

# TRINITY SCHOOL

(406) 368-2230

[www.trinityschoolccmt.com](http://www.trinityschoolccmt.com)

[trinityschoolmt@gmail.com](mailto:trinityschoolmt@gmail.com)



## Student/Parent Handbook 2024-2025

# Board Members

Tammy Burke  
Alison FitzSimmons  
Connie Horder  
Ben Quigg  
Shelby Saarinen

## Staff

John Chaffee, Kindergarten & 2nd Grade Teacher  
Jennifer Kueber, **Supervising Teacher**, 1st & 3rd  
Grade Teacher  
Robin Clark, 4th & 5th Grade Teacher  
Lisa Quisenberry, Paraprofessional  
Christine Hovda, Paraprofessional

## Welcome

The Board of Trustees and staff of Trinity School are committed to providing our students with a quality and comprehensive education. Students are expected to work to the best of their ability and challenge themselves in order to be well prepared for their future lives. Parents are an important part of school success. Good communication between students, parents, and teachers is also essential for school success.

Communication is a key factor for the success of each student, parent, and staff member. Each teacher will be open and willing to communicate with parents and students.

If a conflict, question, or concern arises, first contact **your child's teacher**.

Kindergarten & 2nd Grade Teacher:

John Chaffee at (406) 465-5689 or [mr.chaffeetrinity@gmail.com](mailto:mr.chaffeetrinity@gmail.com)

1st & 3rd Grade Teacher:

Jennifer Kueber at (406) 431-6445 or [mrs.kueber@gmail.com](mailto:mrs.kueber@gmail.com)

4th & 5th Teacher:

Robin Clark at (406) 459-7038 or [Ms.Clark87@gmail.com](mailto:Ms.Clark87@gmail.com).

For further assistance, contact the **Supervising Teacher**:

Jennifer Kueber at (406) 431-6445 or [mrs.kueber@gmail.com](mailto:mrs.kueber@gmail.com).

If your question is still not resolved, contact **County Superintendent**:

Katrina Chaney at (406) 447-8344 or [kchaney@lccountymt.gov](mailto:kchaney@lccountymt.gov).

For school board policy or school board procedure questions or concerns, please contact a **Trinity School Board** member:

Tammy Burke at (307) 761-1847 or [tammyburke713@gmail.com](mailto:tammyburke713@gmail.com)

Alison FitzSimmons at (406) 461-6114 or [alison.fitzsimmons@gmail.com](mailto:alison.fitzsimmons@gmail.com)

Connie Horder at (406) 368-2222 or [conniehorder@gmail.com](mailto:conniehorder@gmail.com)

Ben Quigg at (940) 390-9722 or [ben@capstonehelena.com](mailto:ben@capstonehelena.com)

Shelby Saarinen (303) 325-4685 [shelbysaarinen@gmail.com](mailto:shelbysaarinen@gmail.com)

# Trinity Elementary School | 2024-2025 CALENDAR (approved 4/11/2024)

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

28 First Day of School

17 Presidents' Day No School

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day No School

24-28 Parent/teacher conferences  
31 Spring Break

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17,18 MEA No school

1-4 Spring Break

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 No School/Snow day

November '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Chili Feed  
4-7 Parent/Teacher Conferences  
27-29 No School

23 Last Day 11:30 dismiss  
26 Memorial's Day

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-Jan. 1 Winter Break, no school

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Return to school

20 MLK Day – No School

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4  
5 Communicable Diseases

6 *Note: For purposes of this policy, the term “communicable disease” refers to the diseases*  
7 *identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*  
8

9 In all proceedings related to this policy, the District shall respect a student’s right to privacy. All  
10 applicable district policies and handbook provision governing confidentiality of student medical  
11 information remain in full effect.  
12

13 Although the District is required to provide educational services to all school-age children who  
14 reside within its boundaries, it may deny attendance at school to any child diagnosed as having a  
15 communicable disease that could make a child’s attendance harmful to the welfare of other  
16 students. The District also may deny attendance to a child with suppressed immunity in order to  
17 protect the welfare of that child when others in a school have an infectious disease, which,  
18 although not normally life threatening, could be life threatening to a child with suppressed  
19 immunity.  
20

21 The District shall provide soap and disposable towels or other hand-drying devices shall be  
22 available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin  
23 disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses'  
24 toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and  
25 teachers' toilet rooms or some other readily available on-site access to sanitary napkins.  
26

