

EAGLE CLIFFS ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK

2011 - 2012



1201 Kootenai Avenue
Billings Montana 59105
Telephone: (406) 281-6210
Fax: 406) 254-1312

**Welcome to the 2011 - 2012 School Year
At Eagle Cliffs Elementary**

I am pleased to welcome you and your child to Eagle Cliffs Elementary School. The coming academic year promises to be full of new learning, fun activities, and challenges for all of us at Eagle Cliffs.

Eagle Cliffs School is committed to the guiding principle that every student can learn and succeed. By using effective research-based teaching strategies, our staff is committed to helping each student reach their full potential. At Eagle Cliffs School high expectations for behavior and academic performance is expected of all. Our school has an excellent staff of educators. You will find that our educators offer multiple approaches to learning, and that opportunities are available to accommodate students with differing needs and learning styles.

This "Parent and Student Handbook" has been prepared to help you be informed about school policies, procedures and schedules. I hope that you will take the time to review this important information and to keep it on hand for future reference.

I believe that optimum learning occurs when educators and parents work together as a team. You will find that there are many opportunities for involvement at Eagle Cliffs Elementary. You can take an active part in our PTA, volunteer to work in a classroom, or in our library. We look forward to having you involved in your child's education and hope to see you at school. Please feel free to stop in or call if you have any questions, concerns or suggestions.

Sincerely,

Mrs. Wolverton

Mrs. Wolverton
Principal

EAGLE CLIFFS ELEMENTARY SCHOOL

MISSION

"SOAR WITH US TOWARD LIFELONG LEARNING"

1. Build a solid foundation of basic academic skills.
2. Develop respect for self, others, and authority.
3. Teach responsibility and accountability.
4. Promote citizenship and a desire to learn.
5. Provide opportunities for leadership.



EAGLE CLIFFS STAFF DIRECTORY
2011 - 2012

CERTIFIED STAFF

Mrs. Lorrie Wolverton	Principal
Mrs. Deb Klusmann	Kindergarten
Mrs. Theresa Miller	Kindergarten
Mrs. Rebecca Rickett	Kindergarten
Mrs. Leslie Jimmerson	First Grade
Miss Linda Frey	First Grade
Mrs. Sharon Tuhy	First Grade
Mrs. Vicki Brinkman	Second Grade
Mrs. Angie Schanz-Roe	Second Grade
Mrs. Patti Preston	Second Grade
Mrs. April Thomas-DeJongh	Third Grade
Mrs. Detling	Third Grade
Mrs. Lyndi Groshans	Third Grade
Mrs. Jamee Wilson	Fourth Grade
Mrs. Carolyn Newell	Fourth Grade
Mrs. Nina Miller	Fourth/Fifth Grade
Mrs. Raye Alwood	Fifth Grade
Miss Kiley Felton	Fifth Grade
Mrs. Kim Lane	Sixth Grade
Mr. John Wisler	Sixth Grade
Mrs. Opal Fuller	Ind. Living
Mrs. Margaret Bostrom	Resource
Mrs. Lorrie Marquardt	ELI
Ms. Sylvia Handlos	Read 180/System 44
Mrs. Jamie Fleming	Librarian
Ms. Suzanne Bender	Speech
Mr. Todd Bertsch	Health/PE
Ms. Alexis Buss	PE
Ms. Pat Tudor	Art
Mrs. Amanda Olson	Music
Mrs. Crystal Knutson	Counselor
Mrs. Denise Maurer	Band
Ms. Rita Hughes	Orchestra
Mrs. Darla Williams	Ext. Studies
Mrs. Judy Swenson	Psychologist
Mrs.	Occ. Therapy
Mrs. Judie Gage	Phy. Therapy
Mrs. Lee Stiffarm	Nurse
Mrs. Shannon Oltrogge	Nurse

