:30.** This time is designated for a variety of education, training, and Professional development opportunities including a full range of activities that have the common goal of increasing the knowledge and skills of staff members.

DISCRIMINATION

As provided in the Constitution of the State of Montana, the Colstrip Public School District is committed to equality of educational opportunity. This District is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to the Title IX Coordinator **Mark Ator** or Section 504 Coordinator **Debi Smith**.

LOST AND FOUND

Items of clothing that are commonly removed at school should be labeled with the child's name. Items that should be labeled include mittens, overshoes, coats, scarves, caps, and physical education clothing.

Lost and found departments are maintained in each school building. Children are encouraged to check for lost articles and turn in lost articles when found. Before considering an article permanently lost, a parent would be wise to check the building's lost and found items.

INSURANCE

The Colstrip Schools provide insurance coverage for all enrolled students. The insurance covers students while in school and while participating in school activities. The District's coverage begins where the student's family coverage ends. The injured student's parent/guardian is responsible for any balance that remains after the District's coverage ends. Claim forms are available from the District Clerk/Business Manager

PHYSICALS

All students participating in interscholastic or intramural athletic programs must have an annual physical. A copy of a current physical must be on file in the activity director's office before a student may practice or participate.

PARTICIPATION FEES

A participation fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/group/etc. These fees also grant admission to all district activities. Fees will be as follows:

Frank Brattin Middle School	\$25.00
Colstrip High School	\$35.00

A yearly instrument rental fee of \$75 will be charged to students using instruments owned by the Colstrip Public Schools. This fee is nonrefundable.

****NOTE**** Any student unable to pay the participation/rental fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (i.e. Installment payments, work/participation). It is important to understand that Colstrip Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.



TELEPHONES

School telephones are primarily business phones and should be used as such. Students will be permitted to use the telephone when necessary.

Please do not ask teachers or students to come to the phone during school time except in an emergency situation. The use of personal cell phones may be allowed during the school day in accordance with the student handbook for each particular building. Please refer to your child's handbook for the building's cell phone policy.

DRUG TESTING

Colstrip Public Schools is committed to providing a safe and drug-free environment for students. Because of this, the district has adopted a policy for drug testing students involved in extra-curricular activities. Before participating in any club or activity covered under this policy, students must agree to participate in the drug testing program. All activity students will be submitted to a pool for random selection twice per quarter during the school year.

Parents and students must provide consent to this testing prior to participating in activities. Extra-curricular student drug testing is confidential. For a copy of the policy or for more information, please contact the superintendent's office at 748-4699, Ext. 3400. Before participating in any extra-curricular activity, students must supply the following forms:

1. Signed Permission to Participate
2. Signed Consent for Drug Testing

BICYCLES

Riding bicycles on the playgrounds is not permitted. Bike paths are provided for use by children when coming to and from school. Provisions should be made for locking bikes when they are at school; serial numbers and brand names should be recorded at home to enable students to make positive identification if the bike is missing.

Skateboards, roller skates and roller blades are not allowed on the school playgrounds or in the buildings

TRANSFERS and OUT-OF DISTRICT ENROLLMENT

Students age 3 (special needs)-18 who reside outside of the Colstrip School District boundary must make application for admissions and receive approval from the Superintendent of schools in order to enroll in school. The completed application must be received by **June 10**. A student who lives outside the boundary but was enrolled the previous school term is considered pre-enrolled and will not need to apply at the beginning of the next year. However, if the student's enrollment is broken by withdrawal, absence of 10 consecutive school days, transfer, or by failure to enroll before the cut-off date, he/she will have to wait until the next enrollment period and make application for re-enrollment.

The cut-off dates for admission to Colstrip schools by an out-of-district student is **June 10**. **Exception:** Students moving into the area who had no chance of enrolling in Colstrip Public Schools as a first choice enrollment before the above deadlines will be considered for enrollment.

FIFTH YEAR STUDENTS

If necessary to satisfy requirements, students may enroll in Colstrip High School for a fifth year program with permission of the Board of Trustees, provided other conditions are met.

AGE

A child who is five years on or before September 10 of the school year is eligible to enter kindergarten.

A student will be permitted to attend the Colstrip Schools through the year in which he/she turns nineteen years of age.



DISCIPLINE

Students need to know that "we live in a disciplined world." We are disciplined whether we like it or not. We have the choice of disciplining ourselves or being disciplined by others. Discipline is controlled behavior designed to develop within an individual responsibility for his/her own actions as well as recognition and consideration of rights and feelings of others. Policies and practices of discipline are intended to help achieve the ultimate degree of order in the classroom and in the school. Discipline should not be confused with punishment. The goal of discipline is a mature individual, with mature attitudes and socially acceptable standards of conduct. Discipline rules are printed in each building's student handbook and should be reviewed with your student to assure their understanding of the rules and regulations.

