



September 6th, 2022

Dear Parents, Guardians and Students:

I would like to welcome both parents and students to Parkview Elementary School. Our school is looking forward to another successful year of learning and enrichment for all of our students. This handbook has been compiled with the intent to better educate parents and students about Parkview Elementary School.

Parents, please take the time to read through the handbook with your child/children. It can be found on the Dillon School District #10 website at www.dillonschools.org. Please go to the Parkview Elementary Tab under the Our Schools tab on the main page. Our handbook can be found under the student or parent tab on the Parkview page. If you do not have access to the Internet, please contact the Parkview office directly and we will provide a written copy.

It is our hope that we create a community of learners and work together to ensure that the children of Dillon are educated to the best of our ability and to your child’s potential. If you have any questions or concerns regarding your child, please do not hesitate to call. Open lines of communication between parents and the school community will help create a partnership enhancing the learning of all our students.

Children are our greatest resource and through a positive educational environment our students will have the opportunity to positively impact the community of Dillon for years to come. An open mind and willingness to learn are the only qualities we require of our students as they progress through our school.

Sincerely,

Greg Fitzgerald
Parkview Elementary Principal



(Revised 8-8-2022)

Personnel	Grade Level	Email Address
<u>Jennifer Ostler</u>	Kindergarten	jostler@dillonelem.k12.mt.us
<u>Amanda Peck</u>	Kindergarten	apeck@dillonelem.k12.mt.us
<u>Rudy Sevalstad</u>	Kindergarten	rsevalstad@dillonelem.k12.mt.us
<u>Alison Lovaas</u>	Kindergarten	alovaas@dillonelem.k12.mt.us
<u>Emily Alberi</u>	Kindergarten	ealberi@dillonelem.k12.mt.us
<u>Timi Miles</u>	First Grade	tmiles@dillonelem.k12.mt.us
<u>Kelsi Lewis</u>	First Grade	klewis@dillonelem.k12.mt.us
<u>Kim Parke</u>	First Grade	kparke@dillonelem.k12.mt.us
<u>Amber Gardner</u>	First Grade	agardner@dillonelem.k12.mt.us
<u>Holly Rumsey</u>	First Grade	hrumsey@dillonelem.k12.mt.us
<u>Tara Voss</u>	Second Grade	tvoss@dillonelem.k12.mt.us
<u>Tory Haagenon</u>	Second Grade	thaagenon@dillonelem.k12.mt.us
<u>Lisa Jones</u>	Second Grade	ljones@dillonelem.k12.mt.us
<u>Alison Curnow</u>	Second Grade	acurnow@dillonelem.k12.mt.us
<u>Jamie Ferris</u>	Third Grade	jferris@dillonelem.k12.mt.us
<u>Dawn Jensen</u>	Third Grade	djensen@dillonelem.k12.mt.us
<u>Beth Pavalis</u>	Third Grade	bpavalis@dillonelem.k12.mt.us
<u>Dan McGuire</u>	Third Grade	dmcguire@dillonelem.k12.mt.us
<u>Barbara Hall</u>	Fourth Grade	bhall@dillonelem.k12.mt.us
<u>KC Porter</u>	Fourth Grade	kporter@dillonelem.k12.mt.us
<u>Rebecca Southam</u>	Fourth Grade	rsoutham@dillonelem.k12.mt.us
<u>Jeff Edwards</u>	Fifth Grade	jedwards@dillonelem.k12.mt.us
<u>Lacie Puyear</u>	Fifth Grade	lpuyear@dillonelem.k12.mt.us
<u>Bailey Myllymaki</u>	Fifth Grade	bmyllymaki@dillonelem.k12.mt.us
Specialists		
<u>Denise Hahnkamp</u>	Speech	dhankamp@dillonelem.k12.mt.us
<u>Kristy Hutchinson</u>	Music	khutchinson@dillonelem.k12.mt.us
<u>Jarred Krueger</u>	PE	jkrueger@dillonelem.k12.mt.us
<u>Tammy Belice</u>	Counselor	tbelice@dillonelem.k12.mt.us
<u>Jessica Mason</u>	Counselor	jmason@dillonelem.k12.mt.us
<u>Tiffany Johnson</u>	Librarian	tjohnson@dillonelem.k12.mt.us
<u>Maria Gallegos</u>	Art	mgallegos@dillonelem.k12.mt.us
<u>Jade Beall</u>	Math Intervention	jbeal@dillonelem.k12.mt.us
<u>Simone Nichols</u>	Title Coordinator	snichols@dillonelem.k12.mt.us
<u>Cindy Peck</u>	Special Ed	cpeck@dillonelem.k12.mt.us
<u>Jennifer Norlander</u>	Special Ed	jnorlander@dillonelem.k12.mt.us
<u>Brenda Massey</u>	Special Ed	bmassey@dillonelem.k12.mt.us
<u>Tracy Blando</u>	Special Ed	tblando@dillonelem.k12.mt.us
<u>Kim Pape</u>	Gifted/Talented	kpape@dillonelem.k12.mt.us
<u>Andrea Schurg</u>	AWARE	aschurg@dillonelem.k12.mt.us
<u>Brooke Hill</u>	AWARE/CICO	bhill@dillonelem.k12.mt.us
Paraprofessionals		
<u>Jazmin Rivera</u>		jrivera@dillonelem.k12.mt.us
<u>Dina Trang</u>		dtrang@dillonelem.k12.mt.us
<u>Karen Hughes</u>		khughes@dillonelem.k12.mt.us

