Florence-Carlton Elementary School Handbook 2026-27

FORWARD

The staff of Florence-Carlton Elementary School extends a welcome to you for the 2026-2027 school year. This booklet was written for you. It contains answers to many of the most frequently asked questions. It also contains some of the policies and procedures that govern Florence-Carlton Elementary School. A copy of the Board Policy is available on our website FCS Website and in the District Office.

We suggest you read through this booklet, acquaint yourself with its contents, and keep it handy for reference throughout the school year. The information in this booklet will be supplemented from time to time by notices, memos, announcements, and newsletters.

We hope you find the handbook helpful.

Christine Hulla, K-5 Principal

SUPERINTENDENT'S MESSAGE

Welcome to Florence-Carlton 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 card 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.

Todd Fisk, Superintendent

BOARD OF TRUSTEES 2026-2027

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Bobbie Ketelhut, Chair
Ben Crocker, Vice-Chair
James Kennedy, Trustee
Virginia Mahn, Trustee
Sarah Brucker, Trustee

AMERICANS WITH DISABILITIES ACT

The Florence-Carlton School District #15-6 does not discriminate on the basis of disability in admission to, access to, treatment in (of), or employment in its programs and activities. The Americans with Disabilities Act Coordinator for the district is Todd Fiske. To contact the coordinator for information or to file a grievance, please come to the Florence-Carlton School or call 273-6751.

The Florence-Carlton School District complies with Title IX regulations and does not discriminate in education on the basis of race, color, national origin, sex or handicap. For further information or to file a grievance, please contact the Title IX coordinator, Sheree' Jenkins, at 273-6751.

RELEASE OF DIRECTORY INFORMATION

Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I will notify the office of directory information listed above that I wish the District to withhold about my child.

Privacy Matters – Photographs and Social Media

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

NOTICE OF NON-DISCRIMINATION

The Florence-Carlton School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Name - Sheree Jenkins - Title IX Coordinator
Address - 5602 Old Hwy 93- Florence, MT 59833
Telephone Number - (406) 273-6751 ext 3300

FLORENCE-CARLTON SCHOOL
QUICK REFERENCE

Notification of Absences: fcsattendance@florence.k12.mt.us
Elementary Office: 273-6741
Majestic Bus Service: 273-3346

Florence-Carlton Elementary School utilizes the framework of MTSS (Multi-Tiered System of Support). MTSS assists educators, parents, and other community members in developing the attitudes, skills, and systems necessary to ensure that each student, regardless of ability, leaves public education and enters the community with social and academic competence.

Belief Statements

- All students should be taught all the skills necessary for success: academic, social, emotional, and behavioral.
- Schools are places where students can learn and practice positive interpersonal, cross-cultural, and citizenship skills.
- A caring school climate and positive relationships between students and staff are critical to student success and provide an environment where academics flourish.
- Schools are places where youth have access to many significant adults to help them feel collectively and individually valued.
- Schools and communities must work together to meet the diverse needs of students and honor the traditions and contributions of both family and community members.
- All students are entitled to be treated with dignity and respect.
- Successful schools gather and use a variety of information to improve teaching and learning.
- Effective use of a team approach involving all school staff working together provides a consistency which enhances student success.

- Positive, proactive and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred and violence—filled with a concern for justice and fairness.

MTSS is a proactive approach in creating behavioral supports and a social culture that establishes social, emotional, and academic success for all students.
We use the Response to Intervention (RTI) model which is a 3-tiered system of support and a problem-solving process to assist schools in meeting the needs of and effectively education all students. RTI is a problem-solving process that provides direct instruction and interventions to struggling learners.

Students are expected to:

Be Safe
Be Responsible
Be Respectful and Kind

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I. FLORENCE-CARLTON SCHOOL MISSION STATEMENT

Florence-Carlton parents, school and community will provide a safe, respectful environment that strives to prepare all students to become responsible, lifelong learners by empowering them with the integrity, knowledge and skills to contribute to a changing world.

II. FLORENCE-CARLTON ELEMENTARY STAFF

Kellie Jones	Kindergarten
Haylee Cannon	Kindergarten
Holly Pickering	Kindergarten
Jamie Beierle	First Grade
Caitlyn Laasch	First Grade
Karla Crawford	First/Second Grade Combo
Tami Meinhold	Second Grade
Melissa Oakland	Second Grade
Morgan Montiero	Third Grade
Deanna DiBrito	Third Grade
Emily Thompson/Jaidyn Larson	Third Grade
Merissa Mazur	Fourth Grade
Sara Kiffe	Fourth Grade
Morgan Loya	Fourth Grade
Beth Fite	Fifth Grade
Amy Miller	Fifth Grade
Debra Dixon	Fifth Grade
Larissa Kennedy	Special Education Services
Judie Fisher	Special Education Services
Amber Dobb	Enrichment/ 3-5 Title I
Taylor Cassidy	3-5 Title 1
Cara Lightfield	K-2 Title I
Lisa Brager	Physical Education
Charlene Brett	Music
Julia White	STEAM
Jackie McCann	Library Media
Julie Shepp	School Nurse
Moe Chapman (Miss Moe)	K-5 Counselor
Cami Hildebrand	School Psychologist
Kristine Boehm	Speech Pathologist
Jacqueline Rocco	Secretary
Julie Fiske	Special Education Secretary
Cassie Kopsa (SRO)	School Resource Officer
Christine Hulla	K-5 Principal

PARAPROFESSIONALS:

Marie Henton	Special Education
Dierdra Hertig	Special Education
Diana Yang	Special Education
Chris Spokas	Special Education
Helen Kropp	Special Education
Heather Meigs	Special Education

Rene' Glenney	Special Education
Stephanie Easley	Playground Supervisor/TA
Alicia Anderson	Playground Supervisor/TA
Jessie Kinnaman	Playground Supervisor/TA
Robin Mallow	Playground Supervisor/TA

III. PARENT-SCHOOL COMMUNICATIONS

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: District staff, the students' parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed including to discuss homework, attendance, and discipline.To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406-273-6741 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the District Office.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.

Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

PROTECTION OF STUDENT RIGHTS

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation that does not require the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a postsecondary institution. Parents have the right to opt their student in to a survey or data collection that requires the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a postsecondary institution.

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 federally-funded 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.

UNIFORM GRIEVANCE PROCEDURE

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal constitution, State or Federal statute, or Board policy. Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website (Florence-Carlton Website) or any District or school office or by contacting the Title IX Coordinator.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal shall turn the complaint over to the Nondiscrimination Coordinator who shall

investigate the complaint. The District has appointed a Nondiscrimination Coordinator to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from level two, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent
Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal. The parties shall be afforded the opportunity to either dispute or concur with the Principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy making
body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board
Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed with the period provided by law.

Level 5: County Superintendent
If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

Title IX Grievance Procedure

The Florence Carlton School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sex-based harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

> In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an

employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of benefits or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Sheree' Jenkins
5602 Old Hwy 93, Florence, MT 59833
(406) 273-6751 ext. 3300
jenkinss@florence.k12.mt.us

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website www.florencecarlton.org or any District or school office or by contacting the Title IX Coordinator.

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging sex discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

Formal Complaints

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still investigate to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present an argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless

of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District may take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.

Section 504 and ADA Grievance Procedure

The Florence Carlton School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

> Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompasses both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to the Superintendent, Mr. Brian Rayburn.

Section 504 and ADA Coordinator

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Moe Chapman
Elementary School Counselor
5602 Old Hwy 93 Florence, MT 59833
(406) 273-6751
chapmanm@florence.k12.mt.us

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504/ADA Coordinator within 30 days of the incident(s) giving

rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still investigate to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present an argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District may take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504/ADA Coordinator if he or she believes that he or she is being retaliated against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Families in Transition (FIT) Program

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services (regardless if in a Title I school), all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

FIT liaison:
Kari Neal
5602 Old Highway 93Florence MT 59833
(406) 273-0587 ext 4421
nealk@florence.k12.mt.us

The liaison assists families with immediate school enrollment for eligible students (regardless of missing immunization or academic records), arranges for busing or transportation assistance, and refers students for Title I services for those in grades K-8.

Eligibility according to the McKinney-Vento Act The term "homeless children and youth" refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

• Living in an emergency shelter, domestic violence shelter, or transitional housing.

• Living in a motel, hotel, trailer park, or campground due to economic hardship; • Abandoned in a hospital;
• Awaiting foster care placement;
• Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
• Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
• NOT living with a parent or legal guardian; is an unaccompanied youth living in a situation that meets one of the definitions listed above or due to extreme conflict, unsafe or unsupportive living conditions.

NOTES AND BULLETINS:

Throughout the year important information is sent home by means of the Falcon View that is mailed to all Florence postal Patrons. Information will also be sent by a monthly newsletter, or notes and bulletins sent by the Elementary School or your child's teacher, and on the welcome page on the school website. Most teachers also make use of the school website.

1. Encourage your child to be responsible for delivery of messages from school.
2. Take time to read the notes, bulletins, and monthly newsletters.
3. Notes brought to school by your child are to be given to the classroom teacher. Remember to notify the school of any upcoming absences (doctor's appointments, vacations, moves, etc.) at least three days in advance.
4. The school website address is www.florence.k12.mt.us
5. If you attempt to contact staff through e-mail and do not get a response, please call the school. For safety reasons, there is a strong SPAM filter and your email may not have gotten through.

