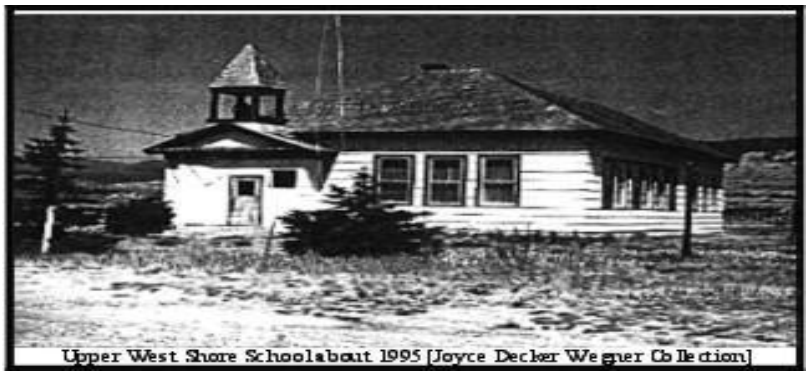
2021-2022

UPPER WEST SHORE SCHOOL DISTRICT 33
DAYTON ELEMENTARY SCHOOL

DAYTON

WILD HORSES

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-6:** 8:10am to **4:10**pm

Dayton Elementary School Board

Greg Simonson, Chairman
Ron Tjaden, Trustee
Arnold Bjork, Trustee
Deb Anderson, District Clerk and Business Manager

Lake County Superintendent of Schools

Carolyn O. Hall

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 with the community as a whole, parents, school staff, and students working together 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 their rate according to ability. Learning is accomplished by using various teaching approaches and encouraging students to challenge themselves in a safe environment. Dayton Elementary will provide a balanced program, including academics, music, creative art, physical education, and technology. The following goals have been established for our students to learn and develop personally, academically, and socially to their highest potential.

District Vision: Working together to make every student a success!

District Mission: Our Mission is to provide every student the resources to grow and succeed academically, socially, and emotionally; to attract, cultivate and maintain talented and passionate teaching staff; to provide instructional and professional leadership and foster positive and enduring engagement with parents and our community.

SCHOOL MOTTO/SLOGAN: WILD HORSES/Small Classes, Big Community!

Acronym:

D - edication

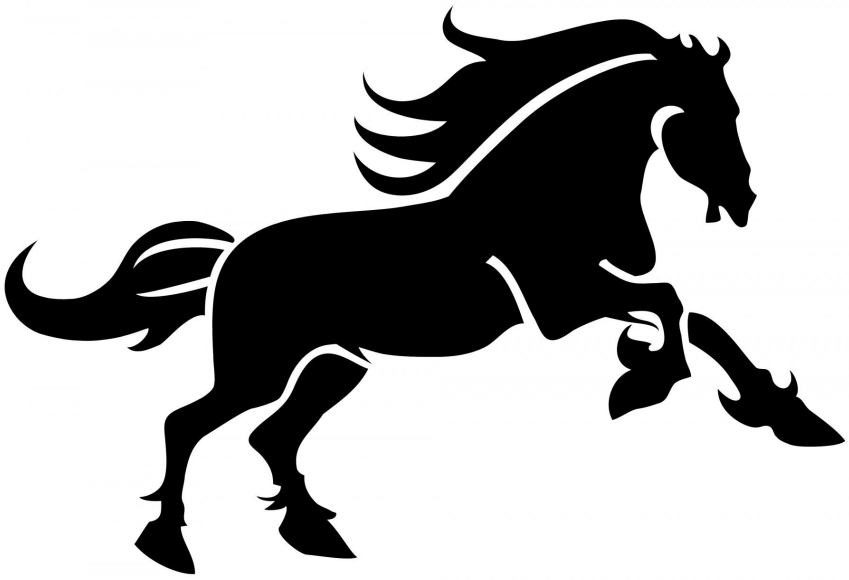
A - chievement

Y - ou Matter

T - eamwork

O - utstanding

N - ever Give Up!