<u>Shauna Reid</u>		sreid@dillonelem.k12.mt.us
<u>Rosa McIver</u>		rmciver@dillonelem.k12.mt.us
<u>Sharon Ricks</u>		srick@dillonelem.k12.mt.us
<u>Tiffany Reichle</u>		treichle@dillonelem.k12.mt.us
<u>Brittany Hooten</u>		bhooten@dillonelem.k12.mt.us
<u>Debbie O'Neil</u>		doneil@dillonelem.k12.mt.us
<u>Chelsea Madison</u>		cmadison@dillonelem.k12.mt.us
<u>Amy Petersen</u>		apetersen@dillonelem.k12.mt.us
<u>Amanda McClish</u>		amcclish@dillonelem.k12.mt.us
<u>Anna Chase</u>		achase@dillonelem.k12.mt.us
<u>Kim Pape</u>		kpape@dillonelem.k12.mt.us
<u>Chelsea Smith</u>		csmith@dillonelem.k12.mt.us
<u>Tracy Blando</u>		tblando@dillonelem.k12.mt.us
CSCT		
<u>Charise Lemelin</u>	Supervisor	charisel@ybgr.org
<u>Kayla Pulley</u>	Specialist	kpulley@ybgr.org
<u>Ashley Cerise</u>	Specialist	acerise@ybgr.org
<u>Junior Mataafa</u>	Therapist	jmataafa@ybgr.org
<u>Cassandra Knight</u>	Specialist	cknight@ybgr.org
<u>Sheri League</u>	Supervisor	sleague@ybgr.org
Buildings and Grounds		
<u>Robert Blake</u>	Supervisor	rblake@dillonelem.k12.mt.us
Administration		
<u>Randy Shipman</u>	Superintendent	rshipman@dillonelem.k12.mt.us
<u>Greg Fitzgerald</u>	Principal	gfitzgerald@dillonelem.k12.mt.us
Office		
<u>Dena Smith</u>	Secretary	dsmith@dillonelem.k12.mt.us
<u>Heidi Schwandt</u>	Secretary	hschwandt@dillonelem.k12.mt.us
Technology		
<u>Chad Herman</u>	Supervisor	cherman@dillonelem.k12.mt.us

Our Vision
 “Teaching Effectively, Learning Successfully!”

Our Mission
 PAWS-Positive Attitudes Will Succeed

School District #10 Mission Statement
 Our mission is to provide a safe, positive, purposeful learning environment. We will persevere to effectively teach the

essential skills by maximizing learning opportunities and recognizing the uniqueness of the individual learners.

We will strive for student success through effective instruction, standards-based curriculum, and frequent monitoring of progress. We will nurture a relationship with the community by developing a partnership through positive communications.

Student drop off and pick up:

To ensure the safety of all children, please drop off and pick up students at the main entrance to the building. Please refrain from dropping students off on the north end of the building near the staff parking lot as this is a high traffic area.

Under no circumstances should students arrive at school before 7:50 a.m. At 7:50 a.m. all students in KG will go to the cafeteria. Students in 1st-5th grade will go to recess.