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, however, may make an exception if the parent personally 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

Bus service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Majestic Bus Service 273-3346. Parents must register students before they are permitted to ride the bus.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Occasionally, there is room to accommodate a rider not assigned to a given bus route to go with a friend, scouts, a party, etc. A student must present a note to the bus driver. This note must contain written permission from the parent, and a phone number to reach the parent as well as the name and phone number of the destination.

If there is no space on the bus available, the parent will be responsible to provide transportation for the child. The circumstances of availability change daily and parents should not assume that there will be room available. Because room is often NOT available, this practice is to be discouraged.

An attempt will be made to accommodate children and their daycare needs. It will be the responsibility of the daycare to request such accommodation. If there is space available on the routes affected, the District may re-assign the child(ren) to a route specific to the daycare. The change may not occur until this reassignment has been approved by the District. This request must be made annually so the District can adequately assess availability on the routes.

**See Appendix B for specific bus rules and policy. The bus rules have changed significantly so please review these rules.

TELEPHONE USE:

1. A school telephone is available; however, the students are not encouraged to use it unless absolutely necessary. For example, students are not allowed to use the phone to arrange after school visits by friends, etc. Students must have a pass from their classroom teacher before they may use the office phone.
2. In emergencies, school personnel will contact you.
3. Cell phones and Smart Watches may only be used before and after school. Devices must be stored in a locker or backpack and be turned off. Please refer to Board Policy 3630.

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are scheduled during November and February. Informal conferences with your child's teacher may also be scheduled at any other time you or the teacher feel a need.

STUDENT RECORDS

In accordance with policy 3600, the district will maintain two sets of school records for each student, a permanent record and a cumulative record. The permanent record shall include:

1. Basic identifying information
2. Academic transcripts
3. Attendance record
4. Accident and health reports

The cumulative record may include:

1. Intelligence and aptitude scores
2. Psychological reports
3. Achievement test results
4. Participation in extracurricular activities
5. Honors and awards
6. Teacher anecdotal records
7. Special education files
8. Verified reports or information from non-educational persons
9. Information pertaining to release of this record
10. Disciplinary information

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with the Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline does not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.

- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- The District will grant access to or release information from any student record as specifically required by federal or state statute.

- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.

- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.

- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

REPORT CARDS:

Report cards are sent home at Trimeste for grades K-5. If there is a serious problem or concern, you may be notified earlier. Grade 3-5 teachers also post mid-trimester "progress reports" to parents of children who are experiencing difficulty in one or more subjects.

Kindergarten through second grades use a grading system in which **S** stands for "satisfactory" and **N** stands for "needs improvement" and 3-0 for academic. Third through fifth grades use letter grades (A, B,C,D,F) in academic subjects.

PARENTS' ORGANIZATION:

Florence-Carlton Schools are the beneficiaries of the most dynamic and active parents' organization in the Missoula-Bitterroot Valley area. The organization is FCPO, which stands for Florence-Carlton Parents Organization.

FCPO sponsors a wide variety of events and activities throughout the year, including Track and Field Day, and school fund-raising. FCPO volunteers also provide vital services for the school. Florence-Carlton Schools benefit from donations from FCPO to fund special events, supplement teachers' classroom budgets, and playgrounds. Meetings are usually held the 2nd Monday of each month, at 6:00 p.m. FCPO general meetings also are an important source of information about recent school developments.

VISITING YOUR CHILD AT SCHOOL:

We urge each parent to visit their children in school at least once during the school year. A visit, planned with the aid of the following suggestions, will be beneficial to you and helpful to your child.

1. Because of our concern for children's safety, **we require that all visitors first report to the office to**

register and receive a visitor pass. You must show a driver's license or valid form of ID.

2. Arrangements should be made with the classroom teacher in advance to visit the class, especially where there is a desire to see a particular type of work.
3. Visits should be planned so that they are made before recess or before lunch and not too close to dismissal time. Several short visits have more value than a one-half or full day observation.

HOMEWORK:

The Board of Trustees recognizes that homework has a beneficial effect on student performance. The following guidelines have helped the staff in making homework assignments:

1. Homework assignments should be an extension of classwork rather than an introduction of a concept. "Busy Work" assignments should be avoided.
2. Homework assignments should be designed such that the students will experience a high rate of success in completing the assigned work independently.
3. Homework may be used in all grades and subjects K-5.
4. Small amounts of homework may be assigned as frequently as two to three times per week.
5. All homework will be corrected/checked and returned to the student as quickly as possible.
6. Teachers must hold their students accountable for their homework assignments.

The Board further recognizes that successful completion of homework assignments can be greatly enhanced with parental help. It is therefore recommended that parents establish proper conditions in the home. Conditions such as a quiet place, a set time, incentives/rewards, and appropriate materials are very important for successful completion of homework assignments.

KINDERGARTEN:

We are pleased to offer parents the option of half-day kindergarten or all-day. Students who are enrolled in half-day will be dismissed at 11:40 A.M. All-day kindergarten students are dismissed at 3:45 P.M.

We understand that there may be circumstances that arise where a parent would like to make a change to all-day or half-day. To keep with the continuity of the program, changes will only be made during the first three weeks of school and at the semester

Half-day kindergarten students may attend all day for special events such as field trips or as approved by the principal.

IV. SCHEDULES AND ATTENDANCE POLICY

Daily Time: Monday -Thursday

7:45	Teachers in classroom
8:00	K-5 bell
Recess 9:45 - 10:00	Grades 2-3
Recess 10:05 - 10:20	Grades K-1

Lunch Schedule

11:45 - 12:35	Kindergarten
11:55 - 12:45	1st grade
12:00 - 12:45	2nd grade
12:05 - 12:45	3rd grade
12:10 - 12:50	4th grade
12:15 - 12:55	5th grade
Recess 1:45 - 2:00	Grades K-1
Recess 2:05 - 2:20	Grades 2-3
Recess 2:25 - 2:40	Grades 4-5

3:45	Dismissal for Grades K-3
3:47	Dismissal for Grades 4-5

STUDENT ARRIVALS AND DEPARTURES:

FCS utilizes the four-day school week. Students attend Monday through Thursday. The school day consists of approximately seven hours of classroom instruction plus time for recess and lunch. There will not usually be school on Fridays. The exception will be make-up days for school closures or Friday School for behavioral or academic reasons.

Children who arrive before the bell are to remain on the playground until school begins. Please do not send your child to school before 7:35 A.M. because there is no playground supervision until then, and doors to the school are locked until 7:35.

Children arriving late must have a signed note explaining the reason for their tardy. Parents must sign students out and, if they return to school, sign back in on a log which is kept by the school secretary.

When an emergency situation arises, which might cause closure of the school, an announcement will be made over local media stations and School Messenger phone service by 7:00 A.M. If school is in session and an emergency closure is anticipated, an announcement will be made about one hour before students are dismissed.

ATTENDANCE POLICY FOR GRADES K-5:

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a non-public or home school to enroll part-time at the parent's request.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.

- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3120 or 3122.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assignments by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The necessity for regular attendance is based on the following considerations:

1. One goal of public education is to build character traits such as self-discipline, personal responsibility, dependability, punctuality, honesty, personal integrity, and appreciation for the rights of others.
2. State law requires regular school attendance, as mandated in Montana Codes 20-5-102, 20-5-103,

20-5-106, and 20-5-107.

3. Direct instruction, received in the classroom, has greater value than self-directed, makeup work.
4. The preparation and correcting of makeup work places an extra burden on the professional staff, who could better spend this time preparing lessons for all the students under their charge.
5. Attendance Policy 3110, 3120, 3122, 3123.

OUT OF DISTRICT ATTENDANCE POLICY

Students not residing within the boundaries of the Florence-Carlton School District may apply for acceptance per Board Policy 3141. Parents must provide all required documentation in order to be considered. Parents must reapply each year no later than June 15th. District administration will utilize these areas as consideration for renewing a student's out of district status for the ensuing year:

Student Attendance: 10% + absence rate for the school year or excessive tardiness;
Student Behavior: Principal will consider the referrals on an individual basis (to include major and minor infractions);
Student Grades: 2 or more failing grades. Principal may consider grades, GPA, subject areas and work ethic;
Parental Involvement: establishing a working/supportive relationship to help provide a remedy to the concerns listed above.
In good standing: with the recently attended school(s) in terms of academics, conduct, and attendance: and have no criminal record.

Students seeking out of district approval or have missed the deadline MUST arrange a meeting with the building principal for initial approval or denial. Students may NOT attend school if application has been denied until the School Board hears the appeal (generally, next regularly scheduled board meeting).

The building principal will communicate with the parent/guardian out of district denial. Generally correspondence via email, phone and/ or school letter. Principals will work to ensure denied enrollment is presented near the end of the academic school year.

NOTIFICATION OF ABSENCES:

When a student is absent from school, the parent/guardian must call the school secretary (273-6741) any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's day if enrolled on a part-time basis.. Parents may also email to fcsattendance@florence.k12.mt.us If the parent/guardian does not call, the District personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her return to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

As part of our Child Watch Program, the school will investigate all absences not reported by parents.

TYPES OF EXCUSED ABSENCES
Excused absences under the law are: illness, injury, bereavement, parent request due to instruction regarding human sexuality, and parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.