Dayton Elementary School Staff

Name	Position / Responsibilities	Email address
Darlene Hartman	Principal	dhartman@daytonschool.net
Dolores Oberg	School Nurse / Instructional Paraprofessional	doberg@daytonschool.net
Juliana Simonson	Administrative Assistant	dsimonson@daytonschool.net
Tiffany Balestri	Kindergarten	tbalestri@daytonschool.net
Kim Norman	1st Grade Teacher	knorman@daytonschool.net
Jaydyn Fangsrud	2nd-3rd Grade Combo Teacher, Title I	jfangsrud@daytonschool.net
Amy Baier	4th and 5th Grade Teacher, Title I	asheets@daytonschool.net
Richard Balestri	6th Grade Teacher	rbalestrj@daytonschool.net
Kay Lynn	Art Teacher	
Darlene Hartman	Library and Guidance Teacher	dhartman@daytonschool.net
Amy Baier	Music Teacher	asheets@daytonschool.net
Richard Balestri	Physical Education Teacher	rbalestri@daytonschool.net
Charlotte Delaney	Speech Pathologist	
Rachel McCullough	Instructional Paraprofessional	
Destiny Baker	Instructional Paraprofessional, Title I	dbaker@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 at school every day on time and be ready to learn.

ABSENCES AND TARDIES

School begins promptly at 8:10, when the school bell rings. It is a signal for students to circle the flagpole for the morning routine. After the routine, students enter through the front door and go to their classrooms. The Health and Safety Procedures determine changes to the morning process

(HSP) accessed through the School Website (HTTP://daytonschool.net/school-policy/20-21 Reopening School Plan and 20-21 School Essentials).

Students are considered tardy if they are not on school grounds when the school bell rings at 8:10 a.m.

The school is always locked. To enter the building, parents utilize the doorbell available at the front door. The Office Administrative Assistant will release the lock so parents can enter. The HSP guides parent access to the school.

By state law, Dayton School must contact the parents or legal guardians if they are absent. We appreciate your assistance in tracking absences by calling the school at 849-5484 before 9:00 a.m.

<u>If it is a planned absence:</u>

- 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 more prolonged, make-up work needs to be completed before or during the student's absence to minimize the impact on their learning.
- In addition, excessive absences and/or tardiness negatively impact a student's ability to learn and may cause a student to be retained.
    - A meeting will be called between administrative staff, faculty, and the parent/guardian if attendance becomes an issue to circumvent such an outcome.
    - By policy, a child absent for more than ten consecutive days will be dropped from enrollment and must be readmitted upon their return unless extenuating circumstances prevail. Such cases will be reviewed on a case-by-case basis.

Students will be released during the school day with a written note or verbal permission from the parent/guardian regarding the time and purpose.

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

The following shall be considered **<u>excused absences:</u>**

1. A student who is temporarily ill or injured. Prearranged absences shall be approved for appointments that cannot be taken care of outside of school hours.
2. A student absent for an extended period due to physical, mental, or emotional disability.
3. Absences due to family trips or vacations. The **advanced notice** provides an opportunity for the teacher to create a homework packet for the classwork a child will miss during a family trip or vacation.

* "Once the teacher observes that the student's absences or tardiness are adverse an effect on the student's progress, he/she will make parental contact to express concern and to explain the problem" **(Policy 3122).**

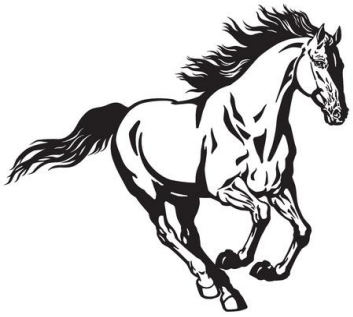
An unexcused absence is defined as an absence that is not covered by one of the preceding exceptions. Students who are suspended or expelled may be considered unexcused.

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 to help your child adjust to the late departure.

• 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 contact the parent/legal guardian and/or the authorized emergency contacts until 6:00 pm.**
3. **If by 6:00 pm, staff cannot reach a parent/legal guardian and/or authorized emergency contact, staff will call Child Protective Services and/or the local police department.**



CLASSROOM PARTIES

Dayton School hosts three holiday parties each year, Halloween, Valentine's Day, and the end of the year barbecue. Parties are held during the last hour of the school day 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 student is accountable for maintaining appropriate behavior in school, on the way to or from school, as outlined in the School-wide Rules and Policy 3310.