COVID-19/CDC Guidelines and Restrictions:

- **As CDC guidelines and school's Covid Plan are modified this section may change.**
- **Any student exhibiting signs or symptoms of illness will not be allowed to stay in school and must go home.**
- **No visitors or volunteers will be admitted to Parkview Elementary School without prior authorization from administration.**
- **Visitor/Volunteer must submit to a general health screening which includes but is not limited to a general questionnaire and temperature check.**
- **Board Policy Series 1900's will be used to help guide decisions as well as our Dillon Elementary School District #10 Safe School COVID-19 Guidelines.**

Administering Medicines to Students:

Any school employee authorized in writing by the school administrator or school principal:

1. May administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions if the pupil's parent or guardian consent in writing.
2. May facilitate the administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil's parent or guardians' consent in writing.
3. No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy by any means other than ingestion except in an emergency situation.

All medications must be in the appropriate prescription containers and must be delivered to the school by an adult. In the best interest of all the students DO NOT send medications with children. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel. (The complete board policy on Administering Medicines to Students is listed in School Policy #3416.)

Attendance Policy:

It is the responsibility of the parent or guardian to assure their student attends school on a regular basis. When a student is absent due to illness or other emergencies, parents should contact the school prior to 9:00 a.m. In cases where doubt occurs concerning the validity of an excuse, the administration may request verification. If a student is absent and the parent has not notified the school of the absence, the school will attempt to call the parent by 10:00 a.m. All students arriving late for school must first report to the office before going to class.

***An absence letter will be sent home when a student has been absent 5 and 10 times in a trimester. Upon 11 absent days in one trimester, a letter of notification may be sent to the Beaverhead County Attorney. (For the complete board policy on attendance please refer to District #10 Policy Manual section #3123.)

Parkview Elementary School would like to discourage parents from taking students out of school whenever possible. If your child needs to be gone for any reason, we do ask that you send a note with your child informing the teachers of such an occasion. Students leaving the school during the school day must be signed out by their parents prior to exiting the school. If your child will be leaving school with someone other than the legal guardian,

we must have written permission from the parent(s) or legal guardian(s) in order to allow the student to leave campus with another adult.

Bullying/Harassment/Intimidation/Hazing:

At Parkview Elementary School bullying, harassment and intimidation are not allowed or tolerated. Simply put, bullying is when someone hurts or scares another person on purpose. Bullying, harassment, and intimidation are aggressive behaviors – words, actions or social exclusions – that intentionally hurt or harm another person. The aggressive behaviors occur *repetitively* and there is an imbalance of power between the perpetrator and the victim. Bullying may be perpetrated by one person or by a group.

Misplaced sentiment has it that being bullied is part of growing up and builds character. This unfortunate and dismissive attitude underlies a seeming acceptance of bullying and leads to more of the same harmful behavior. Many researchers now believe that effective intervention and a school climate that has clear rules and social norms against bullying can reduce and eventually eliminate this inappropriate behavior. A clearly stated and consistently enforced school policy is a highly significant factor in establishing a school climate that does not tolerate bullying, harassment, or intimidation.

Parkview Elementary students are taught:

“When someone says or does something unintentionally hurtful and they do it once, that’s RUDE”

“When someone says or does something intentionally hurtful and they do it once, that’s MEAN”

“When someone says or does something intentionally hurtful and they keep doing even when you tell them to stop or show them you’re upset, that’s BULLYING”

Birthday Treats:

No Birthday treats will be allowed. Alternative methods for celebrating birthdays may be conducted by classroom teachers. Additionally, flowers, balloons, etc. should not be sent to school for children’s birthdays.

Bus Procedures:

Students riding a regular bus route will be required to have a bus registration card with emergency information and a parent’s signature. This card will be kept on file with the bus driver. Whenever an alternate bus needs to be ridden or the drop off spot varies, the bus driver will require an alternative rider form. A parent may call the school office, send a note or stop by in person in order to provide the necessary information. This information includes:

- Student Name
- Name of Parent calling
- Phone # where parent can be reached
- Destination
- Address, phone #, and Bus # of destination

A copy is then sent with the child and a copy is kept in the office. Please provide the office with all the above information in adequate time before the dismissal of school. A longer form is available if the student will be riding the alternate bus on a somewhat regular basis (for example: to Scouts every Wednesday). This form must be filled out in person.

Bus drivers want to make every effort to ensure safe transportation and knowing exactly where students are to be picked up and delivered will help considerably. Thank you for your cooperation.

All students are signed up on the Zonar bus tracking system. This system allows our school and transportation department to track students when they got on the bus, get off the bus, and the location where they were picked up or dropped off. It is critically important that students remember their bus cards when they are riding the bus. If a student loses their card a new one must be purchased from the office at a cost of \$3.00. Questions regarding this system must be directed to the Beaverhead County High School transportation director Jack Bergeson. He can be reached at 683-4244

Dress Code:

Students are encouraged to dress appropriately for the school environment and weather. Questionable items will be handled at the discretion of the principal. Use common sense in your dress and there will be no problems.

