

**The Elementary Office is open from 7:30 a.m. to 4:30 p.m.**

**CONTACT INFORMATION**

Hot Springs Elementary Phone Number	741-2014	Dr. Mike Perry – Superintendent
Hot Springs Elementary Fax Number	741-2015	Kelly Moore – Principal
Hot Springs High School Phone Number	741-2962	Carmen Jackson – District Clerk
Hot Springs High School Fax Number	741-3287	Nancy Winebrenner – Elem. Secretary
		Michele Bangen– Administrative Assistant
<b>Mailing Address</b>		<b>Physical Address</b>
P.O. Box 1005		301 Broadway
Hot Springs, MT 59845		Hot Springs, MT 59845

**\*\*Note: Due to publishing deadline the policies and procedures listed herein may have changed since the printing of this handbook. The individual student is responsible to keep themselves apprised of any and all changes.**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

## **INTRODUCTION**

Students have a right to a public education by the Constitution of the State of Montana. Students also have a responsibility to join with others members of the school community in respecting the rights and responsibilities of others in that community, and in establishing a climate for learning within the school.

The following statements of student rights and responsibilities for the Hot Springs Schools are designed to enable all members of the school community: students, parents, staff, administration, and trustees to work together to educate each student to his/her potential.

## **EQUAL EDUCATION POLICY**

Policy Reference 3210

As provided in the Constitution of the State of Montana, the Hot Springs School District is committed to equality of educational opportunity.

All students will have the opportunity to participate in and receive benefits of all programs and activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, and extracurricular activities. Discrimination in education because of sex, race, creed, color, religion, national origin, age, physical or mental disability, political belief, marital or parental status; is prohibited unless based upon reasonable grounds as provided by law.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Inquiries or complaints regarding discrimination should be directed to Title IX/Section 504 Coordinator Dr. Mike Perry, Superintendent, P.O. Box 1005, Hot Springs, Montana, 741-3285.

## **VISITORS**

Policy Reference 4301

Visitors, especially parents, are always welcome in our school. In the interest of our student's safety, all parents and visitors are asked to check in through the office before proceeding to a classroom.

## **HARRASSMENT**

Policy Reference 3325 & 3326

There is a policy against all forms of harassment by the Board of Trustees. Harassment is forbidden by the school laws of Montana. This includes threats, intimidation, obscene remarks or gestures, and abusive or unwanted physical contact. Consequences range from reprimand to detention, to perhaps even suspension or possible expulsion. Seriousness of the offense and/or frequency of violations will be taken into account by the administration. Any person who is harassing another should be immediately reported.

## **DRESS CODE**

Policy Reference 3224

The personal appearance and dress during regular classroom and school attendance will be left to the good taste and discretion of the individual student and his/her parent(s) or guardian(s). The administration and board of trustees reserve the right to determine the appropriateness of the appearance and dress.

1. No hats, or any headgear, are to be worn in the school building.
2. T-shirts or shirts displaying offensive material or advertising alcohol, drugs, or tobacco will not be acceptable dress.
3. Clothing must be worn so not to expose undergarments or mid-section. Dresses/skirts must be at least fingertip length. Tops, which are low, cut, immodest, or revealing, will not be allowed. Male students are not to wear tank tops or sleeveless shirts.
4. Shorts will be allowed with the following guidelines:
  - a. Length of shorts—Finger tips when arms hang naturally at students' side  
Shorts must be hemmed or rolled to proper length. No cutoffs.

## **DAILY SCHEDULE**

7:30	ELEMENTARY OFFICE OPENS
7:45	TEACHERS ARRIVE
8:00	SCHOOL BEGINS
9:30-9:40	MORNING RECESS
11:38-12:30	LUNCH
2:30-2:45	K- 3 AFTERNOON RECESS
4:00	DISMISSAL
4:15	TEACHERS LEAVE

## LUNCH & BREAKFAST PROGRAM

All students in grades K-6 may eat hot lunch in the lunchroom. Meals served in the lunchroom are well planned to include an item from each of the four basic food groups. Breakfast is served from 7:30-8:00 A.M.

