



***CHERRY VALLEY ELEMENTARY SCHOOL***  
Preschool-1<sup>st</sup> Grade

**2022-2023**  
*PARENT/STUDENT INFORMATION HANDBOOK*

Visit our website at: <https://www.polson.k12.mt.us/cherry-valley-school/>



# **CHERRY VALLEY ELEMENTARY SCHOOL**

107 8<sup>th</sup> Avenue West  
Polson, Montana 59860  
(406) 883-6333  
Fax 883-6332



**VISION:**

*Striving for Excellence - Everyone, Every Day!*

**Mission:**

*Our Mission is to be a safe, thriving, and dynamic educational environment that teams with families and the community to inspire self-directed learners in an interconnected world.*

**Polson School District: We believe in**

***P. R. I. D. E.***  
**PARTNERSHIPS - RELATIONSHIPS - INTEGRITY - DIVERSITY - EXCELLENCE**

**CHERRY VALLEY ADMINISTRATIVE STAFF**

***PRINCIPAL*** – Jon Gustafson

Office phone: 883-6333 x502

Cell: 270-2574

***SECRETARIES*** – Debbie Gunlock and Marcie Motichka

Office Phone: 883-6333

***SCHOOL NURSE-*** Margaret Fanning

Office Phone: 883-6333 x523

***SCHOOL COUNSELOR-***Tereza Hanson, M. Ed

School Counseling, Licensed Clinical Professional Counselor

Office Phone: 883-6333 x525

**CHERRY VALLEY TEACHING STAFF**

***SPECIAL NEEDS PRESCHOOL-***

Bonnie Petersen

***TRANSITIONAL KINDERGARTEN-***

Kaitlyn Kenniston

***KINDERGARTEN-***

Patricia Barfoot  
Molly Billedeaux  
Sarah Howell  
Wendy Lobdell  
Jacie Morrison  
Patsy Peck  
Sarah Takacs

***FIRST GRADE-***

Joanie Bowen  
Whitney Buchmann  
Joyce Crosby  
Jenaya Forman  
Joanna Lozar  
Pam McCrumb  
Makenzie Wegner

***SUPPORT SERVICES-***

Tobie Stack/ Jeanne Donais -Special Education  
Helen Siemers-Title 1 Teacher  
Lisa Kenny-Title 1/Moovin’N Groovin’  
Doug Crosby-Title 1/Computer Technology  
Dale Hannon-Library  
Julie Burke-Speech Therapist  
JB Capdeville-Food Service  
Mike Thomas-Head Custodian

**CHERRY VALLEY-REGULAR DAILY SCHEDULE**

8:25 a.m.- First Bell  
8:30 a.m.- Second Bell  
3:10 p.m.-Students Dismissed  
11:45 a.m.- Half-Day Wednesdays  
2:40 p.m-Early Out Wednesdays

**Please call the school office by 8:45 a.m. each day your child is going to be absent or tardy.**

**FIRST DAY OF SCHOOL 2022-2023**

August 26th - Kindergarten Fall Intake/Screening 12:30-3:30 pm

August 30th - First Grade and Kindergarten Staggered Start Begins  
for students with last name starting with A-K

August 31st- First Grade and Kindergarten Staggered Start Begins  
for students with last name starting with L-Z

September 1st-All First Graders attend school and Kindergarten Staggered Start for students  
with last name starting with A-K

September 2nd-All First Graders attend school and Kindergarten Staggered Start for students  
with last name starting with L-Z

September 6th All Kindergarten Starts

**\*Please see the 2022-23 Staggered Start Schedule on p. 7 of this handbook, or call the  
Cherry Valley office for details at 883-6333**

