

2019-2020

DAYTON ELEMENTARY



Upper West Shore School District #33
STUDENT HANDBOOK

Upper West Shore School District #33

2019-2020 Dayton Elementary School Calendar

P.O. Box 195/43662 B St
Dayton, Montana 59914

website - www.daytonschool.net
email - info@daytonschool.net

Phone: 406-849-5484
Fax: 406-849-5485

August

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20*
23	24	25	26	27
30				

October

M	T	W	TH	F
	1	2	3	4*
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

First Day: September 3rd, 2019

Last Day: June 10th, 2020

School Day Week: Monday-Thursday

K-3rd Grade: 8:10am - 3:10pm (6 hrs) Recess:11:30 Lunch: 11:45am-12:10pm

4th-6th Grade: 8:10am - 4:10pm (7.5 hrs) Lunch: 11:30am -11:45am to 12:00pm

After School Program: 3:10pm - 5:30pm (Monday-Thursday)

After School Program: 3:10pm - 5:30pm (Monday-Thursday)

optional: Aug. 12-14 (New staff) NWEA MAP Training/Prof Dev. (Corvallis)

FRIDAY SCHOOL DAYS or Field Trips

Sept. 6 Open House/Title I meeting (meeting changed to mid October)

Sept. 20 4th-6th Grade: Wildhorse Island R. Walton -To Be Confirmed

Sept. 30-Oct. 4 K-6 National Bison Capture (* 1 day this week, adjust to retain 4 days)

Jan.23 & Feb.6 K-6th Grade: Blacktail Mtn Ski/Snowboard Day (Lakeside)

*May 7 & 13 & 14 4th Ag Day; 5th River Honoring; 6th Transition to Middle School

May 29 K-6th Grade: Field Day

End of the Year Field Trip

PIR DAYS: No School

Aug. 27 Teacher/Staff Orientation Day

Sept. 16 CSKT Tribal Education Day (SKC)

Oct. 17-18 MEA Teacher Convention (Billings)

Nov. 7 Report Card Preparation

Nov. 14 Parent Teacher Conferences (or Evenings 11-13)

Jun. 11 End of Year Reporting/Close Out

HOLIDAYS/ VACATIONS/FRIDAYS: No School

Sept. 2 Labor Day

Nov. 27-28 Thanksgiving Break

Dec. 20-31 Winter/Christmas Break

Jan. 1-3 Jump Dances (Cultural Holiday Observance)

Feb. 17 President's Day (or possible snow/smoke day)

April 3-12 Spring/Easter Break (early out on April 2)

May 25 Memorial Day

↔ END OF QUARTERS ↔

November 4th 1st Quarter = 37 days

January 27th 2nd Quarter = 36 days

March 31st 3rd Quarter = 36 days

June 10th 4th Quarter = 36 days

145 Instructional Days + 7 PIR= 152 Total Calendar Days

4-6 Instructional days/hours=145 days/1087.5 hrs (req min. 1080)

K-3 Instructional days/hours = 144 days/864 hrs (req. 750)

Parent-Teacher Conferences

November 11-13, 2019 Scheduled Before & After School

April 13-16, 2020 Parent/Teacher Request Only

January

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

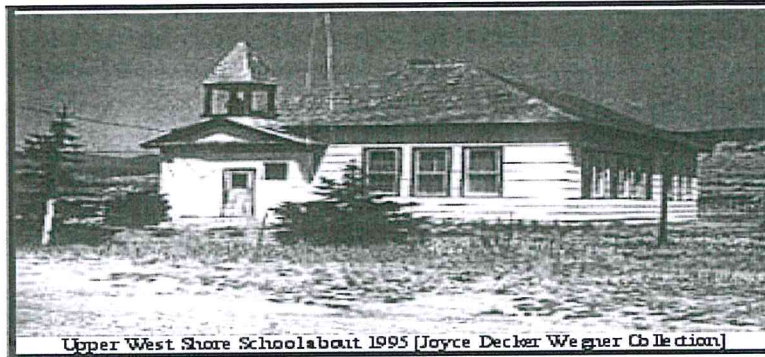
M	T	W	TH	F
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May