Human Sexuality or Identity Instruction Absence

A student may be withdrawn or absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for human sexuality instruction. Human sexuality instruction is instruction that has the goal or purpose of studying, exploring, or informing students about intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities. These absences do not count toward the student's discretionary 10-day total.

Written consent from the parent or legal guardian is required prior to any student attending identity instruction. Identity instruction is instruction that has the goal or purpose of studying, exploring, or informing students about gender identity, gender expression, or sexual orientation. A student is excused from not attending identity instruction unless the student's parent/guardian provided written consent for the student to be in attendance prior to the instruction.

The District will provide parents/guardians with at least five (5) school days' notice (but not more than 14 school days notice) before human sexuality or identity instruction is scheduled to occur.

CHILD WATCH PROGRAM:

Florence-Carlton Elementary School participates in the Child Watch Program. The Child Watch Program was designed to prevent the abduction of children and also other forms of child abuse by providing early warning of such abductions to the parents and law enforcement authorities.

Under this program, parents should call the elementary school secretary each day their child is sick or otherwise unable to attend school. Absences, arranged with prior notification, need not be reported unless absences beyond those that were originally reported occur.

SANCTIONS AND PROCEDURES FOR EXCESS ABSENCES:

If any student acquires more than 7 charged absences at any time during the semester, the elementary school secretary will notify the student's parents by mail. Within three days, the student's parents must contact their child's teacher and the school principal. Within seven days of notification, the parents, the principal, and the student's teacher will confer and formulate a plan for preventing future charged absences. If a mutually acceptable plan is not reached or if the absenteeism continues, the problem will be considered by an attendance committee composed of the principal, the student's teacher(s), the attendance officers and, if requested, the school guidance counselor. If child abuse or neglect is the suspected cause of the student's absences, a member of the Ravalli or Missoula County Child Protection Team will be invited to attend the meeting of this committee. The committee will meet with the student's parents at a time that is reasonably convenient to all parties involved.

If the parents do not choose to attend the meeting of the attendance committee or if the absenteeism problem is not resolved to the principal's satisfaction, the principal shall place the student on probation for the following ninety school days (which may run into the following school year). If during this probationary period the student is absent three full or partial days, the student will be considered a habitual truant. After notifying the student's parents, the attendance officer shall then initiate a complaint against the student's parents in a court of competent jurisdiction as authorized in section 20-5-106 of the Montana Code.

Those students who miss 7 or more days of school during the course of the semester and who demonstrate significantly substandard academic performance may be considered for retention in the same grade for the following school year.

SUSPENSION OF ATTENDANCE POLICY:

The provisions of the absenteeism policy may be suspended for specified periods of time by the Board of Trustees upon recommendation of the Superintendent. Such suspensions would be made in the event of epidemics of debilitating diseases such as the flu or in the event of natural calamities (snowfall, floods, etc.) that cause a large number of unavoidable absences. An epidemic may be defined by a daily absentee rate of fifteen percent or higher that can be reasonably attributed to a disease agent or natural calamity.

EXTRACURRICULAR ACTIVITIES:

A student participating in an elementary school sponsored event is not considered absent from school; however, this exemption does not extend to elementary students attending junior or senior high school

sponsored extracurricular activities.

Students who attend out-of-town extracurricular events as spectators may do so with parental permission and supervision, but these absences will be charged against their 7 allowed absences. Any exceptions to this rule will be at the discretion of the administration.

MAKEUP WORK:

Parents are encouraged to make appointments for students outside of regular school hours. Many assignments are difficult to make-up without teacher instruction. All tests and assignments missed because of absenteeism or tardiness must be completed. Those students who know ahead of time that they will be absent must have their parents notify the office and attempt to collect the relevant makeup assignments. For extended absences for which parents have reasonable foreknowledge, teachers should be allowed at least three days to prepare student assignments and makeup work. In the case of family vacations or hunting trips, the teacher, with the approval of the principal, may require that the missed work be completed before the scheduled absence from school.

For each day absent, students will be allowed one day to turn in makeup work. For longer absences, a reasonable period of time will be allowed (the reasonableness of which will be determined by the student's teacher).

LEAVING SCHOOL EARLY:

If a student plans to leave school for any reason, he/she must obtain permission from his/her teacher and the principal or his/her designee such as the school secretary. Permission may be secured by a signed note from the student's parent or legal guardian or by the student's parent (legal guardian or other adult designated by the parent or guardian) taking the student from school. Students will not be allowed to leave school on the basis of phone calls, and signed notes may be checked out by a phone call by the principal or his/her designee. Even though a student has written permission to leave school, he/she may be denied this privilege if the principal or his/her designee determines that the student's leave-taking poses unacceptable risks to his/her health and safety. Furthermore, all adults may be asked to provide proof of their relationship to the child who they are removing from school.

All children leaving school early and all parents removing children from school shall sign out when they leave and sign in if they return to school on the same day. A log for this purpose will be kept in the school secretary's office. The child and/or parent's name, the date, time, and the purpose will be recorded in this log.

If a student becomes ill or is injured during school hours, the school secretary or school nurse will be informed as soon as possible. If illness or injury prevents the student from working on school assignments, his/her parents will be contacted by the school secretary, and the parents may be asked to remove their child from school.

If a student leaves the school or school grounds without the knowledge of his/her teacher and without the permission of the principal or his/her designee, that student will be regarded as a truant, and the proper authorities will be notified.

Students will be released, with a parental request in writing, for the purpose of receiving religious instruction.

TARDINESS:

A student who arrives after the beginning of the school day will report to the office, notify the school secretary and sign in the log. The school secretary then will record on the daily roll that this student is tardy. If the student is more than an hour late, it will be considered a half day absence.

Persistent tardiness will result in consequences determined by the Principal. This may include attending school on Fridays.

DUTIES AND SANCTIONS OF PUPILS:

The Florence-Carlton School Board has adopted the following paragraphs directly from Section 20-5-201 of the School Laws of Montana. They should be read, understood, and followed by any student attending the Florence-Carlton School. Refer to policies 3300-3340 for specific information.

Any pupil shall:

1. Comply with the policies of the trustees and the rules and regulations of the school which he/she attends.
2. Pursue the required course of instruction.
3. Submit to the authority of the teachers, principal, and district superintendent, and,
4. Be subject to the control and authority of the teachers, principal, and district superintendent while he/she is in school or on school premises and on his/her way to and from school or during his/her intermission or recess.

Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or books belonging to the district or harms or threatens to harm another person or his/her property, shall be liable for discipline, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property as defined above, his/her parent shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage.

V. STUDENT CONDUCT AND DISCIPLINE

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.

REWARDS:

Positive communication with parents. Special activities and/or duties requiring trust and responsibility. Do the Right Thing drawing, and SOAR awards.

STUDENT DISCIPLINE

PROGRESSIVE DISCIPLINE PLAN

CONSEQUENCES FOR MINOR OFFENSES TO THE STUDENT CONDUCT CODE:

1. Warning and/or time out.
2. Loss of recess/privilege.
3. Parents contacted loss of two recesses/restitution
4. Parents contacted-phone call or discipline notice-after school detention.
5. Parents contacted-parent/teacher conference (phone, personal)-three days of after school detention or in-school suspension.

STUDENT DISCIPLINE:

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in

school, on the way to or from school, or during intermission or recess.

Code of Conduct

Disciplinary measures include, but are not limited to: expulsion, suspension, detention, loss of student privileges, clean-up duty, loss of bus privileges, notification to juvenile authorities and/or police, restitution for damages to school property.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct in accordance with policies 3225, 3226, 3310 and 3311, including but not limited to:

1. Harassment, hazing, intimidation, menacing, or bullying (including cyberbullying) by students, staff, or third parties as defined in policies 3225 and 3226, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the students used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.
2. Racial slurs or any offensive remark or action against another person because of race, religion, gender, age, handicap, personal attire, or grade placement.
3. Using, possessing, distributing, purchasing, or selling tobacco, alternative nicotine, marijuana products, or vapor products as defined in 16-11-302 MCA. marijuana products include but are not limited to edible products, ointments, tinctures,marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping)
4. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions, and are treated as though they had alcohol in their possession.
5. Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
6. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of policy 3311.
7. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon in violation of policy 3311.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
11. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
12. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
13. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
14. The habitual use of vulgarity, profanity or obscenity.
15. Sexual harassment.
16. Computer Security: Any student engaged in unauthorized activities on the computer network comes under the serious consequences part of the Discipline Policy in the Student Handbook. The student will lose computer privileges for an extended period of time depending on the severity of the action. The student will be held responsible for any financial restitution to the district for the time and equipment needed to restore the network.
17. Engaging in dishonesty in academic work, including but not limited to plagiarism, cheating, unauthorized use

of artificial intelligence applications to complete school work, submitting work generated by artificial intelligence as original work, or any other form of academic dishonesty.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Florence-Carlton 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 affects the climate or efficient operations of the school.

SEX-BASED HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sex-based 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

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 Policies 3210 and 3225 for additional information regarding the District's prohibition against discrimination and harassment.

Disciplinary measures

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.

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.

Detaining Students After School:
In accordance with policy 3312, a teacher or the principal may detain a student in the school building outside the regular school hours for reasonable academic or disciplinary reasons. Parents will be notified prior to a student serving an after-school detention. During the student's detention, he/she must be directly supervised by the school staff. Transporting the student to and from in-school detention will be the parents' responsibility.