The following specific rules apply to the Parkview dress code:

-Shoes must be worn at all times. Open toed shoes of any kind are not allowed at Parkview Elementary School. Shoes must have a hard sole.

-Hats are allowed to be worn to and from school, and outside at recess. **As soon as a student enters the school building hats must be removed.** Hats may be stored in the classroom during the day. Failure to do so can result in losing the hat for the remainder of the school year.

-Short shorts, tank tops, halter tops and fish net shirts are not allowed. **The minimum length for shorts will be no shorter than the length of your fingertips when your arms are extended at your sides, shirt straps must be two inches wide.**

-Low riding pants or shorts will not be permitted.

-Crop tops or short shirts are not allowed. No midriff skin should be showing.

-Clothing of a suggestive, sexually harassing, or demeaning nature will not be allowed

-Dress/makeup which encourages undue attention is not acceptable.

-Jewelry must be appropriate. Jewelry that could cause harm to self or others because of size, length, or weight is not allowed. Chains for watches, wallets, etc. are prohibited.

-With the educational distraction that is generated, personal expression by way of exposed tattoos or body piercings (excluding ears) is prohibited.

-Clothing and jewelry that displays and/or advertises alcohol, drugs or other controlled substances will not be allowed – **This includes adult visitors to our school.**

-If a student arrives at school with clothing that is deemed inappropriate by the teacher or principal, the parents will be contacted to bring a change of clothes.

Drug-Free Workplace:

In accordance with the Drug-Free Workplace Act of 1988, School District No. 10 intends that each school and the district should be an environment free of drugs. Specifically, the district through its superintendent notifies its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any of the district's work places. (The complete board policy on Drug-Free Workplace is listed in School Policy #5226.)

Electronics and Cell Phones:

Electronics and cell phones are not appropriate to have at school and should be left at home. If there is a need for your child to have a cell phone, Gizmo, IWatch, etc. at school it should be turned off and left in their backpack or turned into the teacher or office before school starts. If a student is found to be using this during the school day the item will be confiscated and student subject to disciplinary action. If these items are not turned in, the student is responsible for the safety and security of that item. **Students must receive teacher's prior permission to bring any electronics to school.** If your child is allowed to bring an electronic device to school, the student is responsible for the safety and security of that device. Laser pointers will be confiscated and not returned.

Emergency Treatment:

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Parents/guardians will be called if further medical attention may be necessary. Each parent or guardian shall be requested to provide home, work and emergency telephone numbers where the parent or designee of the parent can be reached. These numbers should be updated when changes occur. (The complete board policy on Emergency Treatment is listed in School Policy #3431.)

EQUAL EDUCATION AND NONDISCRIMINATION:

The Dillon Elementary Public School District #10 is committed to equality of education opportunity. Because

freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning environment free of discrimination.

All students can participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extra-curricular, and other school-related activities. Participation in activities is a privilege, not a right.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political beliefs, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The district is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effect. For complete policy, please refer to District #10 Policy Manual section 3210. Please contact any of the school Title IX/504 Coordinators with concerns.

Randy Shipman	683-4311	Greg Fitzgerald	683-2373
Tammy Belice	683-2373	Joel Rogers	683-2368
Channon Williams	683-2368		

Family Education Rights and Privacy Act (FERPA):

The following policy and procedures are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulations by contacting the school district administration office. A student has the right to report violations of the Family Rights and Privacy Act to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

Eligible Student shall meet all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.

Student record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory, and administrative personnel and other education personnel which are in the sole possession of the maker, and which are not accessible or revealed to any other person except a substitute teacher.

Parents and Eligible Students have the Following Rights:

1. The right to inspect and review the student education record. Parents of students and eligible students may inspect and review the student education records upon submitting a written request to the school building principal. The written request must identify as precisely as possible the record or records he or she wishes to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to seek to correct the student educational record. Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of student's rights.
3. The right to exercise control over disclosures of information not authorized under Family Education Rights and Privacy Act without consent of the parent, legal guardian, or eligible student. However, the district does release directory information which is not generally considered an invasion of privacy. The information could include, but is not limited to, name, address, parent's name, phone number, age, participation in officially recognized activities and sports, honor roll and dates of attendance. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the building principal in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school district in which the student seeks or intends to enroll.