AUGUST					POLSON SCHOOL DISTRICT					JANUARY				
M	T	W	TH	F	2022-2023					M	T	W	TH	F
CALENDAR					2	3	4	5	6	2	3	4	5	6
1	2	3	4	5	<b>1st Day of School- August 30</b>					9	10	11	12	13
8	9	10	11	12	<b>Last Day of School- June 9</b>					16	17	18	19	*20
15	16	17	18	19						23	24	25	26	27
22	23	24	25	26						30	31			
29	30	31												
SEPTEMBER					Teacher Prof. Development No Student Days					FEBRUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	<b>August 26 &amp; 29</b>							1	2	3
5	6	7	8	9	<b>September 19- Tribal Education</b>					6	7	8	9	10
12	13	14	15	16	<b>October 20 &amp; 21- MEA</b>					13	14	15	16	17
19	20	21	22	23	<b>November 11- Conferences</b>					20	21	22	23	24
26	27	28	29	30	<b>January 23</b>					27	28			
OCTOBER					Teacher Prof. Development Students Dismissed at Half Day					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	<b>Parent Teacher Conferences November 7 &amp; 8</b>							1	2	3
10	11	12	13	14	<b>Early Release -Teacher PLC Students Dismissed 1/2 hr Early</b>					6	7	8	9	10
17	18	19	20	21						13	14	15	16	17
24	25	26	27	*28						20	21	22	23	*24
31										27	28	29	30	31
NOVEMBER					Vacation Day -No School					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4	<b>September 5- Labor Day</b>					3	4	5	6	7
7	8	9	10	11	<b>November 23-25 Thanksgiving</b>					10	11	12	13	14
14	15	16	17	18	<b>Dec. 23- Jan. 3- Winter Break</b>					17	18	19	20	21
21	22	23	24	25	<b>February 20- President's Day</b>					24	25	26	27	28
28	29	30			<b>March 27-31- Spring Break</b>									
					<b>May 29- Memorial Day</b>									
DECEMBER					END OF QUARTER *					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	<b>October 28- 1st Quarter</b>					1	2	3	4	5
5	6	7	8	9	<b>January 20- 2nd Quarter</b>					8	9	10	11	12
12	13	14	15	16	<b>March 24- 3rd Quarter</b>					15	16	17	18	19
19	20	21	22	23	<b>June 9- 4th Quarter</b>					22	23	24	25	26
26	27	28	29	30						29	30	31		
Dismissal Times					HS GRADUATION- June 3					JUNE				
	Reg	ER	HD		M	T	W	TH	F	M	T	W	TH	F
CV	3:10	2:40	11:45		<b>CONTRACT DAYS-187</b>								1	2
LIND	3:15	2:45	11:50		5	6	7	8	*9	5	6	7	8	*9
HS	3:25	2:55	12:00		12	13	14	15	16	12	13	14	15	16
MS	3:30	3:00	12:05		19	20	21	22	23	19	20	21	22	23
					<b>TOTAL STAFF DAYS = 187</b>									
					<b>TOTAL STUDENT DAYS = 180</b>									

# ♥ Welcome to Kindergarten

Beginning a new year of school can be stressful for young children as well as very exciting. To support your child's social and emotional needs as they begin their school adventure, and to allow the staff time to get to know your child in smaller less overwhelming groups, we start the school year with a staggered start.

**Please, carefully read the schedule below to see when your child is scheduled to be at school.** This schedule allows teachers to get to know your child in a more personal environment. It also allows them to teach new classroom & building procedures, bathroom & lunch routines, playground and bus safety & rules in smaller and less overwhelming groups.

## **2022-23 Staggered Start Schedule: August 30th and & 31st**

**August 26th:** Kindergarten intake and fall screening. Only kindergarteners scheduled to be assessed will come during their scheduled time.

**Tuesday, August 30th:** School will be held for **students with last name A-K only** (Student Names M-Z WILL NOT ATTEND THESE DAYS :)

**Wednesday, August 31st:** School will be held for **students with last name L-Z only.** (Student Names A-L WILL NOT ATTEND THESE DAYS :)

**Thursday, September 1st:** School for all First Graders and Kindergarten students A-K.

**Friday, September 2nd:** School for all First Graders and Kindergarten students L-Z.

**Monday, September 5th:** Labor Day NO SCHOOL

**Tuesday, September 6th:** All Kindergarten students begin regular daily school schedule.



## **ARRIVAL ON SCHOOL GROUNDS**

The front doors of the school **DO NOT OPEN until 7:45a.m.** Please see that your student arrives **no earlier than 7:45 a.m.** School staff will be available for supervision at that time. Students eating breakfast should arrive no later than 8:00 a.m.

## **ARRIVAL/DISMISSAL**

### **ATTENDANCE IS CRITICAL TO YOUR STUDENTS SCHOOL SUCCESS AT EVERY GRADE LEVEL**

At Cherry Valley, we ask you to make sure your child comes to school

☺ **EVERY DAY, ON TIME!** ☺

School starts at 8:25 a.m. and is dismissed at 3:10 p.m., except on Early Out Wednesdays.