M	T	W	TH	F
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4	5	6	7*	8
11	12	13*	14*	15
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June

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
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22	23	24	25	26
29	30			



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 **4:10pm**

Dayton Elementary School Board

Jessi Wood, Chair
Ben Adams, Trustee
Ron Tjaden, Trustee

Lake County Administration

Carolyn O. Hall, Superintendent
Deb Anderson, District Clerk

School District Philosophy of Education

The focal point of Dayton Elementary School is our students. The Board of Trustees and Principal will provide leadership to create, maintain and improve the school for the children's educational needs, guided by the conviction that every student has the right to the best education this community can provide. Responsibility rests first with the Board of Trustees and/or Principal, but is also the responsibility of the community, parents, school staff and students, who should all work every day to help our young people question, invent, anticipate and dream so that they will be prepared to succeed and to make a difference. The school recognizes that a child learns best at his or her own rate according to ability and that learning is accomplished by using a variety of teaching approaches, encouraging students to challenge themselves in a safe environment. Dayton Elementary will provide a balanced program including academics, music, creative art, physical education and the use of technology. The following goals have been established in order for our students to learn and develop personally, academically, and socially to their highest potential.

All students will:

1. Attain high academic standards;
2. Develop personal and social responsibility;
3. Contribute responsibly to society;
4. Engage in life-long learning;
5. Effectively communicate ideas and knowledge;
6. Use problem solving skills; and
7. Challenge themselves to push past failures for ultimate success.

Dayton Elementary School Staff

Name	Position / Responsibilities	Email address
Darlene Hartman	Principal (6th Grade Homeroom)	dhartman@daytonschool.net
Jamie Bartel	Teacher (3rd Grade Homeroom)	jbartel@daytonschool.net
Julie Tallmadge	Teacher (Special Education)	jtallmadge@daytonschool.net
Kim Norman	Teacher (4th Grade Homeroom)	knorman@daytonschool.net
Dakota Peterson	Teacher (1st/2nd Grade)	petersond@daytonschool.net
Catie Henderson	Teacher (Kindergarten)	chenderson@daytonschool.net
Amber Quequesah	Teacher (5th Grade Homeroom)	aquequesah@daytonschool.net
Dolores Oberg	School Nurse / Instructional Paraprofessional	doberg@daytonschool.net
Candace Coxen	Paraprofessional	ccoxen@daytonschool.net
Brittany Hortin	Secretary	bhortin@daytonschool.net
Joli Johnson	Art Teacher	jjohnson@daytonschool.net
Karen Vergeront	Music Teacher	kvergeront@daytonschool.net
Charlotte Delany	Speech Pathologist	
Darlene Hartman	Library and Guidance Teacher	dhartman@daytonschool.net

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 4:10 p.m., Monday through Thursday, with Kindergarten through third grade dismissed at 3:10 p.m. Students should arrive no earlier than 7:45 a.m. as there is **NO PLAYGROUND SUPERVISION** before 7:45 a.m. The school will remain locked until 8:10 a.m. Students who arrive earlier than 7:45 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 the 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 students 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.

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 4:30, the 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 principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

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 principal has 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 Teacher and/or Principal and then County Superintendent for the purpose of resolving the grievance. Every effort will be made to ensure that complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to first discuss the complaint directly with the staff member. All such meetings should be held in confidence. **Policy 3310**

School-wide Rules: Be Safe, Be Respectful, and Be Responsible

Rule:	What should students do?	What should students NOT do?
1. Be Safe	Keep hands, feet, and objects to yourself. Think about the things you do. Ask yourself, will this hurt someone else? We want to be nice to each other.	<u>Pushing, shoving, or pulling on clothes is not allowed. No tackle football.</u>
2. Be respectful	Use a kind voice when speaking to others. If someone is hurt, see what you can do to help. Go get a teacher. If someone is hurting someone else, go get a teacher. If someone is fighting, spitting, teasing or swearing, go get a teacher.	No inappropriate or abusive behavior is permitted. (i.e. fighting, taunting, teasing, swearing, bullying, spitting) <u>WARNING: Making threats on school grounds towards any student or staff member will NOT be tolerated.</u>
3. Be Responsible	Do the right thing, even if a grown up isn't watching.	Ignoring someone who is being hurt is also saying that it is okay. Tell a teacher or principal, right away, when there is a problem.