The Board of Trustees has adopted the “offer” policy as prescribed by State guidelines. The “offer” policy states that students may decline to take a maximum of two (2) of the food items offered. Menus are available in newspapers, Monday folders, and in the office so students can avoid meals they don’t like. It is a good idea to bring cold lunch on those days.

## SCHOOL EMERGENCIES

In the event of an emergency school closure, the necessary information will be announced over local radio (KERR 750 AM & EAGLE 93.3 FM, KQRK 92.3 FM) and television (KECI & KPAX) stations. Students and staff will be trained and will practice emergency procedures such as fire drill, lockdowns, evacuations, and canine searches. Please ask your student about these important drills. In the event that a student becomes sick or injured at school, every effort will be made to notify the parent. Each parent should provide the school with an alternate person to contact should the school be unable to contact the parent. Information will also be posted on the school website [www.hssdmt.org](http://www.hssdmt.org).

## HOT SPRINGS ELEMENTARY ATTENDANCE POLICY

One of our primary concerns is that students are in school and on time. Missed class time can never really be made up. When students are absent, we ask that their parents/guardians call the school by 8:30 a.m. During a school day, if a child leaves school, a parent/guardian must notify the school in writing or by telephone of that child leaving. **Parents must check their child out at the office.** Students that report late must check in at the office. Attendance is taken first thing each morning and again when the students return from lunch recess. An absence occurs when a student misses more than thirty minutes of either the morning or afternoon.

**Non-verified absence:** An absence which does not include a doctor’s excuse or an excuse from a parent due to a verifiable family emergency.

Students are allowed a maximum of ten (10) non-verified absences per semester. The following process will be used when dealing with absences.

1. Five (5) Non-verified absences:
  - a. Letter sent to parent
  - b. Follow-up call by building principal.
2. Seven (7) Non-verified absences:
  - a. Second letter sent to parent.

- b. Copy of letter sent to Tribal Attendance Officer or to Student Resource Officer.
  - c. Parent meeting arranged with parents, building principal, and classroom teacher(s).
3. Ten (10) Non-verified absences:
- a. Second parent meeting arranged with parents, building principal, classroom teacher, and Tribal Attendance Officer or Student Resource Officer
  - b. Parents and student could be subject to a hearing in front of the Board of Trustees for continued enrollment.
  - c. Student will be placed on an attendance contract.

\*\*\*Any absence from school without parent/guardian excuse will be considered unexcused.

### **STUDENT RECORDS**

Policy Reference 3600& 3600P

Records are kept on each student in the Hot Springs School. These records include, but are not limited to the name and address of the student, name of parent and guardian, birth date, academic work completed, level of achievement (grades, standardized achievement tests), attendance data, health records, and extra-curricular activities.

All parents or legal guardians of a student of Hot Springs School have the right to review or examine the records of their child. All students of age 18 or older also have this right. Requests to review records should be directed to the Superintendent or Counselor. The school will have up to (15) days to comply with any request to examine records.

Students or parents have the right to challenge records or portions of records, which they believe to be incorrect. The opportunity will be given to present arguments about why the records should be changed or removed. If the request to change a record is refused, the parent or eligible student may request a hearing to challenge that record.

### **SUSPENSION POLICY**

Policy Reference 3300 & 3300P

**In-school suspension:** In the event a student is assigned an in-school suspension, the student will: (1) remain in the ISS room for the duration of the suspension, (2) not be allowed to participate in any school-related activity during the suspension.

**Out-of-school suspension:** In the event a student is assigned an out-of-school suspension the student will: (1) not be allowed to attend or participate in any school related activity during the suspension, (2) be allowed to make up tests within a reasonable length of time, and (3) upon request, be provided make-up work.