Friday School:
Students may be assigned a period of time to serve on Fridays. Transportation will be the responsibility of the parent.

Suspension:
An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.
An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion
Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

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, including holding a manifestation determination meeting when necessary, as required by these Acts.

Searches and Seizures
To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

The principal shall verify and record the identity of the officer or other authority.

If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student. The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
In the event that a parent cannot be present or cannot be reached, the principal will observe the interview. Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.

Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

COMPUTER AND ELECTRONIC NETWORK USE

Computer Resources

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. Students must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the District's computer resources. *See* Appendices B (K-6) and C (7-12) for the forms. In compliance with policy 3612P, use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Computer Usage:

See Board Policy 3612 P for specific examples

Students utilizing District provided Internet access must first have the permission of parents and must be supervised by the District's professional staff. Students utilizing school provided Internet access are responsible for good behavior online, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District may provide filtering software for computers accessing the Internet.

The purpose of District provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Computers and other technologies are provided to students for learning experiences and for use in the completion of assignments. All students must sign an Acceptable Use Policy form before receiving their network password. This password allows a great deal of freedom to all that computers provide. It is the student's responsibility to use good judgment in using these services and software. Students who use computers inappropriately will have their network passwords removed and all network access will be denied. Further discipline may be applied if the student violates some portion of the general discipline policy.

Computers are for educational purposes only. Chat rooms are held by the educational establishment to have no educational purpose and will not be allowed. Any additional regulations regarding computer usage will be provided in classrooms. Any student engaged in unauthorized activities on the computer network will be referred for disciplinary action. The student will lose computer privileges for an extended period of time depending upon the severity of the action. The student will be held responsible for any financial restitution to

the District for the time and equipment needed to restore the network. Network use will be monitored. Each student should be familiar with the expectations of the Acceptable Usage Policy that he/she signed.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and building principals shall monitor student Internet access.

VIDEOTAPING OF STUDENTS

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students may be videoed at events and practices open to the public, including but not limited to public performances, dress rehearsals, athletic practices open to the public, and athletic competitions. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recording from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is included in Appendix E.

STUDENT CONDUCT ON BUSES

A copy of the rules of conduct for students riding buses is found in Appendix B. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Students are required to bring a note from their parents in order to get off of the bus at a bus stop different from the one they would normally use, or to ride a bus that is different from the one they would normally ride.

Per Policy 8124, if a bus is equipped with seat belts, all students are expected to wear the seat belt available in their seat from the time they sit down on the bus to the time they stand up to depart the bus at their assigned stop. The bus driver is authorized to enforce this rule and report any violations of the rule to the building principal for discipline in accordance with the general student code of conduct and this policy (Refusal to use

seatbelts in a legal and safe manner will be subject to discipline; up to and including removal from bus privileges). Drivers will announce prior to the bus leaving that each passenger needs to be in their assigned seat and seat belts fastened.
Notification of the presence of seat belts and this rule will be placed on the bus and provided to parents.

POSSESSION OF WEAPONS:

In accordance with the provisions of the Gun-Free Schools Act and policy 3311, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district superintendent.

Possession of Weapons other than Firearms Board Policy 3311

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "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 air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chuks (also known as nun chucks); 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 nonfunctional, lookalike 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 a use will be treated as the possession and use of a weapon.

SCHOOL DRESS REGULATIONS:

1. The School District reserves the right to stipulate the uniform or garb that shall be worn at special events or when students represent that school at community or sporting events.

2. Students will be expected to dress in neat, clean and school appropriate attire when attending school. Parents are asked to help enforce the school's dress regulations, but the Elementary School Principal reserves the right to make the final decision whether or not any student's dress is fitting and proper. The dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Appropriate school dress prepares students for the world of work and helps to keep the focus of school on learning.

   a Students should not dress in any attire which has a disruptive influence on learning or which poses a safety or health hazard (for example, shirts with offensive or suggestive sayings and shoes with cleats or Heelies). Flip-flops are discouraged for safety reasons.
   b. Dresses, skirts and shorts should be of sufficient length to be appropriate for classroom settings. A general rule of thumb will be: minimum length should be approximately the ends of the fingers, while standing with arms relaxed at sides.
   c. Students must wear shoes.
   d. Abbreviated or scanty clothing is not acceptable. Half shirts (exposed midriffs), tube tops, halter tops, and spaghetti straps are not allowed. Straps need to be at least 1" wide. Sleeveless and modest tank tops are acceptable.
   e. On cold or rainy days, parents are urged to dress their children to withstand the rigors of recess on the playground (see the "Rainy and Cold Weather Days" section). On these days, dress your children for function not fashion.

3. The Elementary Principal may call parents and request that they bring clothing to replace that which is found to be in violation of the regulations above. Children who come to school in clothing, makeup or

footwear that is in violation of the above regulations, may be held in-school suspension or may be sent home until the problem is corrected.

BICYCLES:

If bicycles are ridden to school, they must be parked in the bicycle racks. Please purchase a lock and chain and urge your children to lock their bikes to the bicycle rack. We are not responsible for stolen or damaged bicycles. Students will follow all bicycle safety expectations. Students are expected to walk their bikes on the sidewalks and the blacktop in front of the Primary Building.

Bicycles may not be ridden during school hours and are not to be ridden on the blacktop or bus lane area. Elementary students are not allowed to bring motorbikes, three wheelers, four wheelers, or any other motorized vehicles to school. Skateboards, roller blades and Heelies are also not allowed.

LIBRARY MEDIA:

The Florence-Carlton School library media center consists of a collection of over 16,000 titles and serves students in kindergarten through twelfth grade. The catalog to the collection may be accessed from the Florence-Carlton School website.

Students in Kindergarten through 5th grade will visit the library media center a minimum of once a week. Students are encouraged to borrow library materials, take them home, enjoy them, and return them each week. Students with lost or damaged library materials will be asked to reimburse the library for the cost of the lost materials. Students will be notified once a month of overdue materials.

CELL PHONES:

The possession and use of cellular phones and other electronic signaling devices (Apple/Smart watches) on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. Texting your child during the school day is a disruption to their learning and that of others. If you need to get a message to a student during school hours, please call 273-6741 and a message will be delivered to your child.

For safety reasons, students are permitted to have cell phones at school. However, in accordance with policy 3630, cell phones are only allowed before and after the outlined school day. During the school day, all devices must be turned off and stored in the student's locker or backpack. The school is not responsible for lost or stolen cell phones/smart watches.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person
shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is

denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

ELECTRONIC DEVICES:

Students are not allowed to bring electronic devices such as MP3 players, iPods, iPads, gaming devices, or any similar devices to school without prior permission from the Elementary Principal. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

I-Pods and MP3 types of players will be allowed at teacher discretion. Classroom rules will clearly state whether or not these items are allowed. At no time will these items be allowed to be used while a student is taking a test! **Use of these items or cell phones during a test will be grounds for a student's test being taken by the teacher and a zero given for that test.**

TOYS & TRADING CARDS:

There are times when students may bring toys or special items for SHARE or to use during recess. The school is not responsible for lost or stolen items, valuables should not be brought to school. Due to the inability to monitor and supervise the trading of cards, all trading cards should be left at home unless specific arrangements have been made with the teacher or Principal. NO TRADING or SELLING at school.

VI. MISCELLANEOUS

ABUSED AND NEGLECTED CHILD REPORTING:

As required by State Law, a district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Family Services. The employee shall notify the Superintendent or Principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent or Principal.

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of a civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the Principal at least one week prior to the requested distribution.

HOT LUNCH, BREAKFAST, AND MILK PROGRAMS:

Florence-Carlton School has a food service program for all students K-12 grades. Parents may send a check or cash to school to put on their child's account. Students may purchase milk from their account.

K-12 Breakfast: $2.75
K-5 Lunch $3.75
Grades 6-12 $4.00
Second Breakfast $2.25
Second Lunch $3.25
Adult Breakfast $3.25
Adult Lunch $5.25
Lunch Side Main Dish $2.00
Uncrustable $1.25
Milk $.75 (one milk is included with meal purchase)

Applications for Free/Reduced meals are available in the office and on the school website.

Breakfast is served from 7:35 a.m. – 7:55 a.m.

In order for a smooth-running, successful lunch program, good behavior and manners are expected. The following policies and procedures are needed to ensure an orderly, calm lunch period for all:

- Students are to follow the directions of the adults while standing in line and in the lunchroom.
- Students are to sit in the marked seats set up by grade.
- Students must ask for permission to get up from the table or wait for their card to be pulled.
- Students are to clean up after themselves.
- Students may speak to one another using a quiet tone of voice.
- Students are to use proper table manners.
- Students are to remain seated until their table is called.

Please refer to Policies 2510 and 8205 for additional information regarding the District's wellness program and its meal charging policy.

SNACKS DURING SCHOOL

Students are encouraged to have snacks during recess and break time. Snacks should be healthy (no candy or soda) and must be eaten in the classroom or designated area. Due to choking hazard, food and gum are not permitted on the playground. Some classes are designated NUT FREE, please check with your child's teacher before sending a snack or lunch with nuts.

FUNDRAISING;

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Activities Director at least 14 days before the event.

Except as approved by the Superintendent, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

VENDING MACHINES:

Elementary students are not allowed to buy pop, candy, or any other items from any vending machines. This rule applies before, during, and immediately after school hours.