For 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 or exclude 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 removing a student from regular daily classes for one to three school days. Suspension may be in-school or out-of-school as determined by the principal.
3. Expulsion is the removal from school for an extended time. 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 that is detrimental to the welfare, safety, or morals of other pupils or 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 to resolve 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 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.	Pushing, shoving, or pulling on clothes is not allowed—no tackle football.
2. Be respectful	Use a kind voice when speaking to others. If someone is hurt, see what you can do to help. Get help from a teacher. If someone is hurting someone else, get help from a teacher. If someone is fighting, spitting, teasing, or swearing, get help from a teacher.	No inappropriate or abusive behavior is permitted. (i.e., fighting, taunting, teasing, swearing, bullying, spitting) WARNING: Making threats on school grounds towards any student or staff member will NOT be tolerated.
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				
• Classroom misconduct • Playground misconduct • Insubordination • Disrespectful actions • Inappropriate language • Habitually unprepared for class	• Gossiping/spreading rumors • Teasing about possessions, clothes, looks, etc. • Calling names	Disrepectful expressions or actions, i.e., • Holding nose or other insulting gestures • Ignoring someone • Excluding someone from a group • Hiding non-personal items from others	• Pushing/ Shoving • Taking small things from others • Making threatening gestures	**First offense:** **-Warning** **-Recess detention** **Second Offense:** **-Student-teacher conference** **-Phone call home** **Third Offense:** **-Parent-teacher conference** **-Ed Team Meeting**
Level Two				
• Harassment • Rough Play • Physical or verbal assault on another student • Damage or destruction of	• Ostracizing using notes or email • Posting slander in public places • Harassment	• Defacing property • Playing mean tricks to embarrass someone	• Threatening physical harm • Starting fights	**First offense:** **-Phone call home** **-Student-Teacher-Parent Conference** **(loss of privileges**

school property ● Illegal trespass ● Use of tobacco ● Truancy ● Leaving school grounds ● Accessing inappropriate internet sites ● Chronic level one behavior	● Harassing with phone calls ● Insulting size, intelligence, race, ability, religion, gender, family, disability, or sexual orientation ● Chronic level one behaviors	● Damaging property ● Stealing ● Chronic level one behaviors	● Scratching or biting ● Tripping or causing a fall ● Minor assault ● Chronic level one behaviors	**one day)** **<u>Second Offense:</u>** **-Parent-teacher conference** **-Ed Team Meeting** **-Behavior contract** **<u>Third Offense:</u>** **-Short-term suspension**
Level Three				
● 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.) ● Chronic level two behaviors	● Enforcing total group exclusion against someone by threatening others if they don't comply ● Chronic level two behaviors	● Destroying property ● Arranging public humiliation ● Writing graffiti with a bias against a person ● Chronic level two behaviors	● Making repeated or graphic threats ● Practicing extortion ● Threatening to keep someone silent ● Physical cruelty ● Repeated acts of violence ● Assaulting with a weapon ● Major physical assault ● Chronic level 2 behaviors	**<u>Subject to offense:</u>** **-Parent-teacher conference/notification** **-Ed Team Meeting** **-Out of school suspension** **-Contact Law Enforcement** **-Expulsion (School Board action)**

Board Policy 3310 Reference: **(includes Discipline procedures for Special Needs Students); 3325**

Montana Code Annotated 2017: Bully Free Montana Act;

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

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 an educational community (see page 13: Personal Appearance). If a child's clothes become wet or soiled during 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 Their Name!

DRUG/WEAPON/TOBACCO-FREE SCHOOL

Our school is drug and weapon-free. Possession of any potentially dangerous weapon may result in the 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 all objects brought to the school. The school provides technology 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. Students are solely responsible for the device. If a staff member sees a student using a device when inappropriate or becomes a disruption, it may be confiscated and kept 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 by the parents/guardians. It is the parent's responsibility to update the information as necessary throughout the years.

A birth certificate and immunization record must be presented at enrollment. For students transferring from another district, a parental release form must be signed to release records.

Proof of immunization must also be presented before admission can take place. Medical and religious exemptions are allowed, with specific forms completed before attendance and each year following. Placement will be made temporarily based on school records. Evaluation and the 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, 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 by the June Board meeting.

FEDERAL IMPACT AID

Dayton Elementary School participates in the Federal Impact Aid Program. This program provides funding for schools impacted by federal policy. 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. Federal Impact Aid can be an important funding source, and we appreciate your cooperation in returning surveys promptly. We are grateful for the funding generated by our Tribal Families and work affiliation.

