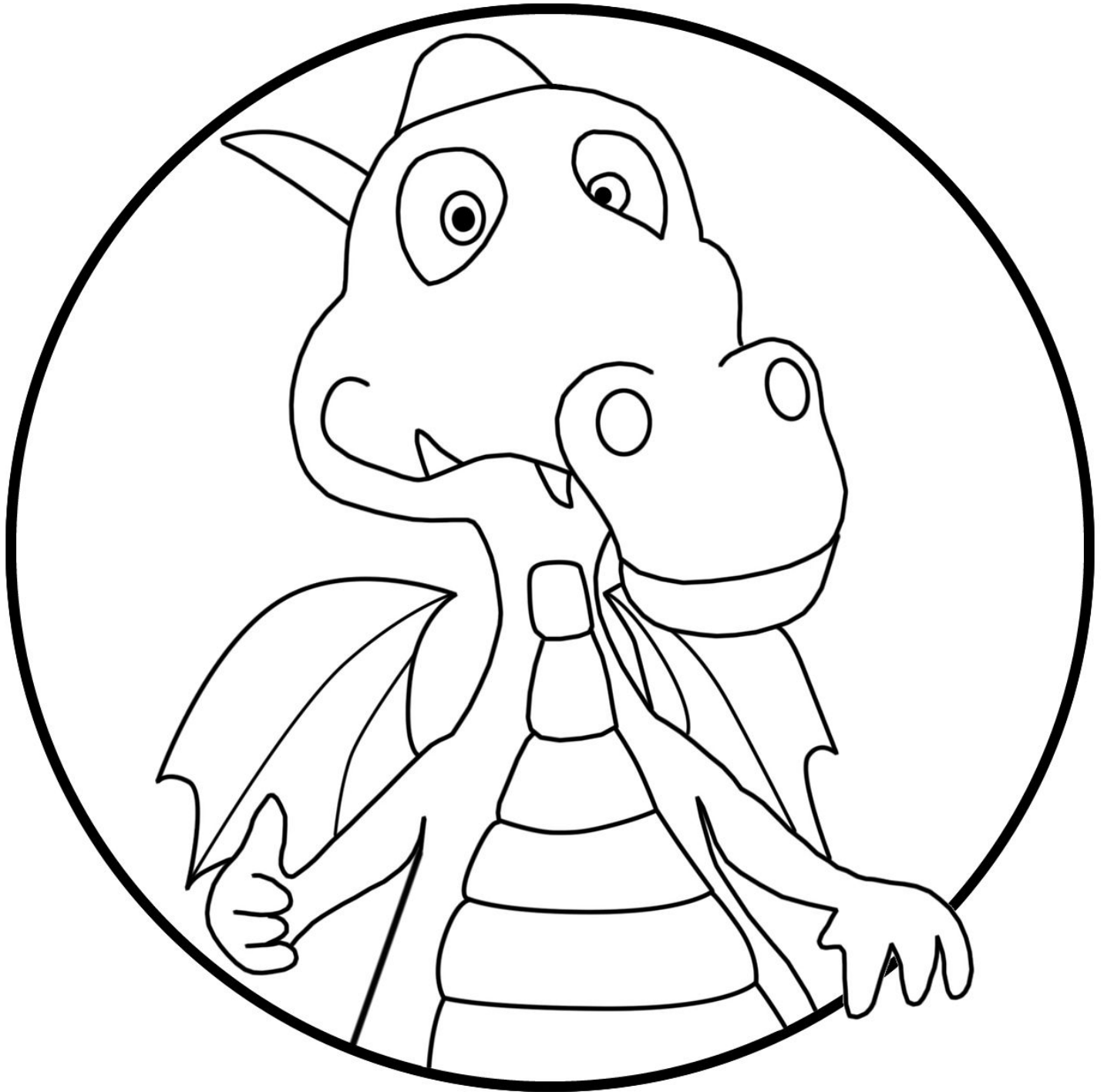


2017-2018

DAYTON ELEMENTARY



Upper West Shore School District #33
STUDENT HANDBOOK



Welcome to Dayton Elementary School!