27 The Board recognizes that communicable diseases that may afflict students range from common  
28 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as  
29 human immunodeficiency virus (HIV) infection. The District shall rely on advice of the public  
30 health and medical communities in assessing the risk of transmission of various communicable  
31 diseases to determine how best to protect the health of both students and staff.  
32

33 The District shall manage common communicable diseases in accordance with DPHHS  
34 guidelines and communicable diseases control rules. If a student develops symptoms of any  
35 reportable communicable or infectious illness as defined while at school, the responsible school  
36 officials shall do the following:  
37

- 38 (a) isolate the student immediately from other students or staff; and  
39 (b) inform the parent or guardian as soon as possible about the illness and request him or  
40 her to pick up the student.; and  
41 (c) consult with a physician, other qualified medical professional, or the local county  
42 health authority to determine if report the case should be reported to the local health  
43 officer.  
44

45 Students who express feelings of illness at school may be referred to a school nurse or other  
46 responsible person designated by the Board and may be sent home as soon as a parent or person

1  
2  
3  
4 designated on a student's emergency medical authorization form has been notified. The District  
5 may temporarily exclude from onsite school attendance a student who exhibits symptoms of a  
6 communicable disease that is readily transmitted in a school setting. Offsite instruction will be  
7 provided during the period of absence in accordance with Policy 2050. The District reserves the  
8 right to require a statement from a student's primary care provider authorizing a student's return  
9 to onsite instruction.

10  
11 When information is received by a staff member or a volunteer that a student is afflicted with a  
12 serious communicable disease, the staff member or volunteer shall promptly notify a school  
13 nurse or other responsible person designated by the Board to determine appropriate measures to  
14 be taken to protect student and staff health and safety. A school nurse or other responsible  
15 person designated by the Board, after consultation with and on advice of public health officials,  
16 shall determine which additional staff members, if any, have need to know of the affected  
17 student's condition.

18  
19 Only those persons with direct responsibility for the care of a student or for determining  
20 appropriate educational accommodation shall be informed of the specific nature of a condition, if  
21 it is determined that such individuals need to know this information.

22  
23 The District may notify parents of other children attending a school that their children have been  
24 exposed to a communicable disease without identifying the particular student who has the  
25 disease.

### 26 27 Healthy Hand Hygiene Behavior

28  
29 All students, staff, and others present in the any school building shall engage in hand hygiene at  
30 the following times, which include but are not limited to:

- 31 (a) Arrival to the facility and after breaks  
32 (b) Before and after preparing, eating, or handling food or drinks  
33 (c) Before and after administering medication or screening temperature  
34 (d) After coming in contact with bodily fluid  
35 (e) After recess  
36 (f) After handling garbage  
37 (g) After assisting students with handwashing  
38 (h) After use of the restroom

39  
40 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
41 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
42 can be used if soap and water are not readily available.

43  
44 Staff members shall supervise children when they use hand sanitizer and soap to prevent  
45 ingestion. Staff members shall place grade level appropriate posters describing handwashing  
46 steps near sinks.

# Attendance

Our school day begins at 8:10 am each day and ends at 3:30 pm. Regular attendance in person, as well as online, is expected and essential for success in school.

If your child will be late arriving, leaving early, or unable to attend, **please call the school.**

When your child is sick and will not be in school, **please call the school** to report the absence.

If your child becomes ill at school and the teacher determines the child needs to be sent home, the teacher will call the parent or the emergency contact, if the parent is not available.

Please **do not** send ill children to school. The best place for a sick child is at home. We want Trinity to be a place for all children to learn in a healthy environment.

The school phone number is (406) 368-2230.

Teacher phone numbers and emails are:

(K & 2nd) John Chaffee (406) 465-5689 or [mr.chaffeetrinity@gmail.com](mailto:mr.chaffeetrinity@gmail.com)  
(1st & 3rd) Jennifer Kueber (406) 431-6445 [mrs.kueber@gmail.com](mailto:mrs.kueber@gmail.com)  
(4th - 5th) Robin Clark (406) 459-7038 [ms.clark87@gmail.com](mailto:ms.clark87@gmail.com)

**\*Please review the following pages regarding attendance and absences.\***

## Lunch/Snack

Trinity school does not provide lunches or snacks. Please send a lunch and a **healthy snack** to school for your child each day. Please label all containers that you send in your child's lunch. **Please do not send items that need to be cooked i.e. Ramen Noodles or Mac and Cheese (pre-cook at home, please).** Healthy food provided at breakfast, snack, and lunch help keep your child focused and ready to learn.