**Dayton Elementary School
Student Behavior Rubric**

General Misbehavior	Verbal Bullying	Non-Verbal Bullying	Physical Bullying	Consequences Levels
Level One				
<ul style="list-style-type: none"> • Classroom misconduct • Playground misconduct • Insubordination • Disrespectful actions • Inappropriate language • Habitually unprepared for class 	<ul style="list-style-type: none"> • Gossiping/spreading rumors • Teasing about possessions, clothes, looks, etc. • Calling names 	<ul style="list-style-type: none"> • Dirty looks • Holding nose or other insulting gestures • Ignoring someone • Excluding someone from a group • Hiding items from others 	<ul style="list-style-type: none"> • Pushing/Shoving • Taking small items from others • Making threatening gestures 	<p>First offense: -Warning -Recess detention</p> <p>Second Offense: -Student-teacher conference -Phone call home</p> <p>Third Offense: -Parent-teacher conference -Ed Team Meeting</p>
Level Two				
<ul style="list-style-type: none"> • Harassment • Rough Play • Physical or verbal assault on another student • Damage or destruction of school property • Illegal trespass • Use of tobacco • Truancy • Leaving school grounds • Accessing inappropriate internet sites • Chronic level one behavior 	<ul style="list-style-type: none"> • Ostracizing using notes or email • Posting slander in public places • Harassment • Harassing with phone calls • Insulting size, ability, religion, gender, family, disability, or sexual orientation • Chronic level one behaviors 	<ul style="list-style-type: none"> • Defacing property • Playing mean tricks to embarrass someone • Damaging property • Stealing • Chronic level one behaviors 	<ul style="list-style-type: none"> • Threatening physical harm • Starting fights • Scratching or biting • Tripping or causing a fall • Minor assault • Chronic level one behaviors 	<p>First offense: -Phone call home -Student-Teacher-Parent Conference (loss of privileges 1 day)</p> <p>Second Offense: -Parent-teacher conference -Ed Team Meeting -Behavior contract</p> <p>Third Offense: -Short-term suspension</p>
Level Three				
<ul style="list-style-type: none"> • Theft • Law violation • Use, sale, or possession of drugs and/or alcohol • Verbal or physical assault on a staff member • Fighting • Weapons • False reporting (Fire alarm, etc.) 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply • Chronic level two behaviors 	<ul style="list-style-type: none"> • Destroying property • Arranging public humiliation • Writing graffiti with a bias against a person • Chronic 	<ul style="list-style-type: none"> • Making repeated or graphic threats • Practicing extortion • Threatening to keep someone silent 	<p>Subject to offense: -Parent-teacher conference/notification -Ed Team Meeting -Out of school suspension -Contact Law</p>

<ul style="list-style-type: none"> Chronic level two behaviors 		<p>level two behaviors</p>	<ul style="list-style-type: none"> Physical cruelty Repeated acts of violence Assaulting with a weapon Major physical assault Chronic level 2 behaviors 	<p>Enforcement -Expulsion (School Board action)</p>
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Board Policy Reference: 3310 (includes Discipline procedures for Special Needs Students); 3325

Montana Code Annotated 2017: Bully Free Montana Act;

- 20-5-201 Duties and sanctions
- 20-5-202 Suspension and expulsion
- 20-5-203 Secret organization prohibited
- 20-5-207 Short title
- 20-5-208 Definition
- 20-5-209 Bullying of student prohibited
- 20-5-210 Enforcement -- exhaustion of administrative remedies

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 13: 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 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 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 Principal. The Board of Trustees will determine approval of enrollment at the next regularly scheduled board meeting.

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.



What	Who	When
Wildhorse Island	4th - 6th Grade	September 20
National Bison Capture	Kindergarten - 6th	October 8
Ski Day at Blacktail Mountain	Kindergarten - 6th	January 23 & February 6
Ag Days	4th Grade	May 7
River Honoring	5th Grade	May 13
Transition to Middle School	6th Grade	May 14
Field Day	Kindergarten - 6th	May 29
End of the year field trip	Kindergarten - 6th	June (TBD)

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.