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 essential 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
Ski Day at Blacktail Mountain - Jan/Feb	Kindergarten - 6th	Jan. 13 and Feb. 10
Agriculture Day - May	4th & 5th Grade	May 5th
River Honoring, CSKT, Tribal Culture - May	6th Grade	TBD
Transition to Middle School - May	6th Grade	TBD
Field Day - End of the School Year	Kindergarten - 6th	June 3
Spectrum	Kindergarten - 6th	October 14

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.

- **Should a parent/guardian decide** their child should not 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** before the event.
- If a parent/guardian chooses to chaperone a field trip, they need to check in with the office staff as soon as possible to secure transportation.
- **A chaperone must read and sign the Chaperone Letter of Understanding (Appendix B)**

GUIDELINES OF CONDUCT - Work together to make every student a success

Preparing students for success involves adult encouragement and student responsibility. Students are responsible for taking advantage of educational opportunities. Their part of success is to do their best with each task presented to them. Each student has the right to an education in a safe and orderly environment. They are also expected to contribute to their environment positively.

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 (one or both doses may be given during the K-6 timeframe). Students attending preschool or pre-kindergarten will need one dose of varicella. When a student has already contracted chickenpox, documentation from a physician may be accepted instead 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, they are 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. Hearing and Dental screenings are scheduled with agencies at the beginning of the school year. Families are notified in advance when the screenings are available at school. 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 slips 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 the medication to be administered, it must be in its original container, with the child's name, date, name of the 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 of 24 hours after beginning treatment with antibiotics.
- **Fever:** A temperature of 100 degrees or greater means your child is fighting an infection. Please keep them out of school until the temperature is less than 99 degrees for one day and they are feeling well.
- **Vomiting / Diarrhea:** If your child has vomited or had diarrhea two or more times, they 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, they are welcome to attend as long as they feel well enough to participate. However, with a frequent cough or dripping nose, they 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, viewed as purposeful to the students, and 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 to produce original responses

The purpose of homework assignments includes Practice, Preparation, Extension, and Creativity. The guidelines and 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 and enrich cultural understanding for all students. The Salish-Kootenai Tribal Education Department manages the Committee and communication. The IEC has a reserved place on each monthly Board Agenda to voice recommendations or concerns.

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. General school rules for behavior and communication apply. Internet access is provided for students to conduct research and communicate with others about 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 the 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 attempts to harm or destroy the data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the rules mentioned above 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. 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) outstanding, they 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 replaced.

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

Each day, students need to bring a **healthy snack and a 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. We have a limited number of microwaves for **reheating** food only.

Also, **hot lunch opportunities will consider the** Health & Safety Procedures located in the 1000 series of Board Policies & Procedures

(published to the District Website - DaytonSchool.net/School-Policy/

- 2021-2022 Safety Plan

We will keep you informed as changes are made.

NEWSLETTER AND WEBSITE

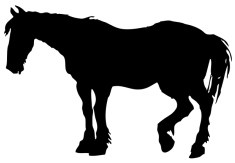
During the 2021-2022 school year, the Dayton School Newsletter will be published monthly. Special news from each classroom is provided, along with other school events and information. Announcements are posted to Class Dojo, and the school website, so more families have more access to school information. School calendars are available in real-time on the website, along with announcements, School Board Meeting Minutes, Board Policy, and teacher information. Newsletters, Class Dojo, and the DaytonSchool.net website are avenues to help our families and community be informed about Dayton 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 before 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. **Policy 2161**

PARENT-TEACHER COMMUNICATION

Communication between home and school helps nurture your child's productivity, disposition, and progress in school. Class Dojo, telephone, and email are Dayton School's professional communication tools. If you would like to visit your child's teacher to address an issue, please 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 7:45-8:00 a.m. or 4:20-5:00 p.m.
If there is a conflict, problem-solving and conflict resolution strategies are encouraged between parents and teachers. 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. We encourage our Indian Education Committee to communicate, plan, and work with our PTO and After School Program. See the PTO Bulletin Board in the foyer for current activities and events. Meetings are held on the second Tuesday of every month at 7:00 p.m.

P.E.

Each student must dress appropriately for P.E. Appropriate shoes are necessary for active movements, games, and skill exercises. **These shoes may be left at school; however, most importantly, appropriate shoes must be worn or brought to school on days students are scheduled to attend a P.E. class.** If your child forgets their shoes, they will not be allowed to participate in the planned P.E. activity but will instead walk the playground perimeter for the duration of the P.E. period.