SCHOOL PARTIES:

If you have a religious objection to these observances, please contact your child's teacher and make special arrangements. If the parent chooses to remove their child from school while these observances take place, the child's absence shall be considered an uncharged, excused absence. (see Elementary School Attendance Policy).

MONEY AND PERSONAL PROPERTY:

The care and safekeeping of money, or other personal property which a student brings to school, is the responsibility of that student. If your child brings money to school to buy milk or lunch tickets, remind him/her to pay for lunch or milk before school begins or immediately thereafter. The school discourages children from bringing toys and valuables.

PETS:

Pets should not be brought to school. We have many students and staff with severe pet allergies, so, therefore, we do not allow students to bring their pets for Share. Service animals are not pets.

Even the friendliest dog can be a hazard on a playground of boisterous children. In such an exciting atmosphere, even the gentlest dog may nip, scratch, or tear clothes. Another problem is dogs stealing sack lunches that children leave outside the school building before school begins. **PLEASE KEEP YOUR PETS SECURED AT HOME!**

LOST AND FOUND:

The elementary school maintains an area for misplaced children's clothing and personal items. The Lost and Found is located in the hallway near the elementary office. Lost and Found items are regularly washed before being organized, so you may also check for items at the Learning Center.

Misplaced and unclaimed children's clothing is kept in the lost and found. Parents are encouraged to examine the bins when articles of their children's clothing are missing throughout the school year. At the end of each semester, unclaimed items are donated to charity.
Parents are urged to label coats, jackets and hats. Items that have names in them are returned to the student.

FEES, FINES, CHARGES:

Teachers often provide children with the opportunity to join or purchase from book clubs. Book club information is usually sent home with the child. It is left to the discretion of the parent whether to join the club and/or order books.

At the beginning of the school year, the classroom teacher will send home a list of supplies which each student will need to complete school work. Please replace these supplies periodically throughout the year. For example, most children will use a pencil every week. Therefore, sending a half dozen pencils to school every month is a reasonable precaution. Please mark all of your student's materials.

Each grade usually takes a field trip every year. It is school policy that a permission slip is secured from the parent before a child is allowed to take the trip. Money may be requested for meals, admissions, or other fees. Field trips are an extension of the classroom curriculum. Your child is encouraged to participate. If your child cannot attend, please consult with the teacher ahead of time to make arrangements.
One of the cardinal rules of Florence-Carlton School District is to respect school property and the property of others. When a pupil defaces or damages school property, his or her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or trustee and the proof of such damage. Students who damage or lose books or other printed matter belonging to the school will be assessed a replacement fee based on a depreciation schedule.

LOCKERS:

Some students are provided with lockers. These are the property of the school and may be inspected by school staff at any time. With teacher's permission students may secure their belongings with their own locks provided that a combination or spare key for each lock is in the possession of the child's teacher. School locks are available to check out from the MS Office. The lockers are made of laminate wood, so students may not use tape, glue or stickers on or in their lockers.

SCHOOL MOVIES:

From time to time teachers show movies to students as part of their curriculum, parties, or for rewards. Teachers carefully screen these movies for appropriateness, however, many movies today are rated PG. If you have concerns about your child viewing movies with a PG rating, please notify your child's teacher. The teacher will then make you aware of any PG movies that are shown so you may approve or disapprove of your child viewing the movie. At no time will students in grades K-4 view any movies rated PG-13.

VII. STUDENT HEALTH, SAFETY & WELL-BEING

ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of the District. Although theDistrict 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.

Drills: Fire, Lockdown, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

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 will be sent via Infinite Campus messaging system.

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.

RAINY AND COLD WEATHER DAYS:

Rainy days and cold weather pose a problem for Florence-Carlton Elementary School because at recess times we have neither the indoor space nor the personnel to meet our students' needs both for vigorous play and for protection from harsh weather. To provide both playtime and shelter from the weather demands cooperation among parents, teachers, students, and the principal.

The School District does not provide shelter or supervision for students who arrive at school before 8:00 A.M. Parents, therefore, should not send their children to school before that time except for school-sponsored events or classes. Parents whose work schedules require leaving their children at school before 7:40 A.M.

should contact the Elementary School Principal and make special arrangements for the care of their child.

If the weather is rainy or extremely cold at 7:40 A.M., students will be allowed into the MPR under the supervision of playground aides or teachers, until school begins.

During recess on rainy or bitterly cold days, students stay in their classrooms and play organized games under the supervision of their teachers; however, arranging indoor activities during lunch recess is difficult because neither the multipurpose room nor the gymnasium are available for active play under the supervision of playground assistants. Unless the weather is unusually harsh during lunch recess, students will be sent out to play under the supervision of playground assistants. Parents, therefore, are urged to dress their children in warm and water-repellent clothing on cold and wet weather mornings, and possibly send them with extra dry clothing.

HEALTH PROGRAM:

School health services are designed to remove or lessen the impact of handicaps which prevent children from realizing their potential. Each year, your child will be weighed, measured, and given a vision and hearing test. Fourth and sixth grade girls, fifth and seventh grade boys, and any referrals will be screened for scoliosis.

First aid will be given for minor injuries that occur at school. In case of serious injury or illness, parents will be notified immediately. It is essential that we have a reliable emergency phone number on file in the event that a parent cannot be reached.

Outbreaks of head lice are not uncommon among groups of school-age children. To combat this problem, the school sanctions a program in which parent volunteers periodically check all students for the presence of lice and their nits. If your children are found to be infected by these pests, you will be required to pick up and treat your children with a medical shampoo which can be obtained without a prescription. Your child will need to be checked out by the school nurse and must be nit free prior to returning to school.

School Nurse

School health services are available for minor injuries sustained at school. The school nurse will contact the parent in case of serious injury/illness. It is essential that the school nurse has up-to-date contact information on file, as well as emergency contacts if primary contact is not available. If a student is ill, please email fcsattendance@florence.k12.mt.us to excuse the student for the day.
It is the responsibility of parents to provide documentation for the required immunizations for the State of Montana. See immunizations below for more information.
It is the responsibility of parents to notify the school nurse of any changes in your child's health status so proper care can be administered if needed. Such changes include allergies and asthma.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student is exempt. The vaccines required for the State are Hemophilus influenzae Type B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and Varicella.

A student who transfers into the District may photocopy immunization records as evidence of the immunization. Within 30 days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's RELIGIOUS beliefs conflict with the requirement that the student be immunized, the student must provide the document signed by the parent. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for MEDICAL reasons, the student must provide the document signed by a Physician stating that, in the doctor's opinion, some or all of the immunizations are not considered safe in relation to the child's medical condition. This certificate will be maintained as part of the student's immunization records.

For further information, see District Policy 3413. Religious and Medical Exemption forms are at the Elementary and High School front offices as well as our website Florencecarlton.org "Medical Forms Printable" section.

Sick or Injured Students

The parents of children who are injured or too ill to continue in school will be called and asked to pick up their child. The nurse is not able to spend more time than just a brief examination and provide immediate care. It is difficult to allow children to rest for long periods of time in the nurse office due to the multiple tasks the nurse has requiring her to leave her office. Therefore, it is very important to have a current phone number and/or emergency contact for pickup.

In the event that a child becomes very ill or seriously injured, the student will be assessed by the school nurse. Unless their child's injury or illness is life-threatening, parents will be consulted before the child is transported via ambulance, but a dire emergency would force us to transport before consulting the parents.

Guidelines for keeping students at home

Parents are the key to a successful school health program. Diseases are most highly communicable during the early signs of illness, which occur before the specific disease develops enough to be identified. Please check children carefully in the morning before sending them to school. Sick children should be kept home until they are free from any of these symptoms:

1. Coughing or sneezing
2. Runny nose
3. Unusual skin eruptions
4. Chills or fever
5. Nausea and vomiting
6. Sore throat
7. Red eyes with drainage
8. Faint or dizzy
9. Abdominal pain

Unfortunately, children have returned to school before they completely recover from illness. For their own protection, as well as the protection of other children, please follow these basic rules when deciding whether to send the child back or not:

1. When a child has a fever of 100 or greater, the child should stay home for 24 hours after the temperature returns to normal WITHOUT medication.
2. When a child has vomited or diarrhea, the child should stay home until 24 hours after the last episode.
3. When a child has an unexplained rash, please check with your Physician before sending them to school.
4. When your child has excessive nasal drainage, continual coughing, or is overly tired, it may be wise to keep your child home as well. Extra sleep, fluids, and possibly medication can be effective in resolving these symptoms and preventing a relapse.

Good hand hygiene is imperative and if you can err on the side of caution, you may prevent a widespread infection within your child's class.

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 call the school nurse or principal so that other students who may have been exposed, can be alerted.

These diseases include, but are limited to:

Campylobacteriosis
Cryptosporidiosis
Fifth disease
Giardiasis
Hand, Foot and Mouth disease
Influenza
Measles
Molluscum Contagiosum
Mumps
Pinkeye
RSV
Roseola
Salmonellosis
Shigellosis
Staph infection
Whooping Cough
Chickenpox
E. coli
Rubella
Hemophilus influenzae type B
Impetigo
Lice
Meningitis
Mononucleosis
Norovirus
Pinworms
Ringworm
Rotavirus
Scabies
Shingles
Strep Throat

LATEX BALLOONS

Due to the risk of severe allergic reaction, latex balloons and other latex items are not permitted on the school campus.