4. The right to know the location of student education record. Generally, an enrolled student's education record is in the administration office of the school building where the student attends. Upon request by a parent, legal guardian or eligible student, education records will be gathered for purpose of review.

Field Trips:

Field trips when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom (Board Policy #2320) During the school year students at Parkview Elementary School will have the opportunity to attend these valuable learning experiences. Students attending field trips will be held to the same standard as they are during each day of the school year. Students are expected to travel to and from school trips with the group and district staff. Convenience will not be a legitimate reason for varying from this procedure. The only exceptions are as follows:

1. Injury to a participant which would require alternate transportation.
2. Prior arrangements IN WRITING made with the teacher/principal by the parents before leaving for the event

Gum/Food:

Gum is not allowed in the school or on the playground. Pop/juice, food, candy, etc. are not allowed unless it is a class or school activity. Sunflower seeds or similar seeds are not permitted at any time.

Gun-Free Schools:

In accordance with the provisions of the Gun-Free Schools Act, 20, USC 3351, any student who brings onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922 (q), authorized persons may display firearms and other dangerous objects for educational purposes. **Advanced** written permission must be received before such objects may be brought on school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the program/display, the firearm and other dangerous objects must be immediately removed from school property. (The complete board policy on Gun-Free Schools is listed in School Policy #3311)

Homework:

If your child has an excessive amount of homework or doesn't know how to complete the work independently, please contact the classroom teacher. The classroom teacher should communicate expectations regarding homework at the beginning of the school year. Students should only be doing about 10 minutes of homework per night per grade level.

Internet Use and Procedures:

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the Dillon Elementary School District #10 are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines for use of the Dillon Elementary School District #10 Net include:

- *Violating the conditions of the Montana Codes dealing with student's right to privacy.
- *Using profanity, obscenity, or other language that may be offensive to other users.
- *Using the network for personal financial gain, for commercial activity, or for any illegal activity
(The person to whom an account is issued is always responsible for its proper use).

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the Dillon Elementary School District #10 nor any district staff member controls the content of the information available on these systems. Some of the

information available is controversial and sometimes may be offensive. The Dillon Elementary School District #10 does not condone the use of such materials.

Dillon Elementary School District #10 Net Acceptable Use Policy rules and regulations:

- The Internet account is free to users.
- It is a privilege to receive an Internet Address.
- A responsible user of the Internet may keep his/her privilege if the user is a staff member or a student in the Dillon Elementary School District #10 School System and follows the rules.

Parkview Internet rules:

- use the Internet only when supervised by an adult
- use the Internet to research assigned projects
- use the Internet to send e-mail to other users
- use the Internet to explore only appropriate legal sites
- use the Internet for only legal purposes
- do not use impolite or abusive language
- do not change other people's computer files
- do not send or receive copyrighted materials without permission
- do not share password with anyone
- do not give out any personal information (name, address, phone number, social security number, etc.)
- do not hide or misrepresent identification when sending e-mail
- do not use chat lines during school hours

NOTE: Dillon Elementary School District #10 reserves the right to monitor all District #10 accounts including e-mail to insure proper use of the system.

Library:

Food and/or drink are not allowed in the library.

Library books are checked out one week at a time. Students can check-out books as follows:

Kindergarten/1st Grade: One book

Second Grade: Two books

Third Grade: Three books

Fourth Grade: Four books

Fifth Grade: Five books

During the month of May, students will only be allowed to check out one book and will be allowed to check out books upon completion and their return to the library.

Lost and Found:

Each year we donate several bags of lost and found items to Goodwill. If your child has lost items at school, we do encourage our students and parents to look in our lost and found to ensure those items get back in the hands of the rightful owners.

Make-up Work

Absent students will receive make-up work for all essential practice, including both homework and class assignments **upon their return to school.** A student has **two calendar days** for every day he/she is absent to complete make-up work at home. Extenuating circumstances may be considered on a case-by-case basis.

Long term projects: If a child is absent or knows he/she will be absent on the day a project is due, he/she is still responsible for turning in the completed work on the due date or immediately upon his/her return to school. If extenuating circumstances arise, please contact your child's teacher to make alternate arrangements.

Money and personal items at School:

Parents, please put your child's name on any personal items brought to school such as coats, sweatshirts, backpacks etc. Students should not bring money to school unless it is for a specific purpose. Examples include lunch money, picture money, book orders, etc.