SUPPORT STAFF

Mrs. Tammy Crum	Secretary
Mr. Trevor Edwards	Head Custodian
Mrs. Linda Biondich	Custodian
Mr. Justin Croston	Custodian
Mrs. Sonja Slater	ERI
Mrs. Peggy Johnson	Instr. Assistant
Mrs. Carrie Oukrop	Instr. Assistant
Ms. Joni Stoltz	Instr. Assistant
Mrs. Beverly Reaver	Instr. Assistant
Mrs. Natalie Wardell	Gen. Duty Aide
Mrs. Ione Ament	Gen. Duty Aide
Mrs. Suzanne Mattison	Gen. Duty Aide
Mrs. Joan Larsen	Gen. Duty Aide
Mrs. Erica Petrusha	Crosswalk Guard
Mrs. Ione Ament	Crosswalk Guard
Ms. Jackie Dyba	PT Asst.
Mrs. Shelly Roll	Lunch Clerk
Mrs. Pat Thompson	Lunchroom
Mrs. Bernice Corcoran	Lunchroom

Teacher & Specialist Qualifications At Eagle Cliffs:

	B.A.	B.A. + 15	B.A. + 30	B.A. + 45	B.A. + 60	B.A. + 90	B.A. + 105	M.A. + 60Credit Hours	M.A. + 105Credit Hours	Ph.D
Professional Qualifications of Teachers and Specialist in Esgle Cliffs School	10	3		6	2	1	5	3	6	

A POSITIVE RELATIONSHIP BETWEEN HOME & SCHOOL

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Take an active role in the school's PTA
- Attend open houses, school programs and functions
- Get to know your child's teacher
- Volunteer to help in your child's class or on field trips
- Attend parent/teacher conferences regularly
- Be supportive of the school and school projects
- Encourage your child to complete all homework
- Develop an open line of communication between the school and home
- If a problem arises, deal with it in an appropriate manner
- Make sure your child gets enough rest and arrives at school on time
- Provide necessary school supplies

EAGLE CLIFFS P.T.A.

The Eagle Cliffs' PTA is an integral part of our total school program and a large reason for our school's success and outstanding reputation. We are lucky to have such dedicate, hard working people who serve the students in many ways. They provide a variety of volunteer help and activities to make Eagle Cliffs School a happy, productive place for our children to learn and grow. Your participation is both welcomed and encouraged.

Eagle Cliffs PTA Officers:

President	Hilary Neprud
Vice-President	Sandy Brink
Treasurer	Open
Secretary	Heather Brown

P. T. A.

DAILY SCHEDULE

CHILDREN SHOULD NOT ARRIVE ON THE SCHOOL GROUNDS PRIOR TO

8:00 A.M. unless they will be eating breakfast. The playground is not supervised until 8:00 as teachers are preparing for the day's activities. The bell rings at 8:15 A.M. for all classes in the morning. Children who arrive after 8:20 A.M. are considered tardy and need to report to the office for a tardy slip and for their lunch count. All primary children are dismissed at 2:20 P.M. Intermediate students are dismissed at 3:00 P.M.

The following daily schedule meets or exceeds state accreditation requirements.

GRADE	SCHOOL BEGINS	LUNCH RECESS	LUNCH	SCHOOL RESUMES	DISMISSAL
K	8:15	11:00	11:10	11:35	2:20
1	8:15	11:20	11:35	11:55	2:20
2	8:15	11:40	11:55	12:15	2:20
3	8:15	11:10	11:25	11:45	2:20
4	8:15	12:00	12:15	12:35	3:00
5	8:15	11:50	12:05	12:25	3:00
6	8:15	11:30	11:45	12:05	3:00

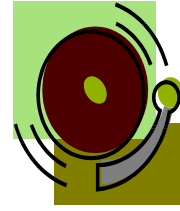


ARRIVAL AT SCHOOL

Students are not to arrive at school before 8:05 a.m. unless participating in the breakfast program. Students are to go directly to their designated walking area. Only students who are paying for lunch or have a written note from their teacher are to come into the building.

The end doors to the building will be kept locked to the outside. Everyone visiting the school will need to enter the building using the office doors. We also request that visitors stop at the office when they arrive at school to get a visitor pass if they are assisting/visiting a classroom.

If students are being picked up before the usual dismissal time, we will call and have the student come to the office area. These steps help insure the safety of our students and staff.