Upper West Shore School District #33

To the Student,

The learning community at Dayton Elementary School welcomes you! We are so excited to have you back this year and meet all of the new scholars! The years you spend in our learning community will be the most academically rewarding and challenging times of your young lives. The following pages in this handbook will guide you towards success. Take time to go over these pages with your parents.

Sincerely,
Dayton Staff

Contact Information	
Phone Number	(406) 849-5484
Fax Number	(406) 849-5485
Mailing Address	PO Box 195 Dayton, MT 59914
Physical Address	43662 B. ST Dayton, MT 59914
School Website	www.daytonschool.net
School Email	info@daytonschool.net

Daily Schedule	
School Day Week	Monday-Thursday (Some Fridays)
School Day Hours	K-3rd: 8:10am to 3:10pm 4th-6th: 8:10am to 4:05pm
After School Program	3:10pm to 5:30pm Monday-Thursday

Dayton Elementary School Staff

Name	Position / Responsibilities	Email address
Jamie Bartel	Teacher (4th and 6th Grade Homeroom) (3rd-6th Reading / ELA)	jbartel@daytonschool.net
Julie Tallmadge	Teacher (Kindergarten/SPED)	jtallmadge@daytonschool.net
Kim Norman	Teacher (1st Grade)	knorman@daytonschool.net
Amy Sheets	Teacher (2nd-3rd Grade)	asheets@daytonschool.net
Jamie Jacobson	Teacher (5th Grade Homeroom) (3rd - 6th Math and Science)	jjacobson@daytonschool.net
Stefani Simonson	After School Program Coordinator	ssimonson@daytonschool.net
Jen Nelson	Office Admin	jnelson@daytonschool.net
Dolores Sanchez	School Nurse	dsanchez@daytonschool.net
Teri Warford	Librarian	twarford@daytonschool.net
Edna Lemm	Art Teacher	
Erin Riggs	After School Program Paraprofessional	eriggs@daytonschool.net
Sharon Antonson	Art Assistant / After School Program Para	

Dayton Elementary School Board

Chair	Trustee	Trustee	District Clerk	Lake County Superintendent
Jim Ferguson	Jill Sundvahl	Bob Hanson	Duskie Dwelle	Carolyn O. Hall

DELINEATION OF DUTIES

Dayton Elementary is a teacher-led school, meaning that the duties typically associated with a school principal are divided among the teaching staff. Parents wishing to discuss one of the topics shown in the table below should contact the teacher to whom that topic has been assigned.

Ms. Bartel	Mrs. Tallmadge	Ms. Norman	Miss Jacobson	Mrs. Sheets
Cooperating Lead Teacher	Cooperating Teacher	Cooperating Teacher	Cooperating Teacher	Cooperating Teacher
School Board Relations	Special Education	Safety Coordinator	PTO Representative	Music
Classified Personnel	Testing		Environmental Awareness	
Students/ Scheduling	Indian Education Committee Rep.			
	Behavior Plan Specialist			

SCHOOL POLICIES

ATTENDANCE



We value our students and their education and strive as a team to make each day the most valuable learning opportunity that we can. When a student is absent, it creates gaps in learning - and since our ultimate goal is to educate, we ask that your student miss as little school as possible. Being late also disrupts the learning process. Students and their parents/guardians should make every effort to be to school every day on time and be ready to learn.

ABSENCES AND TARDIES

School begins promptly at 8:10 a.m. and ends at 4:05 p.m., Monday through Thursday, with Kindergarten through third grade dismissed at 3:10 p.m. Students should arrive no earlier than 8:00 a.m. as there is NO PLAYGROUND SUPERVISION. The school will remain locked until 8:00 a.m. Students who arrive earlier than 8:00 a.m. may proceed to the fenced playground until the morning duty teacher comes out.

If a student is tardy, a parent/guardian must escort them into the building and sign them in at the office. A student is considered tardy if he/she is not on school grounds when the school bell rings at 8:10 a.m.

By state law, Dayton School is required to contact the parents or legal guardians of a child if he/she is absent. We appreciate your assistance in tracking absences by calling the school at 849-5484 before 9:00 a.m.