Office Disciplinary Referral:

It is the goal of the Parkview Staff to always promote safety and respect. There are some behaviors that the Parkview Staff has determined to be absolutes. Absolutes include fighting, inappropriate language, rock throwing, and disrespect. Absolutes require an Office Disciplinary Referral (ODR) incident write up form to the office. An ODR (see page 14) will be completed at that time. If your child is sent to the office because of these behaviors, you may expect to receive a phone call to alert you of the situation. We may also have your child tell you what happened at school. There may be additional consequences depending upon the situation. Examples include but are not limited to apologies, removal from the classroom, referral to the guidance counselor, parent-school conference, after school detention, suspension, Saturday school, etc. We hope to help children learn the acceptable behaviors at school and to help them feel successful. Your support and assistance is appreciated to help make this happen.

THE ABOVE GUIDELINES ATTEMPT TO DIRECT ALL STUDENTS; HOWEVER, THE TEACHERS AND ADMINISTRATION RESERVE THE AUTHORITY TO HANDLE INDIVIDUAL DISCIPLINE INCIDENTS ON A CASE-BY-CASE BASIS.

Parent/Teacher Conferences:

Two regularly scheduled parent-teacher conferences are held each year. This year they will be held October 17th and 18th, and March 6th and 7th. If at any time during the school year you feel a need to see any of the school personnel, you are encouraged to telephone or e-mail your child's teacher.

PAX Good Behavior Game:

Parkview Elementary School implemented the PAX Good Behavior Game during the 2019-20 school year. PAX means Peace, Productivity, Health, and Happiness. The presence or absence of PAX is easily measured. We teach students how to recognize the presence and absence of PAX. PAX is what children innately want and need to be nurtured but is what the world may not have given them.

Our students learn how to treat others respectfully and show compassion and empathy for others while participating in the program. Students are held to standards that they get to help establish at the beginning of the year on the PAX vision board. This board helps to provide guidance about what they want to see in their classroom throughout the school year. Student ownership is critically important with this program so that they understand ramifications of their behavior in all settings.

One of the most important things PAX does is to help provide students with resiliency skills so that they make better decisions in their teenage years and ultimately in their adult lives. Our hope is that this program provides skills to help students make good decisions throughout their life.

Personal Items at School:

Students should not bring trading cards of any kind to Parkview Elementary school (e.g., Magic the Gathering, Yu-Gi-Oh, Pokémon, etc.) Other toys including barbies, hot wheels, balls, etc. should not be brought to school.

Recess time and inclement weather:

Recess periods are an important part of the school program, and all children should join the class for outside activities. Students will be required to go outside most days, as they need fresh air and physical stimulation. Please dress your child appropriately for the weather (coats, boots, hats, mittens, etc.). If your child is not dressed appropriately, you may be contacted to bring any necessary items.

Children may stay indoors only if they have a valid excuse and a note from a parent/guardian. Excessive use of this privilege may be questioned. **Recess times will be adjusted according to the temperature. If during the day the temperature falls below zero degrees (air or wind chill) we will keep students inside.**

Report Cards:

Parkview Elementary School will issue Trimester report cards. The grading periods are as follows:

1st Trimester – 9/6/2022 – 11/ 23/2022

2nd Trimester – 11/28/2022 -- 3/3/2023

3rd Trimester – 3/6/2023 -- 6/2/2023

Right to Review Teacher Qualifications:

As a parent of a student at the Parkview School, you have the right to know the professional qualification of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether Montana’s Office of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Montana’s Office of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher’s aides or similar Paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the principal’s office at 683-2373.

School District #10 Technology Maintenance and Repair Fee

Dillon Elementary School District #10 Technology Fee is for all K-8 students who use a variety of technological devices. This fee is used to cover all technology maintenance and repair issues that arise over the course of the year and is in lieu of insurance. The fee structure is listed below.

Fee Structure:

K-8 = \$15.00 per student per year.

Family Max = \$25.00 (regardless of the number of students).

School Meal Programs

The Dillon Elementary Schools will offer both breakfast and hot lunch programs for their students. The breakfast program will be serving meals at Parkview School. Serving time for breakfast will be from 7:50 - 8:15 a.m. The hot lunch program will serve all students at the Parkview lunchroom. Free and Reduced Lunch Applications are available online.

Breakfast

Daily: \$2.25

Hot Lunch

Daily: \$3.25 Students PK-5
\$3.50 Students 6-8
\$3.75 BCHS
\$4.50 Adults

Cold Lunches:

Students bringing cold lunches will take their lunches to the cafeteria at Parkview School to eat during the scheduled lunch time. Students bringing cold lunch may purchase milk from the cafeteria at the cost of \$.50 per carton.