STUDENT ALLERGIES

Parents must provide an EpiPen for children prescribed one for allergies.

STATE HEALTH DEPARTMENT REGULATIONS FOR THE MOST COMMON COMMUNICABLE DISEASES

DISEASE	INCUBATION PERIOD	ISOLATION (Keep Home)	ISOLATION (Other Children In Family)

Chicken Pox	14-21 days	One week from date spots have erupted and until they have dried	None
Conjunctivitis (pinkeye) or any eye inflammation not diagnosed by your doctor as non-infectious	24-72 hours	During the active infection when the eyes are inflamed or draining	None
Impetigo - or spots suspicious of impetigo	2-5 days	Until treatment is begun and improvement is noticeable. Usually antibiotic ointment is necessary.	None
Measles	8-14 days	Seven days minimum after appearance of rash and until all mucous secretions have disappeared.	None
Mumps	12-26 days	Seven days minimum from onset of swelling and until all swelling has disappeared.	None
Ringworm of Scalp	10-14 days	For one week of adequate treatment (provided that treatment is continued and ringworm is kept covered at school).	None
Hand, Foot and Mouth Disease	3-5 days	During the active stage of illness.	None
Norovirus	24-48 hours	During vomiting episodes and up to 48 hours after diarrhea/vomiting stops.	None
Scabies	2-6 weeks before before onset of itching	One day after treatment.	None
Whooping Cough	9-10 days	First five days of a full course of Antibiotic treatment.	None

MEDICATIONS:

The presence of prescription and non-prescription medication in the school presents some difficulties. School personnel are willing to take whatever steps are necessary to protect the lives and health of the children in their care. With the exception of the school nurse, they are not qualified or trained to administer medicines or to deal with the risks involved with incorrect doses, missed doses or allergic reactions, nor can the school be certain that medicines in the classroom will be consumed by children for whom they were prescribed.

Frequently, a physician will be able to prescribe a form or dose of medication that will not need to be administered during a child's school day. When medication must be administered during the day, however, the Board of Trustees has instituted the following procedures which are intended to minimize the risks associated with the presence of medicines at school. Necessary forms are available in the school office.

There are two types of medicine at school:

Medicine kept in the Nurse office

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have a 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.

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), epinephrine nasal spray, or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

Medicine kept with the student:
A student who has authorization to possess and self-administer medication must have completed a written order from a Physician and parent. These forms must be filled out ANNUALLY. This form is on the website under "medical forms printable." See District Policy 3416 for further information.

All meds are to be picked up at the end of the school year. The school nurse will destroy any medicine not repossessed by a parent within a 7-day period of notification by school authorities.

PROCEDURE FOR ADMINISTERING MEDICATIONS:

1. Parents/guardians are encouraged to arrange for students to take needed medications/medical procedures before and/or after school hours whenever possible.
2. School personnel may not provide medications/medical procedures to students nor administer medication to students, nor accept responsibility for reminding students to take medication, except on written orders of a physician. Then, they must follow the "Serving Students with Special Health Needs" format, under the supervision of the school nurse, or building principal or his/her designee.3. If a student is required to take a medication/medical procedure during school hours and the parent or person designated by the parent in writing cannot be at school to administer it, then the school nurse or staff member authorized by the building principal will administer the medication and/or medical procedure.
3. If a student is required to take a medication/medical procedure during school hours and the parent or person designated by the parent writing cannot be at school to administer it, then the school nurse or staff member authorized by the building principal will administer the medication and/or procedure.
4. Storage of medications during school hours:
   A. All medications in the elementary building will be kept in a locked cabinet in the health/sick room, and
   B. In the MS/HS building, medications will be in a locked cabinet in the office.
5. No elementary student is to have possession of medication at any time with the exception of an asthma inhaler and cough drops/throat lozenges.
6. A written physician and parent/guardian permission form will be on file in the school office or nurse's office. This form must be completed each year to be current and will include the following information:
   A. Child's name
   B. Name of drug
   C. Dosage
   D. Purpose of the medication
   E. Time of day medication is to be given
   F. Anticipated number of days it needs to be given in school
   G. Possible side effects
7. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
8. If the parent and physician agree that the student can be trusted with self-medication, permission of the principal must be obtained.

9. An individual record shall be kept of prescription medications/medical procedures administered by school personnel.

Sex Education Notification

In compliance with Section 20-5-103, MCA, this section serves as initial notification to parents that in the Elementary we provide age appropriate instruction to students in regards to maturation of their bodies. This is offered to fifth grade students in the spring and parents will be required to give permission for their child to receive this instruction.

As part of the Guidance curriculum, the school counselor gives instruction on personal safety. This instruction also falls under this Section because we refer to "the bathing suit area" when discussing unsafe touch. Parents will be given additional notice no less than 48 hours prior to instruction and the opportunity to opt out prior to this instruction being given.

Our SRO, Deputy Reynolds, talks to classes about personal safety and safe cell phone use, including cyber bullying. The topic of "sexting" will be addressed. Parents will be given additional notice no less than 48 hours prior to instruction and the opportunity to opt out prior to this instruction being given.

All curriculum materials are available to the public for inspection.

VIII. SPECIAL SERVICES

The Florence-Carlton School District provides support personnel and special services to help the classroom teacher and/or the individual student. Children with special needs may be found in any school classroom. Teachers are well trained and capable of helping most children in the classroom, but they need support and assistance in teaching children with learning disabilities, speech and hearing impairments, and other learning disabilities.

Students may refer themselves to special services, or may be referred by parents, school administrators, or teachers. You will be informed as to the progress of the referral and you will become part of the Evaluation Team if such should be deemed necessary. Decisions regarding placement of a student into a particular program are determined by: (1) the recommendations of the Evaluation Team including the classroom teacher(s); and (2) state and federal regulations regarding the inclusion of students into a particular program. Decisions regarding individual educational goals and objectives for the child are determined by the IEP Committee of which the parent is also a member.

SCREENING:

The Florence-Carlton School District conducts the following activities as a regular part of the screening process:

New Students:

A. Vision
B. Achievement Tests (when recent Achievement-Test data is not available)

Pre-Kindergarten: (During Fall "Child Find")

A. Sight
B. Hearing
C. Speech
D. Fine/gross motor skills
E. Cognitive Ability and Developmental level

Kindergarten:

A. Developmental level
B. Speech
C. Hearing

Grades 4 & 6 (Girls):
Grades 5 & 7 (Boys):

A. Scoliosis

Federal regulations require that all school districts offer individual screening to those children in the district who may have special needs. Each spring, the Florence District, in cooperation with the Ravalli County Special Education Cooperative, conducts an extensive screening of all preschool children.

Functions of a School Health Services Office

The school health services office serves multiple functions:

A private conference space where the nurse, teacher, student, parent, or others can discuss specific health problems of individual students in privacy. A space for the care of students who become ill or are suspected of having a communicable disease, until they can be picked up by their guardian or returned to class. A location where student health records are kept securely. A space that supports making health appraisals and other screening procedures. A place for those who require a short rest period because of ongoing or immediate health needs, different from that used for those who are contagious. A private space for the administration of medications and a locked space for storage of medication.

COUNSELORS:

The school counselors are responsible for the school guidance program which includes: (1) achievement testing, (2) individual and group counseling, (3) academic counseling, including information relating to college entrance and finances, (4) vocational and career counseling, and (5) providing help and assistance to the classroom teacher in the preparation of career education units. The counselor may be used by the classroom teacher to provide help and counseling for students who appear to have social, emotional, or academic concerns. Referral of students may be made directly to the counselor. The counselor may contact parents to discuss outside counseling options.

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. Students who wish to meet with a counselor should contact Moe Adler.

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. The school will notify the parent or guardian of the right to opt a student out of a mental health screening and will be notified of any issues or concerns resulting from a mental health screening.

CSCT

The Comprehensive School and Community Treatment (CSCT), formerly known as YEP, is a therapeutic service jointly provided by the Bitterroot Valley Education Cooperative and participating schools. It is designed for children and adolescents who are experiencing serious emotional and behavioral problems. Using a team approach, teachers and mental health staff work closely to provide an environment in which children can be successful.

CSCT is carried out by a licensed Mental Health Clinician, trained Behavior Specialist, and School Education Personnel. Services include: individual and group counseling, parenting education and support, social skills training, life skills training, and behavior intervention and school and home. For additional information about eligibility requirements, please contact Florence CSCT staff at 273-6741 ext. 2215.

PSYCHOLOGIST:

The school psychologist is hired by the Bitterroot Special Education Cooperative. The psychologist has the duty of diagnosing student needs and recommending appropriate placement into programs. Time is also provided for students who have severe social or emotional problems.

STUDENT INTERVENTION TEAM:

In order to better meet the needs of individual students we have a Student Intervention Team (SIT) for grades K-5. The purpose of these teams is to provide specialized strategies and interventions for individual students. The teams consist of teachers and the school psychologist.

The process begins with staff or parents making a referral for the student they are concerned about. The team pinpoints specific learning and/or behavior strategies to use with the student. With assistance from the SIT Team, the classroom teacher tries specialized behavior and teaching approaches for the student. The student's progress is monitored and communication continues between the team and classroom teacher. Based on student performance, decisions are made as to the student's educational program. If the student is successful with these adjustments, they remain in the regular classroom with continued support. If the student is not successful, a referral to other staff or agencies may be necessary.