If it is a planned absence:

- Make arrangements with your child's teacher to gather school work in advance.
- Make-up work is expected to be completed for all days a student is absent.
- It is the responsibility of the student to pick up make-up assignments on the day they return to class.
 - There shall be one day allowed for make-up work for each day of absence.
- If the absence will be of a longer duration, make-up work needs to be completed prior to or during the student's absence in order to minimize the impact on his/her learning.
- In addition, excessive absences and/or tardiness negatively impact a student's ability to learn and may cause a student to be retained.
 - In order to circumvent such an outcome, a meeting will be called between administrative staff, faculty and the parent/guardian if attendance becomes an issue.
 - By policy, a child who is absent for more than ten consecutive days will be dropped from enrollment and must be readmitted upon his/her return unless extenuating circumstances prevail. Such cases will be reviewed on a case-by-case basis.

No student will be released during a school day without a written note or verbal permission from the parent/guardian regarding the time and purpose. Parents/guardians are required to sign their student out on the form provided at the front office to keep disruption to a minimum.

Unexcused absences or suspected skipping of school by any student will be cause for administrative action and possible truancy officer intervention.

The following shall be considered **excused absences**:

1. A student who is temporarily ill or injured. Prearranged absences shall be approved for appointments which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. Absences due to family trips or vacations. An advance notice of at least 48 hours prior to such trips or vacations should be provided to the school.

* The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or expelled may be considered unexcused.

For their safety, Kindergarten through third grade students dismissed at 3:05 p.m. will be walked down to the after-school program if their parent/guardian is not waiting in the front entrance of the school. Fourth through sixth grade students dismissed at 4:05 p.m., that are **present on school grounds after 4:10 p.m., will be automatically enrolled in our after-school program. All students in after-school program must be signed out by an authorized adult.**

AFTER SCHOOL PROGRAM



The after-school program operates Monday – Thursday from 3:05 p.m. to 5:30 p.m. Students receive a healthy snack, have time to do homework, and enjoy multiple activities indoor and outdoor! ASP is an easy transition, as it is still located in the school and on school grounds. The same disciplinary actions will be taken in the after school program as the students have during the day.

PICK-UP POLICY: To ensure student safety, the ASP (lunchroom) area is where **all** students will be released every day. Please sign-out your child daily. To maintain the integrity of the program and to respect the hours of operation of the program, the following policy has been put into place. All children are expected to be picked up by a parent or authorized guardian by 5:30 pm. If a parent/guardian arrives after 5:30 pm., families will be charged a designated late fee.

LATE PICK-UP PROCEDURE:

• If you know you are running late, please contact the school and let them know the anticipated time of pick-up. It is helpful for teachers to know in advance so they can help your child adjust to the late departure. It also helps the teacher plan for staff coverage during the minutes the child is remaining in the program.

• If a parent has not contacted the school by 5:35, the ASP staff will follow the contact protocol below:

1. **First the parent/legal guardian will be called.**
2. **If the parent/legal guardian cannot be reached, we will call from the child's authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or the authorized emergency contacts until 6:00 pm.**
3. **If by 6:00 pm, we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will call Child Protective Services and/or the local police department.**

CLASSROOM PARTIES

Dayton School hosts three holiday parties per year, Halloween, Valentine's Day and the end of the year barbecue. Parties are held during the last hour of the school day in order to minimize class disruption. If you would like to volunteer to help with these events, talk with your child's teacher.

DISCIPLINE AND APPEALS

A teacher or Supervising Teacher 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.

For the purposes of the District's policies relating to corrective action or punishment:

1. Discipline constitutes corrective action for unacceptable behaviors exhibited by students. Discipline may include brief exclusions from a class for not more than the remainder of the class period, and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect academic grades as long as all required work is performed.
2. Suspension is the removal from school or individual classes for a specific period of time, after which the student has the right to return. The Supervising Teacher and Principal have the right to suspend.
3. Expulsion is the removal from school. Only the Board has the authority to expel.

The following shall be grounds for suspension or expulsion from a public school:

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior which is detrimental to the welfare, safety or morals of other pupils or of school personnel.
- Possession of a weapon while in a school building or on school property.

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the County Superintendent for the purpose of resolving the grievance.

Habitually Disruptive Students:

- Students who through willful and overt behavior cause a disruption in the classroom, on school grounds, or at school activities on a continuing basis shall be declared habitually disruptive students.
- Expulsion may occur for habitually disruptive students.