**\*\*Please send a non-perishable lunch with your student.** We will keep this lunch during the school year, in case a student forgets their lunch. We understand how difficult it would be for many parents to try and bring their child a lunch, during the day, if their child forgets.

1 **Trinity Elementary**

2

3 **STUDENTS**

4

5

6 Attendance Policy

7

3122

Page 1 of 2

8 To reach the goal of maximum educational benefits for each child requires a regular continuity  
9 of instruction, classroom participation, learning experiences, and study. Regular interaction of  
10 students with one another in the classroom and their participation in instructional activities under  
11 the tutelage of competent teachers are vital to the entire process of education. This established  
12 principle of education underlies and gives purpose to the requirement of compulsory schooling in  
13 every state in the nation. The good things schools have to offer can only be presented to students  
14 in attendance.

15

16 A student's regular school attendance also reflects dependability and is a significant component  
17 on a student's permanent record. Future employers are as much concerned about punctuality and  
18 dependability as they are about academic record. School success, scholarship, and job  
19 opportunity are greatly affected by a good attendance record.

20

21 Specific rules and regulations regarding attendance and tardies can be found in the respective  
22 student handbook.

23

24

25

26 Procedure History:

27 Adopted on: 10/11/18

28 Reviewed on:

29 Revised on:

30



2  
3 STUDENTS

4  
5 Attendance Policy - Truancy

6  
7 Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and  
8 tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian,  
9 or custodian whose child is absent from school but who has not reported the child as absent for the school  
10 day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

11  
12 For the purpose of this policy "truant" or "truancy" means the persistent non-attendance without excuse,  
13 as defined by this policy, for all or any part of a school day equivalent to the length of one class period of  
14 a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused  
15 absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

16  
17 The Trinity School District's definition of non-attendance without excuse is stated in the student  
18 handbook.

19  
20 The Trinity School District has appointed the County Superintendent as the attendance officer.

21	22	23	24	25	26	27	28
Legal Reference:	§ 20-5-103, MCA	Compulsory attendance and excuses					
	§ 20-5-104, MCA	Attendance officer					
	§ 20-5-105, MCA	Attendance officer – powers and duties					
	§ 20-5-106, MCA	Truancy					
	§ 20-5-107, MCA	Incapacitated and indigent child attendance					
	§ 41-5-103(22), MCA	Definitions					

29 Procedure History:

30 Adopted on: 10/11/18

31 Reviewed on:

32 Revised on:

33

## **\*\*Know When to Stay Home\*\***

Deciding to stay home or go to school can be a challenge. During the school year, we are all exposed to many different germs. There will be many different symptoms. Knowing when to send your student is important.

When your child is too sick to participate in daily activities at home, they should not attend school. While we enjoy having your child here, school is not a place for an unwell student. We are here to learn and have fun. We also want to prevent the spread of the illness.

It can be easy to tell when your child is too sick to go to school. **If they're violently ill, vomiting, running a high fever, or have a contagious condition like pink eye, then you'll want to keep them home.**

**\*\* When your child is running a fever, they should remain home until there has been no fever for at least 24 hours. This means no fever without the use of fever reducing medicine. \*\***

If your child is experiencing any of the following symptoms, please keep them at home. If their symptoms are not getting better or seem to be getting worse, contact your child's physician or health care provider.

- Temperature of more than 100 °F orally
- Nausea or vomiting
- Stomachache
- Diarrhea
- Pale or flushed face
- Headache
- Persistent cough
- Earache
- Thick yellowish/greenish discharge from nose

- Sore throat
- Rash or infection of the skin
- Red or pink eyes

We all do a much better job concentrating on school and having fun, when we feel good.

Thank you for helping us stay healthy and happy!

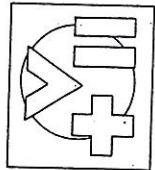
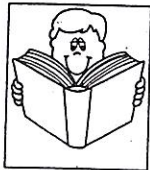
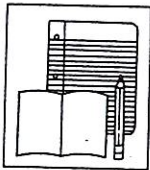
# Parent Involvement

You, as parents, play an important role in your child's education. The difference between a good school and a great school is the involvement of its parents. It is true that students, whose parents are involved, do better in school. Children learn to place importance on the things that are important to their parents.

It does not take a great deal of time to make a big difference in your child's education. Fifteen minutes of uninterrupted time spent with your child each day can improve study skills, build self-esteem and go a long way toward a successful school experience.