## **MAKE UP WORK AND INCOMPLETES**

When students are absent for an extended period of time, they will be given ample time to make up any late work. Students will not be given an “Incomplete” grade without approval from the administration.

## **REQUESTING WORK AHEAD OF TIME**

A parent may request a student’s work ahead of time for a planned absence. Please make the request to either the office or classroom teacher well in advance of the absence. A good rule of thumb is to give the teacher one day to plan for every day that the student is going to be absent. For example, if student is going to be absent for five days, please request the homework at least five days ahead of time. When work is requested ahead of time the student should have the majority of the work completed when they return. Longer absences are more complex to plan for and the student may return to school and find they have additional work to complete.

## **HONOR ROLL**

The Honor roll will be calculated at the end of each quarter marking period. To make the Honor roll, a grade point average of 3.00 to 3.99 is needed with no D’s, F’s, U’s or minuses. The Straight “A” Honor Roll is a grade point average of 4.00.

## **AFTER SCHOOL PROGRAMS**

Hot Springs Elementary offers an after-school program. The dates and times of the afterschool program will be sent out to parents. Students will participate in a number of activities as well as have a chance to get help with homework. A nutritious snack will be served that has been prepared by the school lunch staff.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package. Coverage for accidents occurring at school is generally the responsibility of the individual who has the accident.

## **ELECTRONIC EQUIPMENT**

Policy Reference 3630

The use of electronic devices can be disruptive to the educational process and may not be brought to school. Temporary confiscation will result if the rule is violated.

## COMPUTER USE

Policy Reference 3612, 3612P, & 3612F

Students are not allowed to use computers without the permission of a member of the school staff. The use of the Internet is not allowed without the presence of a member of the school staff. The use of E-mail is only allowed after school and must be in the presence of a member of the school staff. **Chat rooms are prohibited.** Failure to comply with these rules will result in loss of computer privileges. Students will have to sign an acceptable use contract before they are allowed to use the school's computers. The contract will be given to each student at the beginning of the school year.

## GRADING K-3

### S+, A Student

1. Student's work is in "on time". The time the assignment is considered late will be determined by the teacher.
2. Class participation is required.
3. The student's assignments will meet the percentage correct, determined by teacher for an S+, or A.

### S, B Student

1. Students turning in late assignments with the percentage for S+ or A.
2. Class participation is required.
3. The student's assignments will meet the percentage correct, determined by the teacher, for an S or B.

### S, N, C Student

1. Students turning in late assignments with the percentage for S or B.
2. Class participation is sporadic.
3. The student's assignments will meet the percentage correct, determined by the teacher, for S, N, and C.

### S-, U, D Student

1. Students turning in late assignments with the percentage for S, N, or C.
2. Students earning an F average that put in a lot of effort trying to learn the academic objects, yet are unable to achieve the understanding.
3. The student's assignments will meet the percentage correct, determined by the teacher for S-, U, or D.

## U, F Students

1. The students exhibit little or no effort to do assignments or understand objectives.
2. Students turning in late assignments with the percentage for S-, U, or D.
3. Students fail to meet the passing percentage by the teacher.

\*Note: Kindergarten and First Grade will be based on S, N, and U format.  
Second through Sixth Grade will be on A, B, C, D, F format.

## **GRADING 4-6**

Grading in Hot Springs School District will be determined by the specific criteria set in each class as well as the following general factors considered in determining each final grade.