DRESS AND CLOTHING

Students are expected to wear proper clothing for the season (e.g. warm clothing, boots, hats, mittens, snow pants, etc. for winter) and for an educational community (see page 11: Personal Appearance). In the event that a child's clothes become wet or soiled during the course of the school day, or he/she comes inappropriately dressed, the parent/guardian may be contacted and asked to bring a change of clothes. Students should have indoor shoes that have hard soles.

Please Label All of Your Child's Belongings with His or Her Name!

DRUG/WEAPON/TOBACCO FREE SCHOOL

Our school is drug and weapon free. Possession of any potentially dangerous weapon may result in notification of local law enforcement, immediate suspension, and/or a recommendation to the school board for expulsion. Contact with other social services and/or the law enforcement agencies may also occur.

ELECTRONIC DEVICES



Students and parents/guardians are responsible for any and all objects brought to the school. At this time, technology is provided by the school for educational purposes and additional devices are not needed. However, on a school-sponsored trip a student may bring a device and utilize only school appropriate applications and they are solely responsible for said device. If a staff member sees a device or it becomes a disruption, it may be confiscated and retained in the office for the parent/guardian to pick it up.

ENROLLMENT

Students enrolling in kindergarten must be five years of age on or before the first day of the school year. An enrollment card must be filled out completely for each new student. Health information sheets are to be filled out completely by the parents/guardians. It is the parent's responsibility to update the information, as necessary throughout the years.

Birth certificate and immunization records must be presented at time of enrollment. For students transferring from another district, a parental release form must be signed to allow records to be released.

Proof of immunization must also be presented before admission can take place. Medical and religious exemptions are allowed with specific forms to be completed prior to attendance, and each year following. Placement will be made temporarily based upon school records. Evaluation and final placement will be made within one month of the day entered.

Out-of-district students may apply for admission to Dayton Elementary School. An application must be submitted to the Board of Trustees.

Discretionary Nonresident Student Attendance Policy

Except as otherwise provided by law, admission to the district as a nonresident student is a privilege. The board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the discretionary admission of nonresident students. Parents considering out of district student attendance agreements need to submit an application to the trustees.

FEDERAL IMPACT AID

Dayton Elementary School participates in the Federal Impact Aid Program. This program provides funding for schools impacted by federal activities. A survey form is sent home in December to count federally connected students. Those who qualify must have parents that live and/or work on federal land. This can be an important source of funding and we appreciate your cooperation in returning surveys promptly.

FIELD TRIPS

The District recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum. Field trips are an educationally sound and important ingredient in the instructional program of our school. The state of Montana requires grades 4th - 6th to have 360 more instructional hours. Therefore, some field trips are restricted to upper grades only.



- At the beginning of the school year, a **permission slip authorizing a student's attendance at all field trips** for the year is signed and placed in each student's file.
- **Without the signed permission slip on file**, the student will be excluded from field trips. The student will be required to attend school the day of the field trip or be marked absent. His/her teacher will have assignments prepared, and a staff member will remain at school to supervise any student who does not attend the field trips.
- **If a parent/guardian would not like** his/her child to participate in a specific field trip and has the blanket permission slip on file, a **note must be submitted** to the administration at least **two academic days** prior to the event.

What	Who	When
Native American Awareness Week at The People's Center Pablo	Kindergarten - 6th	September 26
Wildhorse Island	4th - 6th Grade	September 29
Cultural Day with CSKT	Kindergarten - 6th	November TBA
Ski Day at Blacktail Mountain	Kindergarten - 6th	February 3
3 Days of Ski / Snowboard Lessons at Blacktail Mountain	4th - 6th Grade	Feb. 17, Mar. 7, Mar. 17
Ag Days	3rd and 4th Grade	Spring TBA
River Honoring	5th and 6th Grade	Spring TBA
Field Day at Valley View	Kindergarten - 6th	April 28
Swimming Field Trip at Currents	Kindergarten - 6th	May 31

- **If a parent/guardian would like to chaperone a field trip please check with the office as soon as possible due to limited space on the bus.**
 - A chaperone must read and sign the Chaperone Letter of Understanding (Appendix B)

GUIDELINES OF CONDUCT

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment in a positive way.