In order to enhance our students' education, volunteers are needed. Volunteers are needed for many different tasks, including but not limited to:

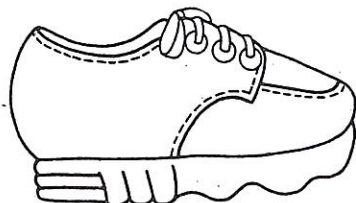
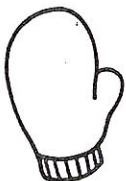
- Reading with/to students
- Library Helper
- Math Helper (flashcards, games, etc.)
- P.E. Helper

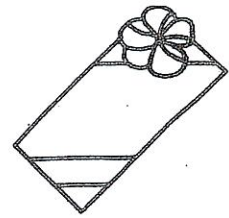


## Dress Code

Please have your child wear appropriate clothes for school. We ask that no student wear pajamas to school, unless it is specified by their teacher. We will send home notifications for days where other attire is acceptable.

**\*\*\*We do have recess and P. E. activities outdoors. Please send appropriate clothes for your child. The only times we will stay inside is if the temperature is below 0°F or if the air quality is considered dangerous. To be excused from outdoor recess/activity, your child must have a doctor's written note. This note must clearly state the amount of time the child will be restricted from outdoor activity and when he/she may return to regular activity.\*\*\***





## Birthdays

We love birthdays! Please feel free to send a special snack to school for your child's birthday. If your child has a summer birthday, 'half'-birthdays are fun to celebrate! When planning a birthday party, please do not hand out invitations on the bus or at school, unless you invite everyone.



## Field Trips



Field trips will be planned throughout the school year. We will send more information as it becomes available. When attending these trips, please understand that best behavior is expected at all times. Consequences for unwanted behavior will be assessed on a case by case basis. We enjoy being invited to some of these special places and would enjoy continuing to be invited. If a question or concern arises regarding a field trip, please contact your child's teacher.

## Fundraiser

We are having our annual Chili Feed this year. It will be on November 4, 2023. This is our main fundraiser for the school. We are excited to have it back! Please watch for information regarding things that are needed. This takes a lot of time and effort, but is well worth it. Please reach out to the PTO, Mrs. Kueber, or Ms. Lisa if you have questions.

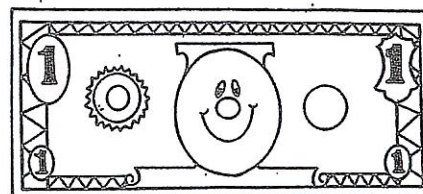
### PTO Information:

Ashley Quigg, President (817) 403-1524 [ashleybir@yahoo.com](mailto:ashleybir@yahoo.com)

Katie Grady-Selby, Vice President (406) 202-1802 [katiegrady18@icloud.com](mailto:katiegrady18@icloud.com)

Sara Wareham, Secretary (406) 465-8070 [swmommaof2@gmail.com](mailto:swmommaof2@gmail.com)

Christina Holmes, Treasurer (406) 439-3615  
[mike.christinaholmes@gmail.com](mailto:mike.christinaholmes@gmail.com)



Trinity Elementary School  
Canyon Creek, Montana  
School Bus Route 2024-2025

**A.M. Route**

7:20-7:25 Silver City  
7:29 Apache Pine Road  
7:32 3 Mile Road  
7:35 Lone Pine Road  
7:40 Eagle Ridge Road  
7:47-7:55 Silver City  
8:00 Canyon Creek Store  
8:05 Trinity School  
45 minutes 17 miles

**P.M. Route**

3:40 Canyon Creek Store  
3:50 Silver City  
3:53 Anna Brown Road  
3:55 6460 Birdseye Road  
3:57 Apache Pine Road  
4:00 3 Mile Road  
4:03 Lone Pine Road  
4:07 Austin Road  
27 minutes 13 miles

# Trinity School Transportation

**\*\*Please Review the Rules. Some of them have changed\*\***

All students have a right to safe transportation, to and from school. Riding a school bus is a privilege. Should the action of any student place the health and safety of himself/herself and/or other students in jeopardy, disciplinary action may include loss of bus transportation. All students are expected to be respectful, responsible, and safe, at all times. Choosing to follow unacceptable behavior may result in the loss of bus riding privileges.

## Bus Behavior Rules

1. No pushing while boarding/leaving the bus.
2. Every student must wear a seat belt.
3. Stay in your seat at all times. (Facing forward, not in the aisle)
4. Keep your hands, feet, body and objects to yourself.
5. Talk in a classroom voice.
6. Stay away from the bus when it is arriving and leaving.
7. Follow the directions of the bus driver.
8. There will be no eating on the bus. No exceptions.