- 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.
- If a parent/guardian would like to chaperone a field trip, 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 pre-kindergarten 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 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 monthly, date and time to-be-announced.

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 two weeks. Books may be renewed twice. In order to be renewed, books must be brought back to the librarian during the bi-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 the 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 or around 10:00 AM. 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.

Hot lunches are served once per month. The cost is \$1 per child/per lunch. **THIS IS NOT A SCHOOL HOT LUNCH PROGRAM.** This is being offered by PTO. 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 PTO.

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.

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Upper West Shore School District 33
Family Education Rights and Privacy Act (FERPA)
Annual Notice for Release of School Directory Information
Elementary or Middle School

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child's educational records. The exception is that the school may release some student information without written consent when the information is designated "Directory Information". The school may not release "Directory Information" if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a performance program, showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school or student directory
- the school or district website

Directory Information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- state or federal authorities auditing programs, evaluating programs, or enforcing state or federal laws
- a court by order of a subpoena (legal request)

The school district has designated the following as Directory Information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to release directory information about your child without your prior written consent, you must complete the attached form "Parent Request to Refuse Release of School Directory Information" by 09/15/19 to let us know which type of directory information you do not want released or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school. If you have any questions or concerns, please let us know.

Sincerely,

Darlene Hartman
Name

406-849-5484
Phone

Principal, Dayton Elementary
Title

dhartman@daytonschool.net
Email Address

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Upper West Shore School District 33
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory Information
Elementary or Middle School

Name of Student: _____ Date: 08/07/2019
(mm/dd/yyyy)

Name of Parent or Guardian: _____ School: Upper West Shore - Dayton Elementary

Use a separate form for each child you are requesting that school directory information not be released. Please return this form to:

School Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

*Parent or Guardian: Please complete the section below and return the entire form to your child's school
Please mark either 1, 2 or 3 from the list below*

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

1. Do not release ANY information about my child, including name, telephone number, grade level, etc.

or
2. Do not release the following information about my child (select one or more):

<input type="checkbox"/> Student Name	<input type="checkbox"/> Phone number
<input type="checkbox"/> Grade level	<input type="checkbox"/> Awards or school recognition
<input type="checkbox"/> Dates of attendance	<input type="checkbox"/> Photograph
<input type="checkbox"/> Participation in school activities	<input type="checkbox"/> Weight and height of athletic team members
<input type="checkbox"/> _____	<input type="checkbox"/> _____

or
3. Notify me for my prior written consent before any directory information is released about my child.

Signature of Parent or Guardian: _____ Date: _____
(mm/dd/yyyy)

Address _____ City: _____ State: _____ Zip: _____

Preferred method for school to communicate with parent: Phone Email

Upper West Shore School District 33
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Darlene Hartman Phone: 406-849-5484
 Email: dhartman@daytonschool.net

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: same as above Phone: _____
 Email: _____

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:

- a. a person employed by the district;
- b. a person serving on the school board;
- c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
- d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
- e. an official of another school district in which a student seeks to enroll;
- f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.

4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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

Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

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

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” will be published quarterly beginning January 2019, 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



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 otherwise in violation of a student’s rights.

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 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 Principal first, and then County Superintendent and/or a member of the Board of Trustees as outlined by Policy 3310.

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 7:00p.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 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 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.**



Upper West Shore School District 33
Annual Parent Notice
Right to Request Teacher Qualifications

English
Annual Parent Notice, Right to Request Teacher Qualifications

School: _____ Date: _____
(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: _____ Title: _____
 Email: _____ Phone: _____

Thank you for your interest and involvement in your child's education.

Sincerely,

 Name _____
 Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: _____ Title: _____
 Address: _____
 Telephone: _____ Email: _____

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY

Student ID #:	Date Distributed:		
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SCHOOL BOARD MEETINGS

Regular school board meetings are scheduled on the third Monday of each month at 5:30 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 principal 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 Thursday, October 10. 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, our front door is locked at all times. Visitors must be buzzed in. After 3:10 p.m. and 4:10 p.m., 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 after the 3:10 and 4:10 release times 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).