- A. Assignments are completed and handed in a timely manner.  
Assignments are high quality in all aspects.  
Classroom participation is appropriate, positive, and of a nature which improves the classroom.  
Meets the A percentage criteria for the class.  
Attitude is conducive to learning and has a positive impact upon the class.  
Absences and tardiness are not a problem.  
A+ is reserved only to the students who complete the requirements for an A and turn in substantial work beyond the level and number of ordinary assignments. This grade is reserved to pay tribute to these students who truly exemplary work in all phases of the classroom.  
A- is reserved for the student who exceeds the B+ criteria but falls short of the A criteria.
- B. Assignments are completed and handed in a timely manner.  
Assignments are high quality in all aspects.  
Classroom participation is appropriate, positive, and of a nature which improves the classroom.  
Meets the B percentage criteria for the class.  
Attitude is conducive to learning and has a positive impact upon the class.  
Absences and tardiness are not a problem.  
B+ is reserved for the students who meet all the B qualifications, some of which are in a high manner.  
B- is reserved for the student who exceeds the C+ criteria, but falls short of the B criteria.
- C Most assignments are completed and handed in a timely manner.  
Assignments meet average quality in all aspects.



Classroom participation is appropriate and positive.  
Meets the C percentage criteria for the class.  
Attitude is conducive to learning.  
Absences and tardiness may be a factor in determining this grade.  
C+ is reserved for the student who meets all the C qualifications, some of which are in a high manner.  
C- is reserved for the student who exceeds the D+ criteria but falls short of the C criteria.

D Many assignments are not completed and handed in a timely manner.  
Assignments meet average quality in all aspects.  
Classroom participation is appropriate and positive.  
Meets the D percentage criteria for the classroom.  
Attitude is not a hindrance to learning.  
Absences and tardiness may be a factor in determining this grade.  
D+ is reserved for the student who meets all the D qualifications, some of which are in a high manner  
D- is reserved for the student who exceeds the F criteria but falls short of the D criteria.

F Assignments are not completed and handed in a timely manner.  
Assignments fail to meet average quality in all aspects.  
Classroom participation is lacking or absent  
Meets the F percentage criteria for the class.  
Attitude is a hindrance to learning.  
Absences and tardiness may be a factor in determining this grade.

### **BUS CONDUCT**

The chief concern of the bus driver must be the safety of the students in his/her charge. Therefore, any conduct, which distracts his attention, cannot be permitted. Students need to follow the rules set forth by the bus driver. Infractions will be reported to the building principal.

### **BUS RIDERS**

Students will need permission from the office or a note from their parent in order to ride a bus other than their own. The note must be turned into the office so that the office is aware of the change and can provide the student with a pass to give to the bus driver. Students will not be dropped off at a location that is not on a regular bus route. Dropping off students at a location that is on a regular route, but not a regular stop, will be left to the discretion of the bus drivers. Please contact the school as earlier as possible to make arrangements.

### **OFFICE TELEPHONE USE**

Students need to have permission from the teacher and office personnel in order to use the telephone. Students will be called out of class to talk on the phone only in the event of an emergency.

### **INSTRUCTIONAL MATERIALS**

Policy Reference 2311

Hot Springs Elementary provides students with various instructional materials, textbooks, workbooks, library books, and equipment. Students are expected to take care of these materials. Students are responsible for the replacement cost of any lost or damaged material.

### **PHYSICAL EDUCATION**

Hot Springs Elementary students will have Physical Education at least twice a week. Students are required to bring a pair of non-skid, clean tennis shoes for P.E. If a student is sick or injured they need to bring a note from their doctor to be excused from class.

### **BIKES**

Students may ride bikes to school. The bikes should always be parked in the bike rack and cannot be ridden during school hours. Do not lend your bike to other students during the day.

### **SCHOOL NURSE**

The school nurse will be at school at least twice a week to work with staff and students on a variety of health issues. The nurse will conduct vision screening, update immunization record, keep records on growth and development, and monitor and assist with any health issues that arise in the school.

### **MEDICATION**

The Hot Springs Elementary staff will not give medication unless arrangements are made with the parents. Please do not send medication to school with your child unless you have made arrangements with the office staff.

### **SCHOOL GROUNDS**

Students are not allowed off of campus during the day. Students who leave campus for any reason will be counted absent. Students must sign out in the office before leaving the campus and must sign in immediately upon return. Violations will result in one day of in-school suspension for each offense.