- In the morning, all children can be dropped off at the playground gate. We ask that parents not escort their children onto the playground or into the building. After 8:25, students can be dropped off in the front of the school building.  
***PLEASE DO NOT PARK IN THE DROP-OFF ZONE AND LEAVE YOUR CAR AS THAT INTERFERES WITH THE SMOOTH AND TIMELY FLOW OF TRAFFIC.***
- Kindergarten students can be picked up behind the school on the south side of the building.
- First grade students can be picked up at the west end of the school building.
- Bus students will be dropped off at the back of the school in the mornings and picked up in the front of the school in the afternoons. ***If your child rides a bus, please make sure they are registered with the Bus Garage (883-6358). It is your responsibility to contact the bus garage and register your child in order for them to ride the bus. Please review the District Bus Policy on pages 11-12 of this handbook with your child before they ride the bus the first time.***
- Bus students will line up on the North side of the building according to bus numbers.
- If you need to pick your child up early, please check them out at the main office and ***wait in the lobby area.*** The secretaries will page the teacher to have your child released. ***For security reasons, please do not go to your child's classroom to pick them up from school unless prior arrangements have been made with the school office.***
- If your child is tardy, you will need to come in with them and sign them in.



The safety of our students is our number one priority. *If changes need to be made to your students' regular schedule, the office must be contacted before 2:15 in order to ensure your child is directed accordingly.*

## **ATTENDANCE POLICY**

Attendance is critical for a student's successful academic achievement at ALL grade levels. Lost instructional time cannot be replaced. Please contact the main office if your child is sick or will not be attending school that day. If possible, please make sure that your child is here

☺ **EVERY DAY, ON TIME!** ☺

### **Excessive Absenteeism-**

Excessive absenteeism can affect a student's academic progress. Ten (10) non-school related absences in a semester is considered excessive and will require a parent conference and possible attendance contract. Parents/Guardian will be notified by phone when their student reaches seven (7) absences and by letter when they reach ten (10) absences. Some absences may be an "Excused Absence (A)" by a parent but will still be counted toward the 10 days.

## **BREAKFAST, HOT LUNCH, AND MILK PROGRAM**

The schools have an automated lunch purchase program. You can put money into their account and we will notify you when they are low on lunch money. Costs are as follows:

**Student LUNCH - All student meals are \$2.75 for the 22/23 school year**

**Student BREAKFAST - All student meals are \$1.80 for the 22/23 school year**

For students who bring a lunch, milk is available for \$.35

**(Adult meals are \$2.50 for breakfast and \$4.25 for lunch.)**

Parents should deposit money into their child's account. Debits will be taken for breakfast and lunch from the same account. We will notify you when your child needs more money deposited. ***PLEASE MAKE SURE YOUR CHILD'S ACCOUNT STAYS CURRENT.***

### **Polson School District Meal Charge Policy-**

*Note: For the purpose of this policy, parent includes: guardian, caretaker, relative, and any adult responsible for the care of the child.*

**Full-Pay Students – Elementary and Middle School Students** will pay for meals at the district's published standard rate. ***A student will be allowed to charge a maximum negative balance of \$15.00*** to their account after their balance reaches zero. Once a student has reached the negative \$15.00 balance, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. [Sample: cheese sandwich, veggie sticks,

fruit, and milk]. This designated menu alternate will be charged to the student's meal account at the standard rate.

**Free Meal Benefit** – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

**Reduced Meal Benefit** - Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.75 each day. ***A student will be allowed to charge a maximum of negative \$15.00 balance*** to their account after the balance reaches zero. Once a student has charged the negative \$15.00, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. [Sample: cheese sandwich, veggie sticks, fruit and milk]. This designated menu alternate will be charged to the child's meal account at the reduced rate.

**Parents** are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

\*Free and reduced price meals are available for those who qualify. Applications can be obtained at the school office.

## **BUILDING SECURITY AND STUDENT SAFETY**

**For the safety and security of all, visitors and volunteers must sign in at the office and obtain a visitor's pass or badge.**

**\*If you need to pick your student up early:**

**1) Please check them out at the main office and *wait in the lobby area*. The secretaries will page the teacher to have your child released.**

**2) For security reasons, please do not go to your child's classroom to pick them up from school unless prior arrangements have been made with the main office.**

**3) Please do not stop by playground fences and talk to kids through fence.**

### **Use of Security Cameras-**

The district uses video cameras with audio on District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Video recordings may become part of a student's educational record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Visitors in violation of administrative regulations, building rules, or law may be referred to law enforcement agencies.