Upper West Shore School District 33
Testing Policy Letter to Parents
School Year: 2019-2020

Date: 08/07/2019
(mm/dd/yyyy)

Dear Parent or Guardian:

Our District receives federal funds for education programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015).

This law requires that all States adopt challenging academic standards and tests based on those standards. There must be at least three levels of scores for students who take these tests. This includes tests in mathematics, reading or language arts, science, and any other subject chosen by the State. States are required to develop English language proficiency tests for students who are English learners. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. Furthermore, States must develop alternate tests for students with the most significant cognitive disabilities. A school district may also request State approval to use a locally selected test for high school students that is different than the State test.

These academic tests provide important information that help teachers, schools, school districts and states identify students' strengths and weaknesses. Test results and other information are used to improve academic and language instruction for students. These tests are also used to identify schools that may be in need of extra support to improve student achievement. It is the goal of the district to have all students participate in state and local testing.

You have the right to request to receive any State or District policy about student participation in any of these tests required by the ESEA. If you request this information, the district must provide it to you.

If you have any questions about the benefits of State testing, District testing, or both, please contact this person:

Name: Darlene Hartman Title: Principal
Address: P.O. Box 195 Dayton, MT 59914
Telephone: 406-849-5484 Email: dhartman@daytonschool.net

Please see the next page for a list of State and District tests.

Upper West Shore School District 33
State and District Tests
 School Year: 2019-2020

During this school year, students in our school will take the following tests:

State tests:

- MontCas CRT Science Grades: 4 and 8
- Smarter Balanced Grades: 3-8
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

School District tests:

- MAP Testing Grades: K-6
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

Upper West Shore School District 33
Schoolwide Title I Program Eligibility
School Year: 2019-2020

School: Upper West Shore - Dayton Elementary Date: 08/07/2019
(mm/dd/yyyy)

Dear Parent or Guardian:

Our school qualifies to receive *Title I, Part A* funds under the *Elementary and Secondary Education Act (ESEA)* as amended (2015) for this school year.

Our school is eligible for the following:

Schoolwide Title I Program: Title I eligibility is based on the number of students in our school from low-income families. School staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

We look forward to your involvement in school activities and your child's education. You will receive information throughout the school year to keep you informed about your child's academic progress and the progress the school is making toward helping all children meet high academic standards. You will also receive invitations to meetings to discuss the Title I Schoolwide Program, Title I activities, and be asked to assist in the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

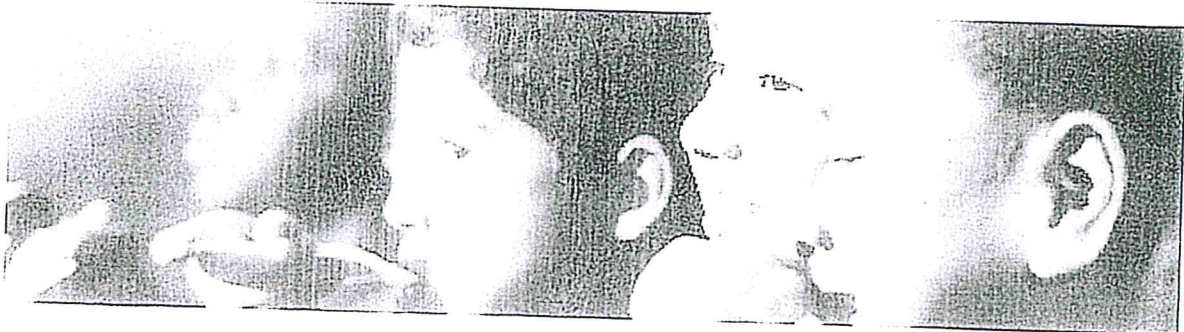
Dr. Darlene Hartman
Name

Principal, Upper West Shore - Dayton Elem.
Title

406-849-5484
Phone

dhartman@daytonschool.net
Email Address

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the
federal McKinney-Vento Act.*

Your eligible children have the right to:

- Receive a free, appropriate public education.
 - Enroll in school immediately, even if lacking documents normally required for enrollment.
 - Enroll in school and attend classes while the school gathers needed documents.
 - Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
 - Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison Dayton Elementary County Supt. 406-883-7262