## **PLAYGROUND RULES**

### **Expected behaviors for outside and/or the playground:**

1. Play only in designated areas.
2. Always obtain permission from the playground duty person when entering the building during recess.
3. Play by the rules of each game and use the equipment in the way it was taught to be used.
4. Show good sportsmanship, share equipment, and take equal turns.
5. Line up quickly and orderly after the bell rings.
6. Use trash cans for litter.

### **General Playground Rules:**

1. No fighting, play fighting or wrestling.
2. Use appropriate language.
3. No throwing or kicking rocks, sand, mud, bark or snow.
4. Observe bells/whistles and respond immediately by going to the doors and lining up appropriately.
5. Do not climb fences, and remain within the fenced area at all times.
6. No skateboards, roller blades, scooters, bicycles, or sleds on the playground. If you bring your bike, park it for the day in the bike rack.
7. Each student is responsible for his/her own playground equipment.

### **Boundaries**

The boundary of the playground on the East side is the gymnasium. No one is to go down by the shop or around the high school building because you may interrupt high school classes. Never go on the sidewalk by the highway or on the highway itself. On the west, students are to stay inside the chain link fence.

**When the outside duty person blows a whistle, stop playing and give the duty person your attention.**

**THE OUTSIDE DUTY PERSON IS IN CHARGE ON THE PLAYGROUND FOR THAT RECESS AND MAY ISSUE CONSEQUENCES FOR RULE INFRACTIONS.**

## **WEAPONS IN SCHOOL**

Policy Reference 3310

No student in the Hot Springs School will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include, but are not limited to; any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake(facsimile) weapons; all knives; blades; clubs; metal knuckles; 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, or any object that can reasonably be considered a weapon or dangerous instrument whether by threatened or actual use.

For the purposes of this policy a firearm shall be defined as (a)any device (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapons.

If a student violating this policy is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

The administration may allow authorized persons to display firearms or other dangerous objects for educational purposes or work on an object defined as a weapon as part of a class project. Advanced written permission must be received before each object may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from the school property.

Violation of this policy will result in the immediate interim suspension of a student or students pending a hearing before the Hot Springs School Board.

### **STUDENT BEHAVIOR**

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is important that we have a safe environment that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal is to continue to have a positive atmosphere for optimal learning.

At Hot Springs School we participate in Montana Behavior Initiative (MBI). MBI is a proactive approach in creating behavioral supports and social culture that establishes social, emotional, and academic success for all students. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, gymnasium, parking lots, buses and hallways) to help create a safe and effective learning environment. Here at Hot Springs, we are committed to teach, reinforce, and acknowledge appropriate student behaviors. At all times, staff and students are expected to:

"BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE"

Students are expected to behave in a manner that will be a credit to themselves, their family and the school. The highest standards are expected of student leaders and of all students who represent Hot Springs Schools. Failure to display this expected behavior will result in consequences that range from a "refocus", loss of privileges, or even suspension.

Students shall conduct themselves in a proper manner in the buildings, on the school grounds, on buses, and at all school activities. Students are not allowed to possess, carry, consume or be under the influence of alcohol, illegal drugs, or tobacco in any form. Students are not allowed to possess weapons while on school grounds or while involved in any school activity. Students may not be in the building or gymnasiums unsupervised.

Assault, defiance, profanity and disregard for the rights and property of others are serious offenses and will be dealt with accordingly.

Consequences for discipline infractions that occur near the end of the year may have to be carried out at the beginning of the next school year.

### **ALCOHOL, DRUGS, TOBACCO**

Policy Reference 3310

The use of alcohol, tobacco, or drugs by students at any time is prohibited and will result in the following disciplinary action. This disciplinary action does not preclude other discipline, which may be administered in conjunction with the offense such as suspension from school and filing a report with the Student Resource Officer.