Tardy Policy

The students are expected to be in their classroom at 8:20 a.m. Any student arriving after the 8:20 bell will be counted tardy and must pick up a tardy slip at the office. Once your child is on the school grounds, he/she cannot leave without permission. If a student is 10 minutes late each day of school he/she misses 1,800 minutes of instructional time. That's 30 hours of lost learning. There is no question that missing 30 hours of instruction impacts a student's academic performance. A Minneapolis study found that students who were in class 95 percent of the time were twice as likely to pass state language arts tests as students with attendance rates of 85 percent. Excessive tardiness will be referred to the Attendance Officer. **Students who are chronically tardy will be required to make up the missed time.**



ATTENDANCE AT SCHOOL

State law requires that a parent or guardian must notify the school if the child is to be tardy or absent. If we do not hear from parents, the automated absence call out system will call the child's home to prompt you to contact the school. Students who are tardy must check in at the office before going to class to receive a tardy slip. Please help us by calling the school at 281-6210 by 9:00 a.m. each day your child is absent or tardy. If your child is leaving the building for any reason (doctor's appointment, lunch out, etc.), please send a note to school with your child. Once your child is on the school grounds, he/she cannot leave without permission.

Excessive tardiness and/or absences will be referred to the District's Attendance Officer.



SAFETY

BICYCLES

Children in grades 2-6 may ride their bicycles to school. Bicycle racks are provided and bicycles should be left in the racks during school hours. Provisions should be made for locking bicycles while they are at school. The license number, serial number and brand name should be recorded at home so that identification may be more positive if the bicycle should be stolen.

Kindergarten and first grade students are asked not to ride their bikes to school unless a parent is with them.

Research and experience show that most children in kindergarten and first grade lack full motor control and are easily distracted. The inconvenience far outweighs the risk of serious injury.

If your child rides a bike, please be certain they are aware of the following safe practices:

1. A bike should be ridden on the right-hand side of the street. Bicycles are vehicles and should be operated as such, subject to traffic signs, signals, and regulations.
2. A bike should be ridden alone. Students should not ride double.
3. Ride in single file when there is a group.
4. The bike should be in good working condition, including tires, steering, brakes and drive mechanism.
5. Ride the bike courteously. A bicycle can inflict injury, just like a car, if it is mishandled.
6. Walk your bike through pedestrian crosswalks and on the playground.
7. Ride on the streets and sidewalks only, not on lawns.
8. City regulations **REQUIRE** that students wear helmets.
9. Students are not allowed to ride their bikes around the school area during school time.

Walking To and From School

Many students walk to school and some have to cross busy streets and intersections. We ask parents to encourage their children to use safety precautions. Please have periodic talks with your children about the hazards of talking to strangers while going to and from school. Students or parents should report any strangers who are parked around the school or cruising the area. Students are instructed to go directly home from school before going anywhere else in the afternoon (unless other arrangements have been made ahead of time). Parents should reinforce these ideas with their children so that we can avoid any needless anxiety on the part of parents or teachers.

Crosswalk Guards

We have two crosswalk guards to help our students cross busy streets safely. One crosswalk guard is on the corner of Governors Blvd. and Constitution Avenue, and the other is on the corner of Kootenai Avenue and Marias Street. Crosswalk hours are:

Governors/Constitution Corner:

7:45 - 8:30 AM

2:25 - 3:25 PM

Kootenai/Marias Corner

7:55 - 8:45 AM

2:20 - 3:20 PM

Please instruct your children to cross at intersections where the crosswalk guards can assist them. Ask your children to follow the adopted student traffic routes noted on the map. Occasionally, a parent will ask about their students crossing in a different place or going up the alternate side. We reviewed this with the City Traffic office last year and they concur this is the safest for our students. Traffic has increased a great deal in the past several years in the area, and we have heavy traffic going to and from Castle Rock and Skyview in both the morning and afternoons. PLEASE ADHERE TO THESE RULES AND KNOW THAT THEY ARE IN PLACE TO KEEP YOUR STUDENTS SAFE! Students with wheels will be asked to walk and not use wheels as they cross the street. This is for student safety and to prevent problems with personal property.

DISCIPLINE AND SCHOOL RULES

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students should behave in a manner that will be a credit to our school.