The bus is equipped with a video camera which will be periodically reviewed by school staff.

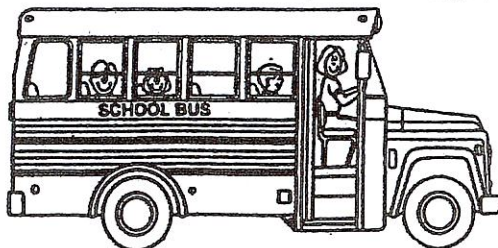
Parents will be held financially responsible for any damage to the bus caused by their child.

School Board Transportation Representative: Ben Quigg (940) 390-9722 or [ben@capstonehelena.com](mailto:ben@capstonehelena.com).

**\*\*Any change in your child's bus stop, (i.e. going home with a friend), please contact the school and the bus driver.**

Trinity School phone number: (406) 368-2230

Trinity Bus Driver: Laura Fisher (406) 261-7637 or [laurafisher983@gmail.com](mailto:laurafisher983@gmail.com).



## Guidelines for Picking Up Your Child from School or Bus Stop:

In order to maintain a safe area for all students, if a student is picked up at the school by a parent/guardian or caregiver, the driver needs to park in front of the building. Please do not drive to the side entrance of the school, as children are entering and exiting the building, as well as accessing the playground equipment.

In addition, students are dismissed from class at 3:30 pm. Please ensure you are available at the designated time. If there is a deviation from the scheduled plan, or a change in the person picking up your child, please contact the school. If a change in the plan occurs while the bus is in route, please contact the school bus driver. The driver has a tight schedule, and if you are unable to make the pickup at the designated time, the driver will complete the route and a parent/guardian or caregiver of a student has not picked up their child or made contact with the school or bus driver, the bus driver will return the child to the school until the parent/guardian or caregiver picks up the child. If, however, the parent/guardian or caregiver is not able to pick up their child, local law enforcement will be notified.

### Contact Phone Numbers:

Trinity School: (406) 368-2230 or [trinityschoolmt@gmail.com](mailto:trinityschoolmt@gmail.com)  
Ben Quigg: (940) 390-9722 or [ben@capstonehelena.com](mailto:ben@capstonehelena.com)  
(Transportation Rep)  
Laura Fisher (406) 261-7637 or [laurafisher983@gmail.com](mailto:laurafisher983@gmail.com)  
(Bus Driver)





## **Bus Riding Misconduct:**

Any student who receives more than three misconduct reports may be expelled from riding the school bus for up to one full year, defined as 365 days.

Severe misbehavior automatically constitutes immediate suspension. Outside of severe misbehavior, generally the conduct report will be processed as a warning to parents. If misbehavior continues, it could result in suspension from riding the bus. The district will determine the punishment of the misconduct on a case by case basis.

### **First Conduct Report:**

Students receiving their first written conduct report will be notified of the report by the driver, parents will be notified through an email, warning further conduct reports could result in bus suspension.

### **Second Conduct Report:**

Students receiving their second written conduct report will be notified by the driver, and the parents will be notified through an email, warning, again, further conduct reports could result in bus suspension.

### **Third Conduct Report:**

When students receive their third conduct report, the student will be suspended from the bus. Each report will be reviewed on a case by case basis and the days of suspension will be assessed accordingly.

**Please Note:** Students suspended from riding the bus are expected to attend school with the responsibility of transportation falling on the parent/guardian of the student.

*It is the desire of the full-time staff at Trinity School to work in cooperation with the part-time staff members, the county superintendent, the bus driver, parents, and Trinity's School Board to ensure a respectful, responsible, and safe learning environment for all students in our school.*

## **BEHAVIOR EXPECTATIONS**

*Students are expected to conduct themselves in a courteous and respectful manner. This refers to their actions towards all adults and fellow classmates. These expectations include their actions, their language, and their manners. Appropriate behavior is expected on the school bus, the playground, field trips, and in all areas inside the school.*

*The following expectations have been established and are expected.*

- \*\*\*\* BE RESPECTFUL**
- \*\*\*\* BE RESPONSIBLE**
- \*\*\*\* BE SAFE**

*\*\*Students are expected to maintain their behavior during school hours and while on school property. This includes before and after school, when being dropped off or getting picked up by a parent/guardian and/or riding the bus. Students are expected to walk to the bus or their appropriate vehicle and get inside. Students will not ride on the side or on top of any vehicle while on school property, no exceptions, in order to maintain a safe school environment. Thank you for your cooperation and understanding in this matter.*