The student found to have used or have been possession of alcohol and/or tobacco will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Thirty-six school days for first offense.
2. Seventy-six school days for the second offense.
3. One calendar year for the third offense.

The student found to have used or have been in possession of drugs or drug paraphernalia will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Seventy-six school days for the first offense.
2. One hundred-fifty-one school days for the second offense.
3. One hundred-fifty-one school days the third offense (no reduction offered).

Any of the above penalties may be reduced by 50% if the student, accompanied by a parent/guardian, attends and successfully completes a school approved alcohol, drug, and tobacco treatment program after the infraction but prior to the reduction of penalty. Any expense incurred is the responsibility of the offender.

Students may not display anywhere on school property or on personal property while located on school property, logos, advertisements, or other references to alcohol, drugs, or tobacco.

## VANDALISM/THEFT

Policy Reference 3520 &3310

Damage to school property in excess of \$25 and/or theft will result in the same penalties as stated in the alcohol, drugs, and tobacco policy. Full restitution will be required before a student may be reinstated into an extracurricular activity. Depending upon the severity of the theft and/or damage, the district may impose other penalties including notification of the Student Resource Officer.

Students may be allowed to reduce the appropriate penalty up to 50% by performing voluntary service for the district in the amount of hours equal to the number of school days by which the penalty is reduced.

## DIRECTORY INFORMATION

Policy Reference 3600P

From time-to-time, Hot Springs School District will disclose “directory information” from a student’s education record. Directory information is information in a student’s educational record that is general in nature, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. According to the U.S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address, and telephone, date and place of birth, official activities, dates of attendance, height and weight, honors and photographs.

Parents can, however, retain the right to deny consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal. This form may be found on the schools website at <http://hssdmt.org> under the “Parent Resources” tab.

Other than instances when Law Enforcement or Family Services is conducting an investigation, it is our practice **not** to disclose student addresses and phone numbers.

## ASBESTOS INSPECTION POLICY

This notice is to all parents of Hot Springs School District #14-J. The purpose is to inform each of you that we are in compliance with all regulations mandated by the Federal Government’s Asbestos Hazard Emergency Response Act. This is part of the AHERA regulation.

Hot Springs School District #14-J has trained and certified personnel that perform periodic re-inspection of School District #14-J buildings and compile a AHERA (Asbestos Hazard Emergency Response Act) re-inspection report. Their resulting report states that they found **no friable asbestos** which would allow exposure to the students or public.

All School District #14-J maintenance and custodial staff have met the asbestos training program requirements.

Reports and management plans are on file and may be viewed at each of the school buildings by contacting the School District #14-J Asbestos Program Coordinator, Chuck Hoff

### **COMMENTS/COMPLAINTS CONCERNING STAFF OR PROGRAMS**

Policy Reference 1700

Constructive criticism can be helpful to the district. The board has confidence in its staff and curriculum and will act to support them from unwarranted criticism or disruptive influence. Complaints received by the board or board members shall be referred to the superintendent for investigation.

Most complaints should be resolved by informal discussions between the parent or guardian and the teacher. Should the matter not be resolved at this level, the building principal shall attempt to resolve the issue through a conference with the parent or guardian and the teacher or teachers involved.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

1. If the problem is not satisfactorily resolved at the building principal level, the citizen should file a written complaint which states the problem and, if appropriate, a suggestive solution. The superintendent will send copies to the building principal and staff member involved.
2. The staff member shall respond to the superintendent in writing or person.
3. The superintendent shall then attempt to resolve the problem through a conference with the parent, staff members, and building principal.
4. If the problem is not resolved, the superintendent shall present the issue to the board. If the complaint is against the staff member, the complaint shall be handled in executive session, if so desired by the staff member, and in the presence of the said staff member. The board shall attempt to make a final decision in the matter. If the action of the board adversely affects the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

**THE SUPERINTENDENT RESERVES THE RIGHT AND AUTHORITY TO MAKE ANY AND ALL DECISIONS OR DETERMINATIONS CONCERNING ANY SITUATION, EVEN OR CIRCUMSTANCES NOT SPECIFICALLY COVERED OR ADDRESSED IN THIS HANDBOOK. THE SUPERINTENDENT'S DECISIONS ARE FINAL PENDING BOARD OF TRUSTEE ACTION IF NECESSARY.**

# Opt Out Photo Release Form

For clarity, the term “photograph” as used herein encompasses both still photographs and motion picture footage.