## **BUSING/TRANSPORTATION**

The safety of our students is our number one priority. **Due to the young age of Cherry Valley students, bus drivers are not permitted to leave a Cherry Valley student alone at a bus stop, or with other students.** A parent or other designated adult must be **visibly present** at the stop before the bus driver will allow a Cherry Valley student to exit the bus. If a parent or other designated adult is **not visibly present** the child will not be allowed to exit the bus and will be returned to Cherry Valley Elementary or to the Bus Garage. The parent will then be responsible for coming to pick up the child. **On the third return to the school, the student will no longer be eligible to ride the bus and other arrangements will need to be made.**

### **Bus Rules and Discipline Procedures-**

These rules and regulations are expected to be followed by all students who ride School District #23 school buses. They have been given and explained to each bus rider. Each rider is responsible for his/her behavior. **Drivers are authorized to take appropriate steps to maintain discipline. Habitual disobedience can result in permanent suspension of riding privileges.** Please review these rules and regulations so you also know what is expected behavior.

1. A student will not be allowed off the bus at any stop other than his/her own without WRITTEN permission from parent or guardian.
2. A student will not be allowed to ride a bus if he/she is not a regular passenger of that bus without written permission from parent or guardian.
3. Students should be at the bus stop at least five minutes before the scheduled arrival of the bus.
4. Students must wait for the bus to come to a complete stop before attempting to approach the bus for boarding.
5. Students should line up in an orderly manner when boarding the bus.
6. Except for ordinary, quiet conversation, classroom conduct is expected while on the bus.
7. Waste paper or other debris will not be thrown on the floor of the bus or out of the windows.
8. Students will not extend their arms or heads out of the bus windows.
9. Students may not reserve seats on the bus. The driver will instruct the students on where he/she wants them to sit.
10. Students must not stand or move about on the bus while the bus is in motion.
11. Use of the radio is at driver's discretion. No tapes will be played on the cassette.

12. Students may not use tobacco in any form or eat food such as sunflower seeds and peanuts.
13. Students may exit through the emergency door only in cases of an emergency evacuation drill or a declared emergency.
14. When leaving the school bus—and crossing in front of the bus—students will wait for the driver to give the “all clear” signal before crossing.

### **Consequences of Violating Rules and Regulations-**

1. First Offense – Verbal warning from driver.
2. Second Offense –
  - a. Written warning (Student Conduct Report)
  - b. Assigned seat
  - c. Conference with principal
3. Third Offense –
  - a. Normal option is suspension from the bus for a period of time. When a student is removed from one bus, he or she will not be allowed to ride any other Polson Public School Route bus for the duration of the suspension.
  - b. Other options may be considered.
4. Repeat Offenses-Longer periods of suspension with the possibility of permanent suspension.

### **Flagrant Offenses –**

**Immediate suspension without prior warning (could result in permanent suspension from the bus).**

Some examples of flagrant offenses are:

1. Fighting
2. Abusive, disrespectful, or insubordinate to the driver or disrespectful to other passengers, chaperones, or bus aides.
3. Possession/or use of matches, cigarettes, lighters or flammables of any kind.
4. Use of tobacco, alcohol, or drugs.
5. Possession of weapons.
6. Any behavior which jeopardizes the safety of the driver or passengers.
7. Vandalism to the bus. The guilty passenger or passengers will be required to pay for damages before they are allowed to ride the bus.
8. Spitting on other students or the bus driver

Safety is the number one priority with the Polson School District Transportation Department. We thank you for your cooperation.

## **CHANGE OF ADDRESS/PHONE**

It is important that the school be notified of any change in your address or phone number during the school year. It is critical that work and emergency numbers are kept updated on your child's school records in order for the school to contact you in case of an emergency. We must have at least one emergency number for each child enrolled.

## **COMMUNICABLE DISEASE POLICY**

Because infectious diseases 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 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 (during the night or early morning) he/she should stay home for the day.

**Head lice:** Although head lice are not considered a communicable disease by the CDC, they are highly contagious in a school environment. Children with live head lice need to be treated with a lice shampoo/rinse, and the eggs removed before they can return to school. Repeated cases of head lice will be referred to the Public Health Nurse or Tribal Health Nurse for follow-up.