*\*\*Parents are expected to drive in a safe and cautious manner while on school grounds. Please be aware of your surroundings. Please do your best to follow the parking and pull through procedures. Thank you for your cooperation.*

*\*\*When riding bicycles to and from school, students are expected to follow the basic safety guidelines, while on school grounds. No bicycles will be ridden on school grounds while the bus and parents/guardians are dropping off or picking up their children. On the following page are some simple and helpful tips for bicycle safety.*

Consequences for not following behavior expectations at school include, but are not limited to:

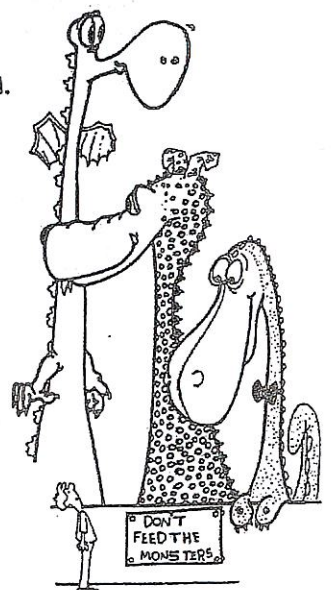
- ★ Warning
- ★ Conflict Resolution: negotiation/mediation
- ★ Loss of recess or other privilege/isolated play/walking during recess
- ★ Parent contact
- ★ Parent call to pick up student
- ★ In-School Suspension
- ★ Behavior Plan
- ★ Parent Shadowing (parent may be asked to spend time in school with the student for the day)
- ★ Out-of-School Suspension

Student discipline is handled on an individual basis because, at the elementary level, there is a wide age range among students.

## SEVERE CLAUSE FOR BEHAVIOR

An immediate discipline write-up and phone call will be made for willfully hurting others, destruction of property, theft, and/or blatant disrespect towards an adult. This may result in, but is not limited to, out-of-school suspensions.

For severe problems, students may be recommended for expulsion.



# Kids and Bicycle Safety










**Bicycle riding is fun, healthy, and a great way to be independent. But it is important to remember that a bicycle is not a toy; it's a vehicle!**

**Be cool – follow some basic safety tips when you ride.**

## Safe Riding Tips

**Before using your bicycle, make sure it is ready to ride. You should always inspect your bike to make sure all parts are secure and working properly.**

### Remember to:








-  **Wear a Properly Fitted Bicycle Helmet.** Protect your brain, save your life. For more information see the National Highway Traffic Safety Administration publication “Easy Steps to Properly Fit a Bicycle Helmet.”
-  **Adjust Your Bicycle to Fit.** Stand over your bicycle. There should be 1 to 2 inches between you and the top tube (bar) if using a road bike and 3 to 4 inches if a mountain bicycle. The seat should be level front to back. The seat height should be adjusted to allow a slight bend at the knee when the leg is fully extended. The handlebar height should be at the same level with the seat.
-  **Check Your Equipment.** Before riding, inflate tires properly and check that your brakes work.
-  **See and Be Seen.** Whether daytime, dawn, dusk, foul weather, or at night, you need to be seen by others. Wearing white has not been shown to make you more visible. Rather, always wear neon, fluorescent, or other bright colors when riding day or night. Also wear something that reflects light, such as reflective tape or markings, or flashing lights. Remember, just because *you* can see a driver doesn't mean the driver can see *you*.
-  **Control Your Bicycle.** Always ride with at least one hand on the handlebars. Carry books and other items in a bicycle carrier or backpack.
-  **Watch for and Avoid Road Hazards.** Be on the lookout for hazards such as potholes, broken glass, gravel, puddles, leaves, and dogs. All these hazards can cause a crash. If you are riding with friends and you are in the lead, yell out and point to the hazard to alert the riders behind you.
-  **Avoid Riding at Night.** It is far more dangerous to ride at night than during the day because you are harder for others to see. If you have to ride at night, wear something that makes you more easily seen by others. Make sure you have reflectors on the front and rear of your bicycle (white lights on the front and red rear reflectors are required by law in many States), in addition to reflectors on your tires, so others can see you.

Many bicycle-related crashes resulting in injury or death are associated with the bicyclist's behavior, including such things as not wearing a bicycle helmet, riding into a street without stopping, turning left or swerving into traffic that is coming from behind, running a stop sign, and riding the wrong way in traffic. To maximize your safety, always wear a helmet AND follow the rules of the road.