SPEECH THERAPIST:

Speech therapy is provided for those students identified as speech, hearing or language impaired. Like the psychologist, the speech therapist is employed by the Bitterroot Special Education Cooperative.

OTHER AGENCIES:

Occasionally, it is necessary to look beyond services provided within the school in obtaining the most appropriate help for an individual child. Referrals have been made by the Evaluation Team to both the Ravalli and Missoula County Mental Health Center, Vocational Rehabilitation, and Welfare agencies.

RESOURCE ROOMS:

The resource teachers provide individual education programs for students assigned to the resource rooms. Placement and time assigned to the resource area is decided by the Child Study Team. Individual educational objectives are determined by the IEP Committee which includes the resource teacher and the parent.

Programs and materials are tailored to the needs of the child. The resource teacher also acts as a consultant with/to the regular classroom teacher. It is imperative that a close working relationship between the classroom and resource teacher be established. Often, the resource teacher works at a different level or with different materials in supporting the classroom teacher's activities with the student.

TITLE I:

The Title I teacher provides remedial help to students who have difficulties in math, reading, or language arts. The selection process is based on testing data, teacher and/or parent recommendation and other related factors. Student progress is reported to parents quarterly and upon request. Parental involvement is not only encouraged, but input and feedback is an integral part of our annual review process.

SPECIAL SERVICE - TITLE I

WHY THE DIFFERENCE?

The basic difference between special education (such as is provided in the resource room or in the Learning Center) and Title I services relates to the cause of a student's academic deficiency. If the cause of the deficiency is believed to be instructional or socio-economic, the child may be referred for Title I services. If the cause of the academic deficiency is a physical or learning handicap, the child is placed in a special services program.

HOW DOES THE REFERRAL PROCESS WORK?

Once a referral has been made on the proper form and submitted to the Special Services Case Manager, the referral and initial screening is completed by the Student Intervention Team. A determination is made to: (1) refer the matter to the Evaluation Team for further review, or (2) provide further support and assistance to help the classroom teacher meet the child's needs in the regular classroom.

If the child is referred to the Evaluation Team, the child is evaluated to determine the nature of the problem and possible strategies of appropriate placement. Following evaluation, the child may be: (1) returned to the classroom with no further action deemed appropriate, (2) returned to the classroom with academic help from the special education teachers in the regular classroom, (3) referred to the resource room, (4) referred to Title I, (5) referred for further evaluation or to other agencies, (6) referred for language/speech assistance, or (7) a combination of 2-6.

The educational programs of children placed in special education are reviewed every year. Upon entering a special education program, each child has an individual educational program developed with parental approval. Extensive records are kept on each child relating to the goals and objectives of his/her individual program and the progress made in achieving the stated objectives.

IX. APPROPRIATE PLACEMENT PROGRAM

RATIONALE:

A fundamental premise of School District 15-6 is a belief in the intrinsic value of every student, our nation's greatest national resource. Education is the vehicle by which each student may realize his/her full potential.

Not all children can realize their potential within the traditional classroom organization, which equates grade placement with chronological age. Many children perform consistently above or below the expectations of the grade level in which they are placed on the basis of their age. These children are entitled to an appropriate educational placement in which they have an opportunity to be stimulated and challenged to their fullest abilities.

The Appropriate Placement Program provides a spectrum of educational programs for students whose academic needs cannot be easily met within the age-grade organization of the regular classroom. The following is a brief description of those programs.

REGULAR CLASSROOM:

For most students, the regular classroom is the most appropriate educational placement. Almost all of their educational services will be delivered in the regular school environment. Parents may request information regarding the professional qualifications of the student's classroom teacher. We welcome input about your child when determining classroom placement, and valid reasons for requesting specific teachers will be given consideration. We encourage parents to have open communication with their child's current teacher about any concerns or information we should be aware of when we create the class list for the upcoming school year. Once class lists have been posted, there is little flexibility to make changes, so the time to communicate with the administration is before the end of the school year.

ENRICHMENT PROGRAM:

Our enrichment program enhances students' acquisition of higher-level thinking skills. All students will be

exposed to enrichment activities that promote creative and critical thinking skills. Students who demonstrate the interest and ability in various curricular areas will receive the encouragement, time and support to explore these areas. Different talent areas will be stressed throughout the school including academics, creative and critical thinking, leadership, intellectual, artistic and athletic. Enrichment activities will be provided that incorporate these talent areas. The top 20 percent of students will be identified in the talent areas. Identified students will receive services in the form of independent study, replacement curriculum, or extensions of the regular curriculum.

SPECIAL SERVICES RESOURCE ROOM:

Frequently, special services carry the full burden of appropriate placement of low performing students. Special services instruction within the regular classroom (mainstreaming) or within the resource room for varying portions of the school day is an appropriate placement for handicapped students. It is not an appropriate placement for slow learners who are not cognitively delayed, for the instructionally disabled, or for students with mild learning disabilities. These students are best served within the regular classroom with support and consultation provided by either the Special Services Resource teacher or by the Title I teacher.

TITLE I:

The Title I teacher and assistant are the first line of support for teachers needing assistance in teaching students who have severe academic deficits but who do not qualify for special services. Selection of students is based on scores from assessments such as DIBELS and MAPs, parent and teacher input, as well as other factors. Parents may request information regarding the professional qualifications of the Title I teacher.

LEARNING CENTER:

The Learning Center is designed to deliver individual educational programs for severely and profoundly disabled students and for other children with disabilities whose educational programs require their placement in a resource room for more than half of the school day.

RETENTION:

Repeating a grade may be a reasonable and appropriate placement when a student's maturity or academic performance does not meet the standards set for the grade in which he or she is placed and when there is a good chance that retention will result in improved academic performance in the subsequent years of that student's school career. Although the probability of a successful retention is an important consideration, students will not be promoted solely for social or emotional reasons.

Often, a student's substandard academic performance can be handled in the regular classroom without retention. However, this placement becomes very difficult when the student falls more than one year behind his or her classmates. In these cases, repeating a grade becomes a reasonable and appropriate placement.

Consideration will be given to those factors that educational research suggests will differentiate successful from unsuccessful placement. Among those factors are grade level, emotional and social stability, chronological ages, language development, and academic skills. Positive parental attitude toward retention is an important ingredient for success, but parental opposition by itself will not reverse a decision for retention. A decision for or against retention will be made in consultation with the child's parents or guardian, but the administrator (and the Board of Trustees) reserve the right to make the final decision in all retention cases.

APPENDIX A

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s

education records:

Parents will receive annual notice of their FERPA rights. This appendix is intended only as a summary of such rights. Parents generally have the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for
amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The District classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

6. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA are:

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

APPENDIX B

Majestic Bus Service, Inc.
Ridership Policies

Audio/Video Assigned Seating Notes, Drop Off and Friends
Large Carry-On Items Seat Belt Requirements School Bus Rules

• Audio/Video: Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses in our School district. Majestic Bus Service, Inc. will ensure that there is a sign prominently displayed on the school bus informing the occupants of the school bus that such video and audio recordings are occurring. Notification of such video and audio recordings on the bus will also be included in the Student Handbook. Implied Consent is issued by Parents at the time they approve their student to ride the bus. Recordings may be viewed only by the following people, and only after being expressly authorized by Majestic Bus Service, Inc. School District Superintendent or designee or Majestic Bus Service Administrator or designee. Retention of the Video or Audio recordings will not
exceed 10 days and will not become part of a student's record.
Legal References: RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed.

• Large Carry-On Items: It is the goal of Majestic Bus Service to provide the Safest and most reliable student transportation available. Large items carried onto a school bus can be a safety hazard. The priority use of school
bus route seating must be for students. Therefore, students are forbidden to bring large carry-on items onto their
route bus. SIZE: Items that are too large or heavy for a student to safely carry up the steps and lift into their lap
are either too large or heavy for a student to safely carry up the steps and lift into their lap or place under their
seat, will not be allowed on the bus. Items should not be larger than 25 inches long, 12 inches wide and 8 inches
high, including the case.
Examples regarding Band Instruments:
The following will be allowed; Violi, Viola, 1⁄2 size Cello, 1⁄4 size Cello, Alto Saxophone, Trumpet, Trombone (regular, Flute, Piccolo, Clarinet, Snare Drum (small), Percussion Kit or Hand-Held Percussions; Bells (small), Tambourine, Sticks, Mallets.
The following will not be allowed; 3⁄4 size Cello, full size Cello, String Base (any size), French Horn, Tuba, Tenor
Saxophone, Baritone Saxophone, Sousaphone, Bass Trombone, Baritone Horn, Floor Toms, Bass Drum, Cymbals, any Marching Percussion, Multi-Cultural Drums, Guitars.
Examples Regarding Athletic Gear: The following will be allowed; 2 Bats and Glove in a smaller thin bag, Uniforms and Shoes in a smaller bag. Shoulder Pads, Helmet and other pads in a jersey wrap up bag. Discus and Shot Put (one per bag). A couple of smaller bags versus a single large bag would be advised.
The following will not be allowed; Catchers full Gear Bags, large Bat and Ball bags, Javelins, Pole Vault Poles, Golf Clubs. Student Space: Carry-on items must not interfere with other students' personal space. They must always be kept in their case/bags and fit on a student's lap or within the leg space of the seat.
Safety: Carry-on items must not block the bus aisle, stairway or emergency exits, nor shall they be allowed behind the driver's seat or the last rear seats. No exceptions to this policy will be allowed.