BULLYING AND HARRASSMENT

Bullying and harassment have become societal issues escalating in today's public schools and in the work place. These behaviors have always been there, but the intolerance for these behaviors by parents, students and staff has increased. As a result, the District is making the prevention of bullying a top priority. Ongoing training is received by students and staff in an effort to reduce the incidents of bullying and harassment at Colstrip Public Schools. Please contact Superintendent **Bob Lewandowski** for further information.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students have the basic constitutional rights guaranteed to all United States citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of others. One purpose of schools is to encourage use of these rights and to develop good citizenship within the framework of an educational society.

The school is a community, and rules of a school are the laws of that community. To enjoy the right of citizenship in the school you must also display the responsibilities that pertain to citizenship.

TEXTBOOKS & CHROMEBOOKS

Textbooks and Chromebooks issued to students may be used in the same manner and to the same extent as though such items were owned by the student; except that students must recognize their responsibility for care of these instructional tools checked out to them. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.

RIGHTS OF PRIVACY

Colstrip Schools recognizes the importance of the right of privacy. In recognition of these rights:

- Parents are guaranteed the right to inspect and review educational records of their children.
- Access to student records is limited by providing that such records cannot be released to outsiders without the parent's written consent.
- Parents have the right to challenge recorded information that is inaccurate, misleading, or otherwise in violation of privacy and other rights of students.

GOALS OF VOLUNTEER PROGRAM

- To enlist and strengthen the cooperation of parents in the education of their children.
- To reinforce the instruction of the teaching staff.
- To offer individual help to students in an effort to stimulate interest and to provide motivation to improve their skills.
- To broaden community understanding of school needs and problems.
- To develop an environment that encourages friendly two-way communication between home and school.
- To enrich the curriculum through the use of community resources.

To insure the safety of students and staff, volunteers must satisfy a background and fingerprint check.

ADULT AND COMMUNITY EDUCATION

Adult & Community Education is the process that seeks to fulfill life-long learning needs by integrating and utilizing new and existing educational programs and resources.

Colstrip's Adult & Community Education program is divided into two sessions per year. The fall session runs from September through December and the Winter/Spring Session runs from January through May. The dates for Adult & Community Education registration are:

Fall Session – Week of September 10-14

Winter/Spring Session – Week of January 07-11

You can register by mail at Box 159, Colstrip, MT 59323 or by phone 748-4699 ext. 1341. If you wish to register in person, stop by Pine Butte Elementary school during the week of registration. If you are interested in teaching an adult education class, please contact Debi Smith.

SCHOOL SAFETY

The District has a first aid team in each building trained to respond to emergency medical situations. Drills will be conducted to provide training for the teams and give students and staff an opportunity to practice protocols. In addition, each school will participate in regularly scheduled fire drills, evacuation drills as well as lock downs.

**Keeping Safe
in School**



STUDENT DIRECTORY INFORMATION

According to the Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99, Sec. 99.37, "An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution..." The district may disclose any of those items designated as "Directory Information" without prior written consent, unless notified in writing to the contrary by August 25 of each year. Notification must be made to the school office in the building in which the student is in attendance.

"Directory information" may include names, addresses, phone numbers, heights, weights, birth dates, dates of enrollment/attendance, most recent previous school attended and/or photographs/videotaped images of students involved in:

- *grading period honor rolls
- *athletic teams/events
- *competitive groups within organizations/clubs
- *classroom, grade level and/or special awards
- *classroom, grade level and/or organizational projects
- *class memory books, yearbooks, group photos
- *class membership
(provided to parent groups, local civic organizations, Tribal offices or persons providing a service to the school by contract such as school photographers, graduation vendors, local news media, etc.)
- *club/organizational membership
- *graduation/promotion from each school building

Directory information will not be provided without written consent to military recruiters, colleges, universities, trade schools, private athletic organizations, private/corporate recruiting services, trade and industry magazines/tabloids, private awards programs, and leadership/educational enrichment programs that require students to pay enrollment fees.

HOMELESS YOUTH

How do we determine if a child is homeless?

Under the McKinney Vento Homeless Assistance Act (2001, Title X, Part C, of the No Child Left Behind Act - Sec 725), a child may be classified as homeless using the following definition.

The term "*homeless children and youth*" means individuals who lack a fixed, regular, and adequate nighttime residence and includes these individuals:

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

Homeless students will have access to services comparable to those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

If you are a parent/guardian or a student in need of assistance you may contact the building principal or the district's Homeless Education Liaison, **Aaron Skogen**.

STATE TESTING

Montana Comprehensive Assessment System (MontCAS)

To meet the federal requirements for Title I compliancy and ESSA (Every Student Succeeds Act), the state requires students in grades 3-8 (ELA and math) to take the online Smarter Balanced Computer Adaptive Test (SBAC) ACT Writing Test for grade 11 and science for grades 4, 8 and 10 to complete a criterion reference test commonly referred to as the CRT. These tests assess student's application and complex reasoning skills in the areas of ELA (English Language Arts), math and science relative to Montana State Standards which include the Common Core and American Indian Essential Learning. Student performances on ELA and math measures for SBAC are the new determining factors for assessing whether the schools and the district meet adequate yearly progress (AYP).