The Eagle Cliffs staff has implemented a school-wide discipline plan called "Time to Teach". There are certain rules and expectations that are in place for the entire school. Students are taught these expectations and they are practiced at the beginning of the school year and reviewed periodically.



PLAYGROUND RULES

We believe that every Eagle Cliffs student is entitled to a safe, pleasant environment in which to work and play. The following playground rules will help us ensure that happens:

1. Follow directions the first time they are given.
2. No name calling or teasing.
3. No fighting.
4. Stay in designated areas.
5. Use equipment properly.
6. Follow safe play rules

Classroom teachers and lunch supervisors review a more specific list of rules.

BIRTHDAY & SPECIAL OCCASSIONS

Birthdays and special occasions can be acknowledged in the classrooms. A small treat for each member of the class, passed out at the end of the school day, is acceptable. Please do not plan activities or events that would be disruptive to the learning process. To avoid hurt feelings, invitations for parties, etc., can not be distributed at school. Please do not send presents to school for other children.

We have students who have latex allergies. Because we are a latex safe school we ask that you do not send latex balloons to school.



CARE AND USE OF SCHOOL PROPERTY

Students are urged to take pride in their school by helping to maintain the appearance of the building, grounds, and equipment. Defacing or damaging walls, desks or books will be considered a serious offense.

DROP OFF/PICKUP OF STUDENTS

The drive-in area at the south of the building (toward the airport) is designated for the loading and unloading of students. If you plan to go into the school for any reason, please do not park in that area as it creates congestion and unsafe conditions for our students. Please park on the street or in the east or north parking lots. Please keep the line moving and do not make double lines. That causes students to run out in front of cars and creates a dangerous situation. If you are parked on the street, your child will be required to walk around on the sidewalk to meet you. We appreciate your understanding and cooperation. **WE WANT YOUR CHILD TO BE SAFE!**

All buses and commercial vans (for daycares, the YMCA, etc.) will pick-up and drop off students in the front of the school. Any students not picked up by 3:10 PM will be taken to the office where they will wait to be picked up. If a child is not picked up after 30 minutes and we are not able to reach a contact listed on the child's record, our school will call Department of Family Services and Child Welfare.



BREAKFAST PROGRAM

Eagle Cliffs offers a breakfast program. Students may come to eat beginning at 7:45. They need to enter through the back door of the school.

After eating, they will go the playground until it is time for the students to enter for school.

Breakfast prices for the 2011-12 school year are:

Breakfast	<u>Full</u>	<u>Reduced</u>	*Prices subject to change
Daily	\$1.15	\$.30	
Weekly	\$5.75	\$1.50	
Monthly	\$23.00	\$6.00	

LUNCH PROGRAM

Students have three options for lunch. They may eat hot lunch, bring their own lunch from home, or walk home for lunch.

Student lunches may be purchased on a daily, weekly, or monthly basis.

Prices for the 2010-11 school year are:

Lunch	<u>Full</u>	<u>Reduced</u>	* Prices subject to change
Daily	\$ 2.25	\$.40	
Weekly	\$11.25	\$2.00	
Monthly	\$45.00	\$8.00	

Milk may be purchased separately for \$.60 - price subject to change. It is included with hot lunches, but students bringing lunch from home may purchase if they desire. Milk may be purchased in the lunchroom on a daily basis.

Adult lunches are priced at \$3.25. **Prices are subject to change.**

Eagle Cliffs hot lunches are prepared at Castle Rock Middle School, so in order to plan for the correct number of lunches, our lunch clerk must call Castle Rock by 9:00 AM each day. If your child is tardy and plans to eat hot lunch, please call the office by 9:00AM so we can order a lunch for him/her.

Lunch tickets are sold from 8:00 - 8:30 AM daily. For your convenience, the five-day and twenty-day tickets are held in the office and used only when your child wishes to eat hot lunch. Parents are urged to purchase at least a five-day ticket. When a student has used up a five or twenty-day ticket, a reminder will be sent home to let parents know the student has used up their ticket.

Marriott Food Service, the provider of our hot lunches, has a policy that does not allow students to "charge" their lunches. If students forget a cold lunch or do not have a ticket, they will be able to have a peanut butter and jelly sandwich with milk in the lunchroom.