Student Discipline Policy:

The basic purpose of the Parkview Elementary Student Discipline Policy is to promote acceptable student behavior and self-control. The expectations are meant to be clear, concise, and directed toward insuring a safe, orderly climate for students and staff. The following belief statements are at the core of our school-wide expectations:

- All students should be treated with dignity and respect.
- Students can and should be taught skills for success.
- Motivation and responsibility are encouraged through positive interactions.
- Misbehavior provides a teaching opportunity.
- Staff must work together to meet students' needs.
- Schools and communities must work together to meet the diverse needs of students.
- Safe schools create an environment where academics flourish.
- Positive, proactive, and preventative efforts of schools and communities can defeat violence.

Parkview School's expectations have been developed to encourage a positive learning environment, as well as an atmosphere free of fear, physical and emotional harm, and frustration due to inconsistent expectations. We encourage student self-discipline and shall hold students responsible for their actions. The school will maintain communications with parents when infractions take place or as needed.

Student expectations are generalized with four basic guidelines.

1. Respect the rights of others, students will not be allowed to stop other students from learning.
2. Follow instructions and/or directions given, students will not be allowed to stop teachers from teaching.
3. Do not endanger your safety or the safety of others.
4. Accept responsibility for your own actions.

Student expectations have been applied to seven basic areas that are reviewed with students throughout the year. Staff members take the time to model what the expectations look like in every area of the school.

Understanding our school-wide expectations is a key to the success of this policy. The desired outcomes of the disciplinary process are:

- Students should learn from their mistakes.
- Students should feel better about themselves when the process is completed .

Student behavior that is not in line with our school-wide expectations will be addressed either by refocusing that behavior with a "Refocus" (written or verbal) or with an office disciplinary form (ODR).

Student Immunization:

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to present evidence of having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, and tetanus in the manner and with the immunizing agents approved by the department. Hemophilus influenza type "b" immunization is required for students under age five (5). (The complete board policy on Student Immunizations is listed in Policy #3413.)

In cases when a student may have a communicable disease (example: head lice, pink eye, etc.) Parent will be contacted, and the student removed from school until any necessary medical attention has been provided. A medical release from a health professional will be required before the student may be readmitted to school.

Telephone:

The telephone in the office is a business telephone and we ask that students **do not** use it unless it is an emergency. Students will be required to have a permission slip from their homeroom teachers to use the phone and then only if it is an emergency. We would like to ask that students not be called out of classes to talk on the telephone except in the case of absolute necessity.

Tobacco Free Policy:

In the interest of having healthy employees and positive health models for students, the Dillon Elementary School District maintains tobacco free buildings and grounds. (The complete board policy on Tobacco Free Policy is listed in School Policy #8225.)

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Video/audio monitoring devices may be used in locations deemed appropriate by the Superintendent. Camera locations are positioned outside on exits and entrances. The District may choose to make video recordings a part of a student's educational record. (Policy 3235)