As soon as the district receives test scores, the results of student's performance are sent to parents. This information can be used to assist parents and the student's teacher in meeting the child's individual learning needs. At the state level, the results provide valuable data regarding student achievement levels as correlated to the Montana Standards. This is part of the process in assessing Montana students and ensuring accountability of our education system.

DISTRICT TESTING

MAP (Measures of Academic Progress)

MAP testing includes the administration of MPG (MAP for Primary Grades) K-2 for reading & math, for students in grades 3-11 in the areas of reading, math, and language arts and science for grades 4, 8 & 10. These unique measures are administered using a *Computer Adaptive Test*. Students take the tests on the computer and receive immediate feedback with their results displayed on the screen. The tests are given in August, January and May in order to measure growth in achievement relative to district curriculum.

SPECIAL PROGRAMS

Special programs provided by the Colstrip Schools are varied and include:

Special Education - The district provides special education services on an individualized basis to students with disabilities. Identification for special education programs is provided by an Evaluation Team and individual programs are designed by IEP teams.

Speech, Language and Hearing - A speech therapist and speech aides are available in each building to help children who need additional help with articulation problems, language disorders, and auditory skills.

School Psychologist - A psychologist provides testing for students who require such services.

Guidance Counselors - Most of what takes place in the school involves feelings, attitudes, and social skills. Therefore, District #19 provides guidance counselors in each building. Services available to students include vocational counseling, vocational and occupational orientation, and educational counseling.

GT- A gifted and talented program is available to provide accelerated/enrichment programs for students at the elementary level (K-8). At the high school level, advanced honors and dual credit classes are offered to challenge students.

Title I - Targeted-assisted services are provided in grades K-12 to remediate achievement deficiencies in the areas of math, language arts, and reading.

Child Find Preschool Screening - Child Find screening is completed each year for children ages birth through 6 years. Any individual with educational concerns regarding children 6-21 years of age should contact Debi Smith at 748-4699 ext. 1341 anytime to discuss the need for an individual screening.

Home-School Liaison - The home-school coordinator serves as a liaison between the school, home and outside agencies when needed to help with communication.

ABBREVIATIONS USED IN THIS CALENDAR

CHS or HS
FBMS or MS
PBES

Colstrip High School
Frank Brattin Middle School
Pine Butte Elementary School

FB Football
GBB Girl's Basketball
BBB Boy's Basketball
CC Cross Country
WR Wrestling
VB Girl's Volleyball
SB Girl's Softball
Cheer Cheerleading
SP&DR Speech and Drama
TR Track
GF Golf

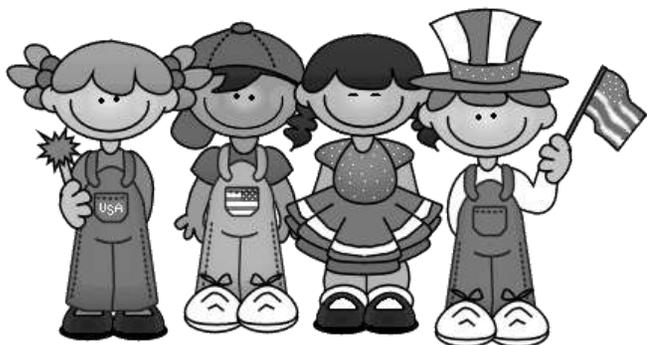
CFA Colstrip Faculty Association
(Teachers)
CCA Colstrip Classified Association
(Non-certified Support Staff)
MHSA Montana High School Association
ACT College Board Exams
SAT College Board Exams
AUD Auditorium

PIR Pupil Instruction Related Day (No school for students)
NJHS National Junior Honor Society (FBMS)
NHS National Honor Society (CHS)

PLEDGE OF ALLEGIANCE

Students of Colstrip Public Schools will recite the pledge of allegiance to the flag of the United States of America at the beginning of each school day (for students in grades K-6) or each school week (for students in grades 7-12). Any student or teacher who, for any reason, objects to participating in the pledge will be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

Montana Codes Annotated, 20-7-133



Infinite Campus is the student information system that is used to keep track of grades, attendance, and demographic data for students.

Parents may access information about their students through the Internet using a secure password. These passwords are issued to parents when school begins. Passwords do not change from year to year.

To log on, go to:

<https://mtdecloud2.infinitecampus.org/campus/colstrip.jsp>

If you have not set up an account, you will be required to do so using the username and password provided by your student's school. If you have an account, use that login information (*click "Having Trouble Signing?"* If you cannot remember your username or password once logged in, you can check attendance, current grades, teacher comments, and the lunch account balance.

If you have trouble logging on, call 748-4699, ext. 3421

Make Dust or Eat Dust!



olstrip Public Schools