HEALTH SCREENING SERVICES AND MEDICATIONS

Children enrolling in school are required by law to be adequately immunized against Diphtheria-Tetanus-Pertussis (DTP), Polio, Measles, Varicella and Rubella.

All students in kindergarten through 12th grade will need to have two doses of varicella vaccine. Students attending a preschool or prekindergarten will need one dose of varicella. If a student has already had a case of chickenpox, documentation from a physician can be accepted in lieu of the vaccine. Additionally, students who already had two doses of the vaccine do not need to repeat it.



Dayton School employs a school nurse for the health and safety of your children. When a student is suspected of having a contagious disease or head lice, he/she is taken to the school nurse. Our nurse will examine your child and notify you of the diagnosis. Your child may be required to seek treatment from a physician before returning to school.

Health screenings offered through the school include: vision, hearing, height and weight. Our school nurse regularly reviews student health records and may refer you to your family physician if further care is needed. Parents/Guardians should contact the school if students are on any medications. Medicine will be administered with a doctor's order and medication release slip only. Forms are available in the school office to present to your doctor. This includes non-prescription drugs, such as Tylenol, cough syrup, etc. For medication to be administered, it must be in its original container, with the child's name, date, name of medication, time to be administered, doctor's name and possible side effects as applicable. The medication will be locked in the office and administered by the school nurse. *Cough drops are permissible. Students may keep them in their possession during the day for personal use.*

Communicable Disease Policy:

Because infection and disease are easily transmitted in schools, we offer the following guidelines for attendance:

- **Strep Throat / Pink Eye / Impetigo:** With a diagnosis of one of these, your child should be out of school for a minimum for 24 hours after beginning treatment with antibiotics.
- **Fever:** A temperature of 100 degrees or greater means your child is fighting an infection. Please keep him/her out of school until the temperature is less than 99 degrees for one day, and he/she is feeling well.
- **Vomiting / Diarrhea:** If your child has vomited or had diarrhea two or more times, he/she should stay home for the day.
- **Head Lice:** Children with live head lice need to be treated with a lice shampoo/rinse and the eggs removed before returning to school. Repeated cases of head lice will be referred to the Public Health Nurse or Tribal Health Nurse. **(Appendix A: Protocol for Head Lice)**
- **Chickenpox:** Children diagnosed with chickenpox need to be out of school until the skin lesions are dry or crusted (usually six days after the onset of the rash).
- **Respiratory Illness:** If your child has a cold or bronchitis, he/she is welcome to attend as long as he/she feels well enough to participate. However, with a frequent cough or dripping nose, he/she may desire to stay home until those symptoms subside.

HOMEWORK

The District believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good work habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students; and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes.

1. Practice: To help students master specific skills which have been presented in class.
2. Preparation: To help students gain the maximum benefits from future lessons.
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations.
4. Creativity: To require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment. **Policy 2430**

INDIAN EDUCATION COMMITTEE

I.E.C works to develop educational programs designed to meet the needs of Native American students. The committee meets the second Monday of each month at 4:10 p.m.

INTERNET USE AT SCHOOL

Acceptable Use of Computers

New technologies are shifting the ways information is accessed, communicated and transferred. Dayton School offers students access to the internet and computer technology. Appropriate use of the internet and computers are outlined through district policies, classroom guidelines and the Internet User Agreement. This agreement is signed annually.

Rules and Responsibilities



Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply. Internet access is provided for students to conduct research and communicate with others in relation to schoolwork. Access to the Internet is given to students who agree to act in a considerate and responsible manner.

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear or use vulgarities.
- Transmission of obscene materials is prohibited.
 - Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Electronic mail is not guaranteed to be private.
 - Dayton School IT has access to all emails.
 - Inappropriate messages will result in suspension of privileges.
- Do not use the network in a way that would disrupt the use of the network by other users.
- Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in cancellation of user privileges.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

LIBRARY

Students are allowed to check out as many as three books at a time. Each book is checked out for one week. Books may be renewed twice. In order to be renewed, books must be brought back to the librarian during the weekly library period. If a book is not brought back to be renewed, it will be considered overdue. If a student has any book(s) overdue he/she will not be allowed to check out any more books.