PERSONAL APPEARANCE

Personal appearance includes dress, grooming, and personal hygiene. The personal appearance shall be respected provided it does not interfere with the health and safety of the student or others, and it 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 longer than your fingers when arms hang at sides.
2. Hats, bandanas, or other headgear are not 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, school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products, or sexual or vulgar connotations are not allowed.
5. Bracelets, necklaces, and clothing with 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 midsection shows 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 appropriate 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 who violate the dress code will be required to change into school-provided clothing or have a parent/guardian bring appropriate clothing to school.

Policy 3224

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. The 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

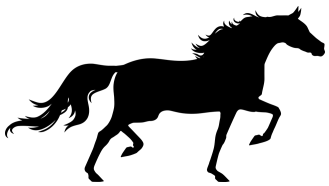
With an extended school day, students need to get fresh air and exercise. All children are expected to go outside for recess. Students will not be allowed outside during severe weather or temperatures in the single digits. If your child needs to stay inside for recess, please send a note to their teacher. If your child has been ill, and you would like them to stay indoors during recess for an extended period, a letter or 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 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 non-agenda items and comment on other issues. If you wish to have an item added to the agenda, please contact the board chair, the clerk, or the principal at least 14 days before the scheduled meeting. Meetings are posted a minimum of 7 days before they occur in order to comply with IPP policies (Indian Policies and Procedures). 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 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 before the regular school election on the first Tuesday in May. Any registered voter who lives within the district may be a candidate. Typically, a trustee's term is three years, with one seat opening each spring. Dayton Elementary operates with a three-person board.



SCHOOL CLOSURE – EMERGENCIES

If 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 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 the operation of the school. The dismissal of students from the school shall be governed by the emergency procedures outlined in the plan. Students may be released only to the parent, guardian, or other adult named on the student's emergency release document during an emergency.

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 has yet to be determined. Health & Safety Procedures will follow Board Policies & Procedures (published to the District Website - DaytonSchool.net/School-Policy/

- 2021-2022 Safety Plan

SCHOOL SECURITY

School doors are locked at all times. Visitors may access the school by using the doorbell at the front door. Health & Safety Procedures are followed before visitors are admitted. The Office Administrator will release the door lock to access the school building. After 4:10 p.m., your child is signed out by the classroom teacher.

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.**

TESTING

Montana students are tested annually 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, instrumental information to help all students succeed. Dayton teachers

use the growth and achievement data from MAP to develop targeted instructional strategies and 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 Dayton School. We request that Parents wait to enter the building until drop-off or pickup time has ended. Waiting to enter during these times will eliminate congestion at the school entrance. When you plan your visit to the school, please plan with the teacher **at least one day in advance**. A visit can be scheduled by the teacher and family members at a time when classroom instruction is not interrupted. Health & Safety Procedures, if activated, determine visits from 'outside students.' We believe that the exchange of students from other schools can be a fun, interesting, and educational experience for all students. Students visiting our school are expected to participate in all activities and follow the school rules. All visitors and volunteers need to check in with the Administrative Assistant at the front desk for safety.

VOLUNTEERS

All parents/guardians and community members are encouraged to volunteer at our school. Volunteers are invited to help in the classroom, playground, 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 child that you value their education. All must comply with Health & Safety Procedures for Fall 2021 as determined by the Board of Trustees. Volunteers that have access to students will submit to a background investigation conducted by the appropriate law enforcement agency before volunteering. Volunteers must read and sign the Volunteer Letter of Understanding (Appendix C). Your time and talents are greatly appreciated. Together we are building a brighter future!

Policy 5122, 5122F, 5430

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 the school designee for examination.
2. Parent is notified to take the 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 lost 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. The 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 illicit drugs during my assignment as a chaperone or be under the influence of said substance during the duration of my assignment as a 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 violates district policy during the field trip or excursion, including during the hours following the end of the day's activities.

4. A Chaperone is also considered a Volunteer and will acquire a background check identified by **Policy 5430.**

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

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

_____ _____

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 violates district policy.

4. I understand that I will not be used again as a volunteer if I violate these rules.

5. I also understand that I may be subject to disciplinary action if I violate these rules.

_____ _____
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! (Policy 5122, 5430)

Dayton Elementary School 2021-2022

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 understood 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