**Hot Springs School District** will often take photographs of students and staff, or photographs in which the students may be involved with others for the purpose of promoting **Hot Springs School District**.

This form allows parents/guardians the option to not allow **Hot Springs School District** to take photographs of their minor children for the purpose of promoting the **Hot Springs School District**.

Failure to exercise this option, releases and discharges **Hot Springs School District** from any and all claims arising out of the use of photographs, or any right that the parent or minor may have.

To exercise this option, check the box below and provide the information requested within ten (10) days of receipt of this form.

I do not give **Hot Springs School District** permission to take photographs of the minor named below or photographs in which the minor may be involved with others for the purpose of promoting **Hot Springs School District**.

I, \_\_\_\_\_ am 18 or older, and am able to contract for the student in the above regard. I have read the above statement and fully understand its contents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Name of Minor \_\_\_\_\_

Address of Minor \_\_\_\_\_

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NOTE: If a student’s photograph is to be withheld, the student will not be included in the school’s yearbook, program events, or other such publications.

This form may be found on the schools website at <http://hssdmt.org> under the “Parent Resources” tab.



	Halls	Bathrooms	Multipurpose Room	Parking Lot	Events/ Gymnasiums	Playground	Bus
<b>I Am Responsible</b>	<ol style="list-style-type: none"> <li>1. Walk at all times</li> <li>2. I will use a '0' Voice Level during class/Levels '1' or '2' all other times</li> </ol>	<ol style="list-style-type: none"> <li>1. Use Voice Level 0 or 1</li> <li>2. Wash hands properly</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait patiently in line during lunch</li> <li>2. Clean up area</li> <li>3. Dispose of gum in trash can</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow all traffic and bicycle laws</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Report problems</li> <li>3. Walk around playing floor in outside shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow playground rules</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Follow bus rules</li> <li>3. Report problems</li> </ol>
<b>I Am Respectful</b>	<ol style="list-style-type: none"> <li>1. Use proper hand position</li> <li>2. Close lockers quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Report problems</li> <li>2. Keep areas clean</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Use proper manners</li> <li>2. Use Voice Level 1 or 2</li> <li>3. Try what is served</li> <li>4. Don't yuck my yum</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow all traffic laws</li> <li>2. Be aware</li> <li>3. Follow bicycle safety</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Show good sportsmanship</li> <li>3. Pay attention to performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Include others and share</li> <li>2. Return equipment</li> </ol>	<ol style="list-style-type: none"> <li>1. Use Voice Level 1 or 2</li> <li>2. Keep hands and feet to yourself</li> <li>3. Follow directions</li> </ol>
<b>I Am Safe</b>	<ol style="list-style-type: none"> <li>1. Walk on right side of hall</li> <li>2. Keep areas clean</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands properly</li> <li>2. Keep areas clean</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait patiently in line during lunch</li> <li>2. Clean up your area</li> <li>3. Walk</li> </ol>	<ol style="list-style-type: none"> <li>1. Cross street using crosswalk</li> <li>2. Be aware</li> <li>3. Follow bicycle safety</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Report problems</li> <li>3. Use good manners</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow playground rules</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Keep hands and feet to yourself</li> <li>3. Follow directions</li> <li>4. Report problems</li> </ol>

**Voice Levels:**

**0 = Silence**

**1 = Whisper**

**2 = Conversational/Group Talk**

**3 = Giving a Presentation/Outdoor**