Parkview Elementary School-Behavior Incident and ODR Tracking Form

Student Name: _____ Referring Staff: _____ Date: _____

Time of Incident: _____ Grade Level: _____

Problem Behavior-Major (Check only one)	Location (Circle one)	Administrative Support/Action (Check all that apply)
<ul style="list-style-type: none"> <input type="radio"/> Defiance/Insubordination/Disrespect <input type="radio"/> Abusive Lang./Inappropriate Lang <input type="radio"/> Fighting/Physical Aggression <input type="radio"/> Harassment/Bullying <input type="radio"/> Disruption (Major) <input type="radio"/> Lying/Cheating <input type="radio"/> Forgery/Theft <input type="radio"/> Inappropriate Location/Out of Bounds <input type="radio"/> Property Damage/Vandalism <input type="radio"/> Throwing Rocks/Snow <input type="radio"/> Other _____ <input type="radio"/> Chronic Minor Problem (Minor problem behaviors are to be managed instructionally unless the behavior occurs and has been taught to several times within a class period or a school day.) <ul style="list-style-type: none"> <input type="radio"/> Inappropriate Language <input type="radio"/> Physical Contact <input type="radio"/> Defiance/Non-Compliance/Disrespect <input type="radio"/> Property Misuse <input type="radio"/> Disruption (Minor) <input type="radio"/> Dress Code Violation <input type="radio"/> Other _____ <p align="center">Parent Notification</p> <hr/> <p align="center">(Completed by Teacher)</p> <ul style="list-style-type: none"> • Phone Call _____ • Letter _____ • In person _____ • Other _____ 	<ul style="list-style-type: none"> -Classroom -Library -Bathroom -Lunchroom -Bus Loading Area -Computer Lab -Spec. event/assembly/field trip -Other _____ <p align="center">Possible Motivation (Check only one)</p> <hr/> <ul style="list-style-type: none"> <input type="radio"/> Obtain Peer Attention <input type="radio"/> Obtain Adult Attention <input type="radio"/> Obtain Items/Activities <input type="radio"/> Avoid Tasks/Activities <input type="radio"/> Avoid Peer (s) <input type="radio"/> Unknown Motivation <p>Other _____</p> <hr/> <p align="center">Others Involved</p> <hr/> <ul style="list-style-type: none"> <input type="radio"/> None <input type="radio"/> Peers <input type="radio"/> Staff <input type="radio"/> Teacher <input type="radio"/> Guest Teacher <input type="radio"/> Unknown <input type="radio"/> Other _____ 	<ul style="list-style-type: none"> <input type="radio"/> Restitution/Apology <input type="radio"/> Conference with Student <input type="radio"/> Corrective Teaching/ Social Skills Teaching <input type="radio"/> Behavior Contract <input type="radio"/> Time Out <input type="radio"/> Loss of Privilege <input type="radio"/> After School Detention <input type="radio"/> Saturday School <input type="radio"/> ISS (_____ days) <input type="radio"/> OSS(_____ days) <input type="radio"/> Other Admin Decision <hr/> <p align="center">Parent Notification</p> <hr/> <p align="center">(Completed by Administration)</p> <ul style="list-style-type: none"> • Phone Call _____ • Letter _____ • In person _____ • Other _____ <hr/> <p align="center">Time</p> <hr/> <p>Time referred _____</p> <p>Intervention began _____</p> <p>Time returned _____</p> <p>Total time out of class _____</p> <p>Parent Signature _____</p> <p>Date _____</p>

Description of Incident:

2022-23

PARKVIEW ELEMENTARY DAILY INSTRUCTIONAL SCHEDULE

		Monday-Thursday	Friday Early Release
Kindergarten	A.M. Instruction Begins	8:10 am	8:10 am
	Morning Recess	9:30-9:45	9:30-9:45
	Lunch Recess	11:20-11:45	11:20-11:45
	Lunch	11:55-12:20	11:55-12:20
	PM Recess	2:40-3:00	1:40-2:00
	Classes Dismissed	3:15 pm	2:15 pm
	Bus Dismissal	3:30 pm	2:30 pm
GRADE 1	A.M. Instruction Begins	8:10 am	8:10 am
	Morning Recess	10:00-10:15	10:00-10:15
	Lunch Recess	11:30 - 11:55	11:30 - 11:55
	Lunch	12:00-12:25	12:00-12:25
	Afternoon Recess	2:05-2:25	2:05-2:25
	Classes Dismissed	3:30 pm	2:30 pm
	Bus Dismissal	3:33 pm	2:33 pm
GRADE 2	A.M. Instruction Begins	8:10 am	8:10 am
	Morning Recess	10:15-10:30	10:15-10:30
	Lunch Recess	11:40-12:05	11:40-12:05
	Lunch	12:10-12:35	12:10-12:35 0
	Afternoon Recess	2:05-2:25	2:05-2:25
	Classes Dismissed	3:30 pm	2:30 pm
	Bus Dismissal	3:33 pm	2:33 pm
GRADE 3	A.M. Instruction Begins	8:10 am	8:10 am
	Morning Recess	10:40-10:55	10:40-10:55
	Lunch Recess	12:00-12:25	12:00-12:25
	Lunch	12:30-12:55	12:30-12:55
	Afternoon recess	2:50-3:05	2:15-2:30
	Classes Dismissed	3:35 pm	2:35 pm
	Bus Dismissal	3:38 pm	2:38 pm
GRADE 4	A.M. Instruction Begins	8:10 am	8:10 am
	A.M. Recess	10:35-10:50	
	Lunch Recess	12:15-12:35	12:15-12:35
	Lunch	12:35-1:00	12:35-1:00
	Classes Dismissed	3:40 pm	2:40 pm
GRADE 5	A.M. Instruction Begins	8:10 am	8:10 am
	Lunch Recess	12:25-12:45	12:25-12:45
	Lunch	12:45-1:10	12:45-1:10
	Afternoon Recess	3:00-3:15	
	Classes Dismissed	3:40 pm	2:40 pm