STUDENTS ARE ASKED NOT TO BRING POP IN THEIR SCHOOL LUNCHES UNLESS IT IS FOR A SPECIAL CLASSROOM CELEBRATION.

Children who eat lunch at school must stay on the supervised playground unless the teacher receives a note from the parents. If students walk home for lunch, please send a note to the teacher letting him/her know that the student will do this on a regular basis. If a student only does occasionally, please let us know they will be going home.

PLEASE REMEMBER TO LABEL ALL LUNCH SACKS AND LUNCH CONTAINERS. If students bring food from home that needs a utensil, you should provide the utensil with their lunch.



DRESS CODE

Experience and studies have shown us that students' attitudes and behaviors are directly related to their dress and the pride they take in themselves and their work. If a student arrives to school with clothing that is deemed inappropriate by the teacher or principal, the parents will be contacted to bring a change of clothing. Tube-tops and low-cut shirts can be distracting and not appropriate for students in upper grades. Students should wear clothing that covers their midriff and undergarments should not be visible. Any garments that advertise tobacco, alcohol, or drugs or contain inappropriate language, mottos or slogans are not allowed at school.

Cold and snowy weather dictates that the children should wear boots, hats, and mitten/gloves. On days that are below zero, children will be allowed to come in the building at 8:00 a.m. and will be allowed to stay in during the lunch recess. These days are very few and far between so please make sure your child is dressed appropriately. Please mark all clothing with student's name.

We do not allow students to wear hats in the building. We ask adults to support us with this school rule by removing their hats in the building as well.

APPOINTMENTS

If it is necessary for a child to go to an appointment during school hours, the parent or other designated individual must come into the office and sign out the child.

TELEPHONE



The telephone in the classroom is for school business use. Children are permitted to use the phone for matters of importance with a teacher's permission. Students are not allowed to phone home for "minor" forgotten items or to make social calls such as to get permission to visit a friend's house after school. A student or his/her teacher will call the parents if the student must stay more than 5 minutes after school.

CELL PHONES, Radios, CD Players and Other Technological Devices

Elementary students will not use these items during the school day. If they are brought to school with parental permission they may remain "off" in the child's backpack while on school property. We are not responsible if these items are lost, stolen, or damaged. There is no reason to bring laser pens or electronic hand-held games to school. The use of any of these items during school hours will result in confiscation. Parents will be notified and required to pick them up.

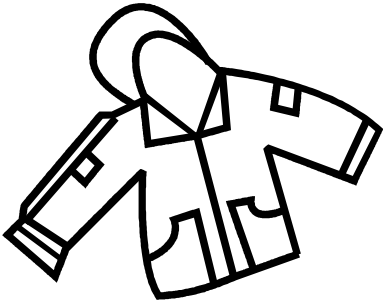
VOICE MAIL

All staff has voice mail that operates outside daily school hours and during the weekends. When a child is absent or tardy, please call the school night or day to report that information. (281-6210).

REPORT CARDS AND CONFERENCES

Report cards are sent home each quarter. Mid-quarter grade slips for grades 4-6 report students' achievement half way through the quarter. Students have the opportunity to improve their work before report cards are issued at the close of the quarter.

Parent conferences are held at the end of the first quarter in early November for all students. Conferences for primary students are also held at the end of the third quarter. Parents who have concerns may ask for a conference any time during the school year.



LOST AND FOUND

A "LOST AND FOUND" area is maintained at Eagle Cliffs. There is an area with coat hooks and a big box adjacent to our gym in the lobby. Children finding lost items should bring them to the office. If your child loses an item, they should check the Lost and Found area and report the loss to their teacher.

SMOKING, DRINKING, AND DRUG ABUSE

Billings Public Schools forbids the use or possession of any tobacco, alcoholic beverages or illegal drugs on school district property.

VANDALISM AND THEFT

Students involved in vandalism or theft of school property will be referred to the proper juvenile authorities and will be subject to suspension from school. Students and/or parents will be responsible for making full restitution for any damage or loss.

WEAPONS

For the safety and peace of mind of students, teachers, and parents, no type of weapon (either real or toy), or items made into weapons, may be brought to school. Violation of this district policy may result in suspension.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional.