## Rules of the Road – Bicycling on the Road










Bicycles in many States are considered vehicles, and cyclists have the same rights and the same responsibilities to follow the rules of the road as motorists. When riding, always:

-  **Go With the Traffic Flow.** Ride on the right in the same direction as other vehicles. Go with the flow – not against it.
-  **Obey All Traffic Laws.** A bicycle is a vehicle and you're a driver. When you ride in the street, obey all traffic signs, signals, and lane markings.
-  **Yield to Traffic When Appropriate.** Almost always, drivers on a smaller road must yield (wait) for traffic on a major or larger road. If there is no stop sign or traffic signal and you are coming from a smaller roadway (out of a driveway, from a sidewalk, a bike path, etc.), you must slow down and look to see if the way is clear before proceeding. This also means yielding to pedestrians who have already entered a crosswalk.
-  **Be Predictable.** Ride in a straight line, not in and out of cars. Signal your moves to others.
-  **Stay Alert at All Times.** Use your eyes AND ears. Watch out for potholes, cracks, wet leaves, storm grates, railroad tracks, or anything that could make you lose control of your bike. You need your ears to hear traffic and avoid dangerous situations; don't wear a headset when you ride.
-  **Look Before Turning.** When turning left or right, always look behind you for a break in traffic, then signal before making the turn. Watch for left- or right-turning traffic.
-  **Watch for Parked Cars.** Ride far enough out from the curb to avoid the unexpected from parked cars (like doors opening, or cars pulling out).

## Sidewalk versus Street Riding

The safest place for bicycle riding is on the street, where bicycles are expected to follow the same rules of the road as motorists and ride in the same direction.

-  Children less than 10 years old, however, are not mature enough to make the decisions necessary to safely ride in the street.
-  Children less than 10 years old are better off riding on the sidewalk.
-  For anyone riding on a sidewalk:
  -  Check the law in your State or jurisdiction to make sure sidewalk riding is allowed.
  -  Watch for vehicles coming out of or turning into driveways.
  -  Stop at corners of sidewalks and streets to look for cars and to make sure the drivers see you before crossing.
  -  Enter a street at a corner and not between parked cars. Alert pedestrians that you are near by saying, "Excuse me," or, "Passing on your left," or use a bell or horn.



For more information on bicycle safety, visit the  
**National Highway Traffic Safety Administration**  
(NHTSA) Web site at: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)  
**nhtsa**  
people saving people  
DOT HS 810 601  
April 2006

1 **Trinity Elementary**

2  
3 **STUDENTS**

3612  
page 1 of 2

4  
5 District-Provided Access to Electronic Information, Services, and Networks

6  
7 General

8  
9 The District makes Internet access and interconnected computer systems available to District students and  
10 teacher. The District provides electronic networks, including access to the Internet, as part its  
11 instructional program and to promote educational excellence by facilitating resource sharing, innovation,  
12 and communication.

13  
14 The District expects all students to take responsibility for appropriate and lawful use of this access,  
15 including good behavior on-line. The District may withdraw student access to its network and to the  
16 Internet when any misuse occurs. The teacher and other staff will make reasonable efforts to supervise  
17 use of network and Internet access; however, student cooperation is vital in exercising and promoting  
18 responsible use of this access.

19  
20 The district shall provide age-appropriate instruction to students regarding appropriate online behavior.  
21 Such instruction shall include, but not be limited to: positive interactions with others online, including on  
22 social networking sites and in chat rooms; proper online social etiquette; protection from online predators  
23 and personal safety; and how to recognize and respond to cyberbullying and other threats.

24  
25 Curriculum

26  
27 Use of District electronic networks will be consistent with the curriculum adopted by the District, as well  
28 as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will  
29 comply with selection criteria for instructional materials and library materials. The teacher may use the  
30 Internet throughout the curriculum, consistent with the District's educational goals.

31  
32 Acceptable Uses

- 33  
34 1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support  
35 of education and/or research, and in furtherance of the District's stated educational goals; or (2)  
36 for a legitimate school business purpose. Use is a privilege, not a right. Students and staff  
37 members have no expectation of privacy in any materials that are stored, transmitted, or received  
38 via the District's electronic network or District computers. The District reserves the right to  
39 monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage  
40 of the computer network and Internet access and any and all information transmitted or received  
41 in connection with such usage.
- 42  
43 2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a  
44 violation of this policy:
- 45  
46 A. Uses that violate the law or encourage others to violate the law, including but not limited  
47 to transmitting offensive or harassing messages; offering for sale or use any substance the  
48 possession or use of which is prohibited by the District's student discipline policy;  
49 viewing, transmitting, or downloading pornographic materials or materials that encourage  
50 others to violate the law; intruding into