Books that are lost or damaged will be charged with an appropriate replacement fee. Grades may not be released at the end of the year if all library materials are not returned and/or paid for.

LOST AND FOUND

Personal items left at school will be placed in a lost and found basket in the hall. Clothing and other items not picked up will be donated to charity twice a year, once before winter break and once at the end of the school year.

LUNCH AND SNACKS



A light healthy snack will be offered to students at 10:00am. Students need to bring a healthy snack and lunch. Healthy choices such as fruit, raw vegetables, nuts and crackers are encouraged. Please refrain from packing sugary beverages or foods, as research has shown that they adversely impact student performance. Hot lunches are served on Mondays only, students must bring a sack lunch the rest of the week. We have a limited number of microwaves, for **reheating** food only. Dayton School provides one milk a day for all students, free of charge.

If your student forgets to bring a sack lunch, the school will provide a cup of noodles or peanut butter and jelly sandwich for \$0.50. A letter at the end of the month will be sent home if your child has any lunch charges.

****Report cards may be held if outstanding balances are not paid in full by the end of each quarter.**

Hot lunches are served on Monday. The cost is \$1 per child/per lunch. **THIS IS NOT A SCHOOL HOT LUNCH PROGRAM.** This is being offered by volunteers representing the Student Fund to raise money for field trips and school supply needs. All money must be collected on the Thursday prior to the hot lunch, or students will need to bring a sack lunch. Please pay for lunches in advance, for there will be no charges accumulated and billed later. Hot lunches are self-sustaining and require volunteer effort. If you are interested in volunteering, contact the office.

MILK SERVICE

Dayton Elementary School participates in the **Federal Free and Reduced Milk Program**. This program not only provides milk to our students but also qualifies us for other need-based funding. A registration form is provided annually with your registration packet. We ask that 100% of our families apply, regardless of whether they want to participate in the free/reduced milk program, because the free and reduced lunch applications also help fund other school programs. Families may apply for free or reduced milk at any time during the school year but all parents/guardians are asked to submit an application at the beginning of the academic year.

NEWSLETTER AND WEBSITE

Our school newsletter and website are two of our most important tools in keeping us connected as a school community. Our “Dynamite Dragonite Newsletter” is written by our students, and provides information on events and important notices. We encourage everyone to view our newsletter as part of our school partnership. The “Dynamite Dragonite Newsletter” is published on the last Thursday of the month, and can be found online via our website at www.daytonschool.net. Our website is updated regularly with current school event information, calendars and more. The purpose of our newsletter and website is to keep students, parents/guardians and the community informed of activities and events taking place within the school.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Dayton School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Dayton School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. Directory information is information that is generally not considered harmful or an invasion of privacy, if released.

If you do not want Dayton School to disclose the directory information from your child's education records without your prior written consent, you must notify the school in writing. Dayton School has designated the following information as "directory information."

- Student's name
- Address
- Photograph
- Date and place of birth
- Grade level
- State student identification number
- Dates of attendance



FERPA also affords parents/guardians the right to inspect and review all educational records of their child. The parents/guardians of a student have the right to challenge in a hearing the content of any educational records which the parent/guardian believes to be inaccurate, misleading or otherwise in violation of a student's rights.

PARENT TEACHER COMMUNICATION

Communication between home and school is crucial for your child's attitude and progress in school. If you would like to visit your child's teacher to address an issue, you must schedule an appointment. Email your child's teacher (see page 3) call 849-5484 or leave a message in the office.

The best times to meet with our teachers are: 7:45-8:10 a.m. or 4:10-4:30 p.m.

Spontaneous confrontations between parents and teachers are not permitted. If the parent and teacher cannot resolve the problem, contact the County Superintendent and/or a member of the Board of Trustees.

PARENT-TEACHER ORGANIZATION

Our school has an active PTO. All parents are welcome to join. The more involvement we have from parents the better job we can do for our children. See the PTO Bulletin Board in the foyer for current activities and events. Meetings are held the second Tuesday of every month at 4:10 p.m.

P.E.

Each student is required to bring a pair of tennis shoes for P.E. New shoes are NOT necessary. **These shoes must be left at school.** If your child forgets their gym shoes they will be not be allowed to participate in the planned P.E. activity, but will instead walk the playground perimeter the duration of the P.E. period.