**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). An immunization is now available to prevent chickenpox.

**Respiratory illnesses:** If your child has a cold or bronchitis, he/she is welcome to attend as long as he/she feels well enough to participate. However, with a frequent cough or dripping nose, he/she may desire to stay home until those symptoms subside.

## **DRESS AND CLOTHING**

Please see that your child is dressed appropriately for school activities and for being outdoors in cold weather. If the weather is exceptionally cold or wet the children will be kept indoors.

Students should bring a pair of gym shoes to be left at school. They need not be new, but should be clean and will be used for P.E. only. White-soled tennis shoes work best. Girls are encouraged not to wear skirts or dresses on P.E. day.

PLEASE MARK ALL OF YOUR CHILD’S CLOTHING AND BELONGINGS WITH HIS/HER NAME AND CHECK THE LOST AND FOUND REGULARLY FOR LOST ITEMS.

## **DRUG/WEAPONS FREE SCHOOLS**

Our schools are drug and weapon free. Possession, use, or distribution of illicit drugs, alcohol, or tobacco by students and/or adults may result in suspension from school, or may be referred to law enforcement agencies. Contact with other social services and/or law enforcement agencies may also occur.

Possession of any potentially dangerous weapon may result in the immediate notification to local law enforcement, immediate suspension, and/or a recommendation to the School Board for expulsion.

## **EARLY RELEASE DAYS**

**EVERY** Wednesday will be an early release. We will release at 2:40 on Wednesday’s **EXCEPT for the dates below when *we will release students at 11:45***. Lunch will be served on these days. Please make appropriate child care plans for your child on these dates, and notify the office of any changes to their regular schedule.

### **Wednesday 11:45 Release Dates**

September 14, 2022

October 19, 2022

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 9, 2023 Last Day of School

## **EMERGENCY SCHOOL CLOSURES**

You will be advised of unexpected school closures on radio stations KERR AM 750 and KQ 92 – FM 92. Also, be sure to check district and school web and Facebook pages for updates on school closures. You may also receive an electronic voice mail on your phone.

## **HEALTH**

If there are concerns regarding your child's health, please contact the School Nurse, Margaret Fanning, at 883-6333 x523. If medication is necessary for your child during the school day, please bring it in with your student and give medications directly to the nurse. **Please DO NOT send any medications in your child's backpack, or medicines for them to take at their discretion.** All medicines must be administered by the School Nurse and must be in a labeled container and accompanied by a note with the student's name, dosage, and time of administration.

## **INSURANCE**

Polson School District *does not* carry accident insurance for our students. Any expenses incurred for injuries occurring while a student is on campus or while traveling on field trips are the parent's responsibility. Accident insurance is available to families. Families are encouraged to thoroughly review and consider the insurance information.

## **INTERNET USE AT SCHOOL**

The Polson School District is pleased to offer its students supervised access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Polson School District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The district does maintain a filtering system to block certain sites but this is not a foolproof system. That notwithstanding, the Polson School District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The Polson School District makes its acceptable use policy and guidelines for acceptable use available on request.

## **LAST DAY OF SCHOOL**

The last day of school will be Friday, June 9, 2023.  
Students will attend school for a half day. School will dismiss at 11:45.

## **PARENT VOLUNTEERS**

We welcome all parents who wish to volunteer their services to our school. Please contact your child's teacher or the school office. If you plan to volunteer, you must follow board policy #5122.

## **PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS**

Please come to the office to sign your child out for the day. If your child needs to leave the building on a regular basis (music lessons, etc.) please send a note stating days and times your child will be out of the building.

## **PHONE MESSAGES**

**PLEASE** arrange after school activities with your child **BEFORE** he or she comes to school in the morning. Notify the Cherry Valley Main Office regarding any changes in arrangements for after school *as early in the day as possible, preferably by 2:15.*

## **PUBLISHING ON THE INTERNET**

The Polson School District maintains its own web site and each school is responsible for the content relating to their school. Information contained on the web site includes details about the school itself, staff, lunch menus, newsletters and links to other interesting websites.

There are also individual class pages with photos and examples of student work. We see this as a very important way for students' to publish their work and make it available to a larger audience. When publishing individual student work we would like to use the first name of the student as a credit for their work. If we use a photograph of a particular activity we will not be using names of students.