PLEDGE OF ALLEGIANCE

The Montana Legislature passed a law requiring students in grades K-6 to recite the Pledge of Allegiance every morning. Exceptions will be made for students who decline for religious reasons.



TEXTBOOKS

Students will be issued textbooks in all subjects. These are only loaned to the student for the year. Textbooks should be kept clean and handled carefully. Students will be assessed for damaged textbooks and/or lost textbooks. Textbooks can cost in excess of \$50 each, and we encourage you to visit with your child about the proper care of these books.

BEFORE AND AFTER SCHOOL CARE

Please be certain that your day care provider is listed on your annual information form that is returned to the office. If this changes during the school year, please let us know right away. It is important for you to have arrangements made so that children do not arrive at school before 8:05 AM unless it is for a special school activity or to receive help from a teacher. If a child needs to come early for help, their teachers will give them a pass the night before. If day care providers are picking students up, they should be prompt in picking up the students as close to dismissal time as possible. We cannot allow primary students being dismissed at 2:20 to wait for siblings in intermediate grades as there is no supervision available during that time.

CONFIDENTIAL INFORMATION

Any student information parents provide to the school is for school use only. We do not give out names, addresses, phone numbers, etc. All information of student placement and services is also confidential and is available only to the school personnel who are involved with the student's program and the parents. The only exception is the PTA Family Directory that is published annually for Eagle Cliffs families. Permission has to be granted to the PTA for them to publish that information in their directory.

EMERGENCIES

It is important that the school be able to contact parents in case of illness, emergency or accident. Therefore, it is important that school records include current home and work phone numbers, and the phone number of a designated relative, neighbor, and/or daycare. If a child is not picked up after 30 minutes and we are not able to reach a contact listed on the child's record, our school will call Department of Family Services and Child Welfare. If at any time during the year you change your work place, phone numbers, home address, or are planning to move out of the Eagle Cliffs Elementary attendance area, please call the school and inform us.

EMERGENCY EVACUATION PROCEDURES

In the event that Eagle Cliffs Elementary School has to be evacuated, our phone system will notify parents. The evacuation site for Eagle Cliffs Elementary is Castle Rock Middle School. Eagle Cliffs' students will be released from the evacuation site to the parent/guardian. If evacuation is deemed to be no longer necessary, students will return to Eagle Cliffs School.

SCHOOL DISTRICT #2 GUIDELINES FOR SICK CHILDREN

Sometimes it is difficult to tell if your child is well enough to come to school. If your child is not able to participate in usual classroom activities (including going outside) he/she should not come to school.

We do not have the facilities or the staff to care for sick children at school. In addition, healthy children are better able to learn and participate in the activities we provide; thus keeping your child home when he/she is ill will benefit him/her as well as to the other children and the staff.

PLEASE KEEP YOUR CHILDREN AT HOME IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:

Fevers of 100 degrees or greater – Children should be kept home or will be sent home until the next day after running a fever. Give only Tylenol (acetaminophen).

Vomiting and diarrhea – Children should be without vomiting and diarrhea for 24 hours before they return to school. Vomiting includes two or more episodes in the previous 24 hours.

Bacterial infections – Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school and should be free of symptoms (sore throat, rash, fever, etc.).

Strep throat
Scarlet fever
Other skin infections (draining burns, wounds, etc.)
Bacterial conjunctivitis (pinkeye)

Generalized rashes - These are rashes covering multiple parts of the body or involve more than one member of the family. Rashes are difficult to identify. Children with rashes may need to be checked by their physician before returning to school.

Chicken Pox - Children with chicken pox should stay home until their sores dry up (usually seven days following outbreak of the rash). Give only Tylenol (Acetaminophen) to relieve fever.

Head lice or scabies - Children with head lice or scabies must be treated with an appropriate product before they can return to school. Please let the school know of the problem.

Symptoms of serious illness - Examples would include uncontrolled coughing, breathing difficulty or wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Children with these symptoms should receive an evaluation from a health provider.

Thick green or yellow nasal discharge - If the discharge is persisting longer than three days and is accompanied by any of the following symptoms: fever, persistent cough, eye drainage, or ear pain; the child should stay home.