State Coordinator

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

Upper West Shore School District 33

Public Notice

Education Rights of Children and Youth that are Homeless

This public notice provides information about the rights of children, youths, and unaccompanied youth that are homeless to attend a public school or public charter school. An unaccompanied youth is a youth that does not live with a parent or guardian. This notice includes information to help you know if you or someone you know is considered homeless and is eligible for services from our school district. Children or youths that are homeless have rights that include the right to attend public schools. If you need assistance understanding this letter, please contact:

Name: Carolyn O. Hall Title: Lake County Supt. of Schools
 Email: lacosupt@lakemt.gov Phone: 406-883-7262

Do you need an interpreter? Please tell us and we will make sure one is available.

Our school district actively enrolls and provides services for children and youth that are homeless. If you are homeless or know of a child, youth, or unaccompanied youth that may be homeless, please contact the person listed here for help.

District Contact/Liaison: Carolyn O. Hall Phone: 406-883-7262
 District Address: PO Box 195, 43662 B Street Dayton, MT 59914 Email: lacosupt@lakemt.gov

- *Who is "homeless"?* Children or youth (including children of migrant workers) who lack a fixed, regular, and adequate nighttime residence are homeless. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Children who are sharing someone else's housing because they lost theirs or because they cannot afford their own housing are homeless. Children and youths who are homeless may be living in:

- motels;
- hotels;
- trailer parks (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers);
- camping grounds because they do not have an adequate home;
- emergency or transitional shelters;
- or are abandoned in hospitals.

Children and youth who are homeless may have a place they usually sleep that is a public or private place not meant to be a regular place for people to sleep. They may also be living in:

- cars;
- parks;
- public spaces;
- abandoned buildings;
- substandard housing (housing that does not meet modern standards of living);
- bus or train stations;
- or other similar settings.

If you are not sure, please contact the person listed on this notice.

- *What are the education rights of children and youth that are homeless?* Our schools provide the same educational services to all students without regard to their living situation. Children and youth who are homeless also have rights that include:
 - Based on what is best for the child or youth, the child or youth can continue to attend the "school of origin" or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
 - Being given services without delay, such as transportation and meal programs.
 - Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
 - Help in school through the district's federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.

- School activities for parents or guardians.
 - Participation in athletics, fine arts, or other extra-curricular activities.
 - Being treated the same as students who are not homeless by school personnel;
- *What is the "school of origin"?* 'School of origin' means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then 'school of origin' means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.
 - *What if there is disagreement about school placement?* If the district places a student in a school that is not the school of origin or a school requested by the parent, guardian or unaccompanied youth, then the parent, guardian or unaccompanied youth may appeal (ask to change) the placement decision. The student will be immediately enrolled in the school that the student or parent asked for while an appeal is being considered. The district homeless liaison listed on this notice will provide information and assistance to appeal a placement decision.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

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: _____

**APPENDIX C
VOLUNTEER LETTER OF UNDERSTANDING**

I understand that as a volunteer for Dayton School - Upper West Shore District #33 - 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, or be under the influence of said substance during the duration of my assignment as a volunteer.
3. I will not encourage or allow students to participate in any activity that is in violation of district policy.
4. I understand if I am found to be in violation of these rules, I will not be used again as a volunteer.
5. I also understand, if I violate these rules, I may be subject to disciplinary action.

Signature of Volunteer Date

Printed Name: _____

Phone Number: _____ Email: _____

Relationship to School: _____

When are you available to volunteer? (CIRCLE)
MORNING AFTERNOON MONDAY TUESDAY WEDNESDAY THURSDAY

Are you interested in helping with special events? (Examples: Field Day, Class Parties, Class Projects, Field Trips)
--

Dayton Elementary appreciates your contribution to our school!

Dayton Elementary School 2019-2020

Dear Parents, Grandparents, and Guardians,

Please know that the Student Handbook is under revision in order to align content with School Board Policy and current practice. We will keep you apprised of the updates. Please let me know if you have questions/concerns.

Thank you for taking time.

Dr. Darlene Hartman

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