In accordance with our school districts guidelines we need parent permission to publish names and or photographs of students. Please complete and sign the form attached to the back of the handbook and return to the classroom teacher as soon as possible.

## **RECESS**

The school day is structured to provide for fresh air and exercise. All children are expected to go outside for recess each day. Research has shown that recess is essential for a child's well-being and development. ***In most cases, if your child is too sick for recess, they are too sick to be at school. If your child has been ill and needs to stay in for special circumstances, please send a doctor's note to the teacher.*** If the weather is severe, all children will be kept indoors.



## **SPECIALISTS**

The district employs school psychologists, guidance counselors, speech and language clinicians and professional nurses. They can be contacted by calling the school office.

## **STUDENT RECORDS**

### **Notification of Rights Under FERPA-**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

- (1) The right to inspect and review the student's educational records.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Polson School District to comply with the requirements of FERPA.
- (5) The right to obtain a copy of the Polson School District's students records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

Copies of School District No. 23 Policy on Student Records are on file at each of the school offices, school guidance office, and school libraries. Copies may also be obtained from the District Administration Office.

School District No. 23 designates the following items as a directory information: student home, parent's name, address, telephone number, date and place of birth, participation in officially recognized sports, weight and height of members of athletic teams, immunization records, dates of attendance, dates of graduation, awards received, school previously attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary prior to September 1<sup>st</sup> each year.

## **“TAKE HOME” TUESDAY FOLDERS**

Most important school notices will be sent home on Tuesdays in students' RED Take-Home Tuesday Folder. Please check your child's papers for notices on that day of the week. Cherry Valley's monthly newsletter will be sent home the first Tuesday of the month and will also be published on our website and Facebook pages.

## **VACATION AND TEACHER PD DAYS 2022-23**

There will no school held on:

- \*September 5th - Labor Day
- \*September 19th - Teacher Professional Development
- \*October 20th & 21st - State Teacher Professional Development
- \*November 11th - Parent/Teacher Conferences
- \*November 23, 24, 25th -Thanksgiving Break
- \*December 23-January 3rd -Winter Break
- \*January 23rd -Teacher Professional Development
- \*February 20th - Presidents Day
- \*March 27th-March 31st - Spring Break
- \*May 29th - Memorial Day

# **TITLE 1 SERVICES, POLICY AND COMPACT**

## **Cherry Valley Elementary**

### **Title I Parent Involvement Policy**

In an effort to foster student success, partnerships between the school and parents are vital. At Cherry Valley Elementary we believe parent/guardian support is crucial in our efforts to provide quality education, to maximize the success of our students and to help them achieve higher academic standards to succeed in school and life.

The purpose of this policy is to inform and educate parents about the Title I program and the responsibilities of the school in regards to parent involvement. It was developed in conjunction with parents, teachers, and administrators of Linderman Elementary.

The Cherry Valley Elementary Title I program will:

- Involve parents in the development of this policy and the school/parent/student compact.
- Inform parents annually about the Title I program and the rights of parents and review these components each year.
- Design parent involvement programs and meetings that are aimed toward increasing parent involvement in student education and learning.
- Offer a number of meetings throughout the school year that are scheduled at reasonable and flexible times to encourage maximum participation.
- Provide timely information about school programs, curriculum and instruction, assessments, and measures of progress.
- Involve parents in the planning, review, and improvement of Title I programs.
- Provide opportunities for parents to offer suggestions and participate in discussions related to the Title I programs and receive timely responses. If dissatisfied with the school's Title I program, parent comments will be taken to the District level.
- Utilize parent involvement funding in a responsible manner based on the needs.
- Inform parents of school activities through multiple methods of communication.

Activities that allow for additional opportunities for parent involvement may include, but aren't limited to:

- Open House
- Monthly Newsletters
- Parent/School Compact
- District Website
- PATT (Parent Group)
- Watch D.O.G.S. program
- Polson Reads Program

## Cherry Valley Elementary School-Student-Parent Title 1 Compact

Federal guidelines require that all schools receiving Title I funds develop a School-Parent-Student compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high-quality education for our students.