PERSONAL APPEARANCE



Personal appearance includes dress, grooming and personal hygiene. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process.

Dress and grooming shall be in keeping with sanitary and safe practices. Students are expected to maintain a dress code that demonstrates common sense, self-respect and respect for others.

1. Shorts/skirts/dresses are to be longer than the your fingers when arms hang at sides.
2. Hats, bandanas or other headgear are not to be worn in the building unless it's Dayton Crazy Day, Hat Day or a reward incentive.
3. No coats or jackets are to be worn in classrooms. Teachers may use discretion in the wearing of coats in classrooms based on climate conditions.
4. Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed.
5. Bracelets, necklaces and clothing that has spikes, long chains, or other objects that may be injurious are a safety hazard and are not to be worn.
6. The length of shirts must extend beyond the belt level and the student's midriff must not be visible. If the midriff shows at all when you move, then that shirt should not be worn to school. Shirts and dresses must fully cover the back and chest area and have adequate shoulder straps. Single-strap/spaghetti-strap shirts and dresses are not allowed.
7. All undergarments must be covered and not worn as outer garments.
8. Students in violation of the dress code will be required to change into school-provided clothing or have a parent/guardian bring appropriate clothing to school.

PHONE USE

It is the student's responsibility to remember to bring all necessary items to school. **Phone calls will be allowed in the case of an emergency or at a teacher's discretion.** Students must make social plans and after-school arrangements BEFORE coming to school. Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts class 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.

RECESS

With an extended school day, it is extremely important for students to get fresh air and exercise. All children are expected to go outside for recess. Students will not be allowed outside during severe weather or temperatures in the single digits. If your child has been ill and needs to stay in for a day or two, please send a note to their teacher. If your child has been ill, and you would like them to stay indoors during recess for an extended period, a note from a physician is required. **All children will be kept indoors during severe weather.**



SCHOOL BOARD MEETINGS

Regular school board meetings are scheduled on the third Monday of each month at 4:30 p.m. Occasionally, meetings may be rescheduled. Special and work session meetings may be held on an as needed basis. All school board meetings are open to the public. A time will be provided in the agenda for members of the public to address agenda items as well as to comment on other issues. If you wish to have an item added to the agenda, please contact the board chair, the clerk, or cooperating lead teacher at least 7 days prior to the scheduled meeting. Meetings are posted a minimum of 24 hours before they occur. The school board is ultimately responsible for what happens in your school. The best way to stay informed about the workings of the school is to attend school board meetings.

SCHOOL CLOSURE – EMERGENCIES

In the event the school closes due to adverse weather or emergency conditions, announcements will be made on local radio stations via the Lake County Superintendent's office. If students are at school and travel conditions become hazardous, emergency measures will be taken. The school updates its emergency management plan annually, which is available in the office. Emergency drills are conducted regularly, as required by law.

SCHOOL ELECTIONS

Upper West Shore District 33, holds at least one election annually for trustees. If you wish to run for a seat on the school board, you must file a petition with the clerk at least 40 days prior to the regular school election on the first Tuesday in May. Any registered voter than lives within the district may be a candidate. Normally, a trustee's term is three years, with one seat opening each spring. Dayton Elementary operates with a three-person board.

SCHOOL EMERGENCY MANAGEMENT PLAN

The Dayton School has a board adopted School Emergency Management Plan. The plan will be implemented when weather related or human caused emergencies threaten operation of the school. The dismissal of students from the school shall be governed by the emergency procedures outlined in the plan. During an emergency, students may be released only to the parent, guardian or other adult named on the student's emergency release document.

THERE SHALL BE NO EXCEPTIONS TO THIS POLICY. Copies of this plan are available at the school office.

SCHOOL PICTURES

School and class pictures are taken in the fall. This year's picture date is November 9th. Purchase is not necessary, although all students will be photographed.

SCHOOL SECURITY

The side entrance doors will remain locked during regular business hours. Visitors may access the school by using the front door. Please note, from 12:30 on our front door will be locked and visitors must be buzzed in. At both dismissal times (3:10 and 4:05), please use the ASP (lunchroom) entrance to sign-out your child.