1  
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3  
4 the networks or computers of others; and downloading or transmitting confidential, trade  
5 secret information, or copyrighted materials.  
6

7 B. Uses that cause harm to others or damage to their property, including but not limited to  
8 engaging in defamation (harming another's reputation by lies); employing another's  
9 password or some other user identifier that misleads message recipients into believing  
10 that someone other than you is communicating, or otherwise using his/her access to the  
11 network or the Internet; uploading a worm, virus, other harmful form of programming or  
12 vandalism; participating in "hacking" activities or any form of unauthorized access to  
13 other computers, networks, or other information.  
14

15 C. Uses that jeopardize the security of student access and of the computer network or other  
16 networks on the Internet.  
17

18 D. Uses that are commercial transactions. Students and other users may not sell or buy  
19 anything over the Internet. Students and others should not give information to others,  
20 including credit card numbers and social security numbers.  
21

#### 22 Warranties/Indemnification

23

24 The District makes no warranties of any kind, express or implied, in connection with its provision of  
25 access to and use of its computer networks and the Internet provided under this policy. The District is not  
26 responsible for any information that may be lost, damaged, or unavailable when using the network or for  
27 any information that is retrieved or transmitted via the Internet. The District will not be responsible for  
28 any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the  
29 District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless  
30 from any and all loss, costs, claims, or damages resulting from such user's access to its computer network  
31 and the Internet, including but not limited to any fees or charges incurred through purchase of goods or  
32 services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to  
33 cooperate with the District in the event of its initiating an investigation of a user's use of access to its  
34 computer network and the Internet.  
35

#### 36 Violations

37

38 If a user violates this policy, the District will deny a student's access or will withdraw access and may  
39 subject a student to additional disciplinary action. The supervising teacher will make all decisions  
40 regarding whether or not a user has violated this policy and any related rules or regulations and may deny,  
41 revoke, or suspend access at any time, with that decision being final.  
42

#### 43 Policy History:

44 Adopted on: 10/11/18

45 Reviewed on:

46 Revised on:

47  
48

INTERNET ACCESS CONDUCT AGREEMENT

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Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Trinity School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student \_\_\_\_ Staff \_\_\_\_ Patron \_\_\_\_

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.





Trinity School District #4  
P. O. Box 523  
7435 Duffy Lane  
Canyon Creek, MT 59633  
(406) 368-2230  
[trinityschoolmt@gmail.com](mailto:trinityschoolmt@gmail.com)  
[www.trinityschoolccmt.com](http://www.trinityschoolccmt.com)

Student Name \_\_\_\_\_

### **Publications, Video, Internet, Local Media, Consent and Release Agreement**

Students who attend Trinity School District #4 are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form and return a form to the school for each of your students. The form referenced below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or on the school or District websites. For example, pictures and articles about school activities may appear in local newspapers, local television broadcasts, yearbooks, District publications, or online. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the District in subsequent years.

#### **AGREEMENT**

Student and Parent/Guardian release to Trinity School District #4 the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Trinity School District #4. Student and Parent/Guardian further consent to access by local print and broadcast media to the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.
- This form will be kept on file at the school listed above. It will not be transferred to another school.

\_\_\_\_\_ Yes, I give my consent to the above.

\_\_\_\_\_ No, I do not give my consent to the above.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIAL CIRCUMSTANCES FOR PICTURE/NAME RELEASE**

- Ok to publish picture on Trinity Website      Parent/Guardian Initial \_\_\_\_\_
- Ok to publish picture on Trinity Facebook Page      Parent/Guardian Initial \_\_\_\_\_
- Ok for name/picture to be in the newspaper      Parent/Guardian Initial \_\_\_\_\_
- Ok for name/picture in Yearbook  
(even if published privately, not by school)      Parent/Guardian Initial \_\_\_\_\_
- Please do not publish my child's name      Parent/Guardian Initial \_\_\_\_\_
- Please do not publish my child's picture      Parent/Guardian Initial \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WAIVER FOR NAME/PICTURE USE OTHER THAN LISTED ABOVE**

There are several occasions that pictures are taken by parents, or other individuals, outside of school, or on school property, to have as keepsakes and/or for such reasons as yearbooks, field trips, or other special occasions. These pictures could be put together by parents and/or other individuals. If you choose to release your child's picture and name for such publication and/or use by other individuals, please understand that Trinity School District #4, it's Board members, and it's staff cannot and will not be held liable for such use.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_