As a student I will:

- Attend school regularly and arrive to all classes on time
- Complete homework assignments on time and to the best of my ability
- Always do my best to produce quality work
- Participate in school-related activities
- Set aside time at home to read each day
- Show respect for fellow students, teachers, and school property
- Follow classroom, school, and bus rules

As a parent, I will:

- Ensure that my child attends school regularly and arrives on time
- Ensure that my child completes his/her homework on time
- Provide a place in the home where my child can read, study, and complete assignments
- Discuss my child's progress with his/her teacher on a regular basis
- Support the school and encourage my child to be respectful of teachers and fellow students
- Encourage my child to read at home daily
- Volunteer at school whenever possible

As teachers, we will:

- Help each child meet his/her fullest potential in a safe learning environment
- Make efficient use of learning time by coming prepared to teach with meaningful activities
- Provide high-quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated
- Adapt instruction to meet the individual needs of all learners
- Encourage students to read for enjoyment, as well as for information
- Supply students and parents with clear and frequent evaluations of progress and achievement
- Promote an environment where parents feel welcome in our school and are encouraged to volunteer and participate in classroom activities
- Encourage parents to contact teachers to discuss their child's progress academically and socially
- Hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

## **TOYS AND PERSONAL BELONGINGS AT SCHOOL**

Children may bring **playground-type toys** to school, but are responsible for them. The school will not be responsible for items that are lost, broken, or taken by other students. Toys need to meet these criteria:

They should encourage cooperative play.

They must be safe.

They must be non-violent.

PLEASE, leave expensive electronic toys at home.

**All other toys should be kept at home.**

## **TRAUMA INFORMED SCHOOL MODEL OF SUPPORT**

Due to the increasing emotional, physical and mental health needs of our young students at Cherry Valley Elementary, the staff, counselors and administration have developed the following plan of support. This is a plan which will be consistently reviewed and refined by the Student Support Team.

### **TIER 1 STUDENT SUPPORTS- All Students**

#### **Master Schedule Soft Start-**

The staff worked together to develop a new Master Schedule which allows for a “soft start” to the day. During this 30 minute time slot we will be running a Second Chance Breakfast for late comers, Check In/Check Outs with our neediest students and whole class Mind-Up strategies for self-regulation, social/emotional awareness and conflict resolution.

#### **Mind-Up (social and emotional awareness/self-regulation strategies):**

Teachers will teach the Mind-Up Social/Emotional Curriculum strategies for self-regulation, mindfulness traits and relationship building with ALL students. Mind-Up aligns with the Montana Early Learning Standards Social/Emotional Guidelines for young children.

**Cherry Valley MBI Framework:** This school-wide behavior support plan.

### **TIER 2 STUDENT SUPPORTS- Identified Students Needing Support**

Parents, teachers and the Social Support Team will meet in order to create an individualized student behavior plan. Other supports will include, but are not limited to-

#### **Check In/Check Out**

During the “soft start” we will be running breakfast clubs during our normal breakfast time of 8:00-8:25. Students needing Tier 2 support will eat breakfast with an adult and “check in” for the day. The assigned adult will individually check in with students to make sure they are clean,

have eaten a healthy breakfast, have needed material for the day, and set behavior goals for the day (as needed) etc. These same adults will “Check Out” with students at the end of the day to provide consistent, positive support.

**Social Skills Improvement System/Social-Emotional Learning Screening/Tracking (SSIS SEL):**

We are partnering with Project Launch to pilot a Social-Emotional assessment and intervention tracking system in order to better provide Some support and intervention for students. The SSIS-SEL system is a K-12 tracking system. Cherry Valley School Counselor, in collaboration with our District contracted therapists, will utilize this assessment and intervention system in order to identify, provide appropriate interventions and track those students who have been identified as being delayed in their social/emotional development and/or who are displaying trauma behaviors. Examples of interventions are: one on one therapy, friendship groups, behavior plans, check in/check outs, restorative behavior modification techniques, 504 plans of support.

**Behavior Contracts:**

The counselor, teacher, parents and student will meet to develop a behavior contract including short-term behavior goals, strategies, rewards and consequences.

**TIER 3 SUPPORTS-Students identified as high need by the SSIS-Social Emotional Learning Screener**

**SAT (Student Assessment Team)**

All involved staff members will meet to review and implement intensive interventions. This process may lead to a referral for a Special Education Evaluation Process.

**Wrap-Around Meetings to align services and support:**

Parents, teacher, counselor/s and other support staff will meet to brainstorm/align all supports and services.