• Assigned Seating: All students will be assigned a seat at the beginning of the school year. With the addition

of
seatbelts, assigned seating is essential to student safety, accountability and efficiency in loading and unloading procedures. Seating assignments will be made based on grade level, stop location, behavioral needs and supervision requirements. Drivers have the authority to adjust seating arrangements as needed.

• Seat Belts: It is the goal of Majestic Bus Service to provide the Safest and most reliable student transportation
available. Majestic and the district requires all students, teachers, coaches and chaperones riding a bus to comply with state and federal laws regarding the use of seatbelts.
Passengers who may require assistance in using seatbelts should ask the bus driver for instructions, so that all passengers are safely belted in their seat before the bus is put in motion. Drivers may announce prior to the bus
leaving that each passenger must be in their assigned seat with seat belt fastened. Students refusing to use the seatbelt in a legal and safe manner will be subject to the school districts and Majestics disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from all buses. No passenger will be
permitted to violate this rule.
Through video surveillance, Majestic management may monitor seat belt usage to ensure its compliance.
Legal References:
Montana OPI School Bus Standards
SEAT-LAP AND SHOULDER BELTS FOR STUDENT SEATING
1.Any new school bus that is put into service after the effective date of this new standard must be ordered with a lap and shoulder belt system. The seat and lap/shoulder belting system shall meet the requirement of FMVSS 222, Compartmentalization for the protection of students that may not be restrained. This seat and seat anchorage must meet or exceed all government safety standards.
2.Used buses may not be retrofitted to include lap/shoulder belts unless the bus was built “seat belt ready” or with removable restraints by the school bus manufacturer.
3.Lap belts shall not be installed on passenger seats in large school buses (over 10,000 pounds GVWR) except in conjunction with the child safety restraint systems that comply with the requirements of FMVSS No. 213, Child Restraint Systems.
4.Adhering to the requirements listed above, three-point lap/shoulder seat belts may be installed on large school buses (over 10,000 pounds GVWR).
5.If a school bus is equipped with lap and shoulder belts for students in accordance with FMVSS No222, then a child being transported in a seat with lap/shoulder belt must be properly restrained with a lap/should belt.

• Notes, Drop Off & Friends: It is the goal of Majestic Bus Service to provide the Safest and most reliable student
transportation available. Our objective is to always drop off students to the exact place that parents expect. Every student will have a designated school bus stop, at or nearest to their residence. It is Majestic’s policy that all students’ 3rd grade and under be received by a parent/legal guardian or have an older sibling present (4th grade and above) to disembark the bus at their stop. This policy is in place to ensure a clear “chain of custody”, which protects younger students from vulnerable situations. This policy assures the district and parents Majestic keeps students’ overall safety and accountability as our top priority. The younger students are at a higher risk of
becoming confused, distracted or lost and are especially at risk in situations involving traffic, encounters with wildlife and even potential threats from strangers. The parent/legal guardian receiving a 3rd grade and under student must arrive at the bus stop 10 minutes prior to the scheduled stop time. Changes or Additions: Any additional bus stop(s) (a second residence, daycare, friend or family members house) need to be arranged in advance with the Majestic office. No student will be allowed to be dropped off at any location that is not their designated stop without a written, dated and signed permission note from the students’ parent/legal guardian or
the school secretary. Last-minute changes are discouraged, as we will be on route. If necessary, parents/legal guardians will need to call the Majestic office. Underage: A student, in 3rd grade or under, will not be dropped off
at any location without a parent/legal guardian or a sibling that is 4th grade or above. Exceptions to this policy
can only be made by the parent/legal guardian, by written permission. Any time prior arrangements have not been
made for the 3rd grade or under student to disembark the bus alone, the student will ride the bus back to the Majestic bus facility. Office personnel will notify the parent/legal guardian. 4th Grade and Above: It is

Majestic's
policy to allow a student in 4th grade and above to disembark the bus without a parent/legal guardian or older
sibling. If you do not approve of this policy, please contact Majestic in writing. Riding Home with a Friend: When
more than one student is riding home with your student for a party, friend date, club meeting, etc., a request must
be submitted to the Majestic office at least 48 hours in advance. Majestic will need to confirm seating is available
for any additional students. Majestic will also require written permission from the student's parent/legal guardian that will be riding with your student.

• School Bus Safety Rules: Students being transported are under the authority of the driver. Students who refuse
to comply promptly, the directions of the driver or refuse to comply to the safety rules may forfeit their privilege to ride on any of the Majestic buses.
1. Students shall be courteous to the driver, to fellow passengers and to passers-by.
2. When it is necessary to cross the road, all students must wait to cross until they are motioned by the driver. Students are to be on time for the bus, allowing five minutes before their scheduled stop in the morning.
3. Students are to sit in assigned seats and remain seated in a forward-facing position with their seat belt always fastened until reaching their designated bus stop. The aisle must be kept clear.
4. Students must make other arrangements to transport the following items to and from school, skies, snowboards, scooters, skateboards, sleds, shovels, animals or insects, fragile class projects.
5. Matches, lighters, lasers, toy/replica guns, firearms/weapons or any other potentially hazardous material, including spray type / aerosols are prohibited. Glass containers are not allowed on the bus.
6. Ear buds must be used for all listening devices. Taking photos or any audio or video recordings will not be tolerated.
7. Passengers shall converse in normal tones. Loud or vulgar language, or obscene gesturing is prohibited.
8. Fighting, wrestling or boisterous activity is not allowed on the bus. Please keep hands and feet to themselves. No Play Slapping.
9. Students are not permitted to eat, drink, chew gum, vape, or use tobacco on the bus.
10. Students may not open windows more than halfway and will never extend any part of the body through the window.
11. For the safety of all, pens and pencils are not allowed out of backpacks.
12. Students are to keep the bus clean and not cause damage, remove or deface any signs.
13. Students are to use the emergency door only in case of an emergency.

• Discipline/Consequences: Typically, the driver gives several verbal warnings to the student before completing a
write-up. The first written warning, the student is to sit in the front seat for 5 days. While in this seat the student is not to talk to anyone, it is the "Quiet Seat". A bus discipline form is completed; a copy will be sent to the
parent/legal guardian and the school. The second written warning, the student is to sit in the front seat for 10 days. While in this seat the student is not to talk to anyone, it is the "Quiet Seat". A bus discipline form is completed; a copy will be sent to the parent/legal guardian and the school.
A phone call or text will be sent to the parent/legal guardian to make them aware there will not be any more warnings. On the third offense, the riding privileges are suspended for 5 days. On the third suspension, the student may not ride the bus for the rest of the school year. Sometimes the offense is extreme enough that the student may receive three warnings at once and they will be suspended from the bus.
Causing a disruption so severe that the bus must be stopped on route may be written up as a criminal offense. Criminal behavior will result in law enforcement being called to the location.
While suspended from riding a bus; suspension includes all activity/field trips as well as transportation for sporting events. While on the bus, all students are entitled to a safe and comfortable bus ride. We will not allow the poor behavior choices of even one student to bring harm to the others who are following the safety rules. If your student is not willing to follow these simple rules, we ask that you find other ways to get your students to and from school. Simply put: Unsafe Bus Behavior jeopardizes the Safety of the entire bus, and we will not allow this to happen.

Parents/Guardians: Please reference your students Handbook, or Majestic's website at

majesticbusservice.com
for information regarding school bus policies.

Safely Transporting Students is our #1 Goal.
If you have any questions, please call Majestic Bus Service.

APPENDIX C

PLAYGROUND RULES:

Boundaries:

- Stay in fenced area
- Remain below stairs and ramp areas
- No one by the boiler room or classrooms
- Stay within painted boundaries

General:

- No bullying, teasing, harassing
- No swearing or inappropriate language
- No wrestling or MMA moves
- No fighting or physical aggression
- No grabbing other people's backpacks, clothing, arms, or necks
- No twisting or jumping out of the swings, sit on bottoms only
- Do not stand in swing area
- No tackle football - only touch football
- No throwing rocks or ice chunks
- No running up or down the slides, slide on bottoms only, no jumping off the slides
- One person only on each of the 3 tier bars
- When playing baseball only a soft ball (like a tennis ball) is allowed, no bats
- No football is to be played on the asphalt
- No arguing with supervisors, promptly follow the directions of the supervisors
- Please keep the gravel in the gravel area, not in pockets, shoes, etc.
- Games end when the bell rings
- Line up quickly when the whistle blows or bell rings

Other Important Details:

- K-5th grade may have recess snacks in designated area only
- Passes can be given out for bathroom and coats only. Students may not share passes or go in to get toys
- Students inside without a pass may be given office referrals
- Students must have a pass to see the nurse
- At risk students or anyone with bee stings need to be taken to the nurse by an adult
- Only use hands for tetherball - do not kick the ball

Students must go directly to the bus, no playing on the playground after school
Playground balls must be returned to the cart, not left on the playground.

One side of the WallBall wall may be closed for Basketball
Please report any problems with the playground equipment to the playground supervisors

Winter Snow Rules:

No snowball throwing (except in a designated area) and no sliding on ice or snow hills

One Grade Above and One Grade Below Rule:

Students may only play with other students who are one grade above or one grade below. This also applies to family members. Siblings are encouraged to make friends in their own peer group, there is plenty of time to play together at home.