STUDENT RELEASE

Dayton Elementary is focused on the safety and well-being of all students. For this reason, all students are to be signed out upon release from school grounds. **Students released before the end of the school day must be signed out through the office.** Students picked-up at the 3:10 and 4:05 release times and any other time after 4:05 are to be signed out through the after-school program (ASP). Please enter the school through the ASP (lunchroom) entrance. An ASP staff member will retrieve your student while an **authorized** adult signs them out.

TESTING

Montana students are tested regularly in reading, math and science, to assess their proficiency and progress as they move through school. Dayton students are tested in the spring. The Smarter Balanced and MAP (Measure of Academic Progress) assessments have been designed to provide parents and teachers valid, useful information to help all students succeed. Dayton teachers use the growth and achievement data from MAP to develop targeted instructional strategies and to plan school improvements. Test results will be mailed out in September and sent home with final report cards at the end of the year.

VISITORS



Parents/Guardians are encouraged to visit our school. Arrangements must be made with your child's teacher **at least one day in advance**. If a visit will be an interruption to the class, a teacher may deny a request. We believe that the exchange of students from other schools can be a fun, interesting, educational experience for all students. Students visiting our school are expected to participate in all activities and follow the school rules.

VOLUNTEERS

All parents/guardians and community members are encouraged to volunteer at our school. We ask that all those who have students in the school volunteer in some capacity during the academic year. Volunteers are invited to help in the classroom, prepare hot lunch or a myriad of other activities, all equally valid and necessary to make Dayton Elementary a great place to be. Your participation in the school demonstrates to your student that you value their education. Your time and talents are greatly appreciated. Together we are building a brighter future! Volunteers working directly with students will be required to pass a background check prior to volunteering. Volunteers must read and sign the Volunteer Letter of Understanding (Appendix C).

APPENDIX A

Protocol for Head Lice

Description

Head lice are tiny insects that live in human hair. They hatch from small eggs called nits, which are attached to the base of individual hairs. The nits hatch in about ten days and reach maturity in about two weeks. As the louse feeds on its host, it injects saliva into the wound resulting in local irritation and itching.

Physical findings

Presence of nits (small, round or oval, white specks that are very adherent) on hair shafts less than 1/2" from the scalp.
Presence of lice on scalp and hair.

Procedure:

1. Student suspected of having lice is referred to school designee for examination.
2. Parent is notified to take child home until 24 hours post-treatment. (Send home recommendations for Treatment of Head Lice sheet with child.)
3. Designee checks other children in the classroom(s), and siblings of the host child(ren).
4. Records of each infestation will include: name, grade, teacher and date the student returned to school after successful treatment.
5. Proof of treatment is required on return to school. The child will be re-examined by the designee upon return to school and again in 7 to 10 days. Child will be admitted if no nits are present.

If a parent calls the school to report that their child has contracted head lice and is in the process of treatment, steps 3-5 will be followed.

APPENDIX B
CHAPERONE LETTER OF UNDERSTANDING

Upper West Shore District #33

I understand that as a chaperone for Dayton School I must adhere to the following rules:

1. I shall not use tobacco products in the presence of students.
2. I shall not consume any alcoholic beverages nor use any illicit drugs during the duration of my assignment as a chaperone, or be under the influence of said substance during the duration of my assignment as chaperone, including during the hours following the end of the day's activities for students.
3. I will not encourage or allow students to participate in any activity that is in violation of district policy during the field trip or excursion, including during the hours following the end of the day's activities.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

I also understand that, if found to have violated these rules, I may be subject to disciplinary action.

Signature of Chaperone _____
Date

Printed Name: _____

Phone Number: _____ Email: _____

Relationship to School: _____

Dayton Elementary School 2017-2018

SIGN AND DETACH THIS PAGE. THEN RETURN IT TO YOUR CHILD’S TEACHER OR THE SCHOOL OFFICE.

My child (children) and I have read and understand the school policies found in the Upper West Shore School District #33 Parent /Student Handbook.

Parent/Guardian Signature

Date

Child’s Name

Teacher

Child’s Name

Teacher

Child’s Name

Teacher

Child’s Name

Teacher

Child’s Name

Teacher