KEEP THE SCHOOL INFORMED! For your child's safety, remember to provide us with current alternate/emergency contact numbers in addition to the home phone.

NURSE



A school nurse will be in our building on a very limited basis. We always have a nurse on call if emergencies arise. Our nurse will coordinate the vision screening for students. If you have health concerns, please call or stop at the office.

MEDICATION AT SCHOOL

The following requirements must be met before any child can take medication at school:

1. Parents are required by state law to fill out a medication dispensing release form.
2. The actual medication container (over-the counter or prescription bottle) must accompany the release form. This includes common medications such as aspirin, cough drops, etc...
3. Medication must be kept in the office and the student is responsible to come to the office to take it. **THE STUDENT IS RESPONSIBLE FOR TAKING IT AT THE RIGHT TIME.**

4. The student must be able to dispense or pour the required amount of medication under supervision.

If you have any further questions regarding medication at school, please contact our school nurse.

Elementary Counseling Services

Elementary School counseling services are an integral part of the total school program and complement learning in the classroom. Services are child-centered, proactive, and developmental. Counselors promote positive intellectual, behavioral, and emotional growth. These uniquely qualified professionals work directly with students in individual and group counseling sessions. Classroom guidance lessons are presented in grades K - 6. Counselors also consult and collaborate with parents, teachers, and other professionals in the community. School counseling services are intended to enhance the potential of all elementary students.

**BILLINGS PUBLIC SCHOOLS
SCHOOL CALENDAR
2011-2012**

Adopted

AUGUST 2011						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	P	P	(24)	25	26	27
28	29	30	31			

SEPTEMBER 2011						
Su	M	T	W	Th	F	Sa
				1	2	3
4	*	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	E	23	24
25	26	27	MS HS	29	30	

OCTOBER 2011						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	*	8
9	10	11	HS	13	14	15
16	17	18	E	P	P	22
23	24	25	26	27	(28)	29
30	31					

NOVEMBER 2011						
Su	M	T	W	Th	F	Sa
		1	△	△	△	5
6	7	8	HS	10	11	12
13	14	15	16	17	*	19
20	21	E	*	*	*	26
27	28	29	30			

DECEMBER 2011						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	MS	MS	10
11	12	13	HS	15	16	17
18	19	20	21	22	*	24
25	*	*	*	*	*	31

JANUARY 2012						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	HS	*	14
15	P	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	HS	9	10	11
12	13	14	E	*	*	18
19	*	21	22	23	24	25
26	27	28	29			

MARCH 2012						
Su	M	T	W	Th	F	Sa
				1	*	3
4	5	6	7	8	9	10
11	12	13	HS	15	16	17
18	19	20	21	22	(23)	24
25	26	27	28	△	△	31

APRIL 2012						
Su	M	T	W	Th	F	Sa
1	△	E	*	*	*	7
8	*	10	11	12	13	14
15	P	17	18	19	*	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
Su	M	T	W	Th	F	Sa
		1	2	3	*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*	29	30	HS		

JUNE 2012						
Su	M	T	W	Th	F	Sa
					*	P
3	4	5	6	7	8	9

6/16/2011 6/16/2011

Graduation Dates Senior - May 28 West - May 27 am Skyview- May 27 pm
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○	First and Last Day of School	1st - August 24 Last - June 1
A	Early Release - All Students	June 1
E	Early Release Day- Elementary Students only	Sept. 22, Oct. 19, Nov. 22, Feb. 15, April 3, June 1
MS	Early Release Day- Middle School Students	Sept. 28, Dec. 8 Parent-Teacher Conferences, Dec. 9, June 1
HS	Early Release Day- High School Students	Sept. 28; Oct. 12; Nov. 9; Dec. 14; Jan. 12, 13; Feb. 8; March 14; May 31; June 1
P	PIR-Staff Development Days No School for K-12 Students	August 22 & 23; Oct. 20 & 21; Jan. 16; April 16; June 2
△	Parent-Teacher Conference Elementary Only	Nov. 2, 3, 4 Grades K-6 March 29, 30 and April 2 Grades K-3 Noon
□	End of Quarter	Oct. 28, Jan. 13, March 23, June 1
*	Schools Closed - Vacation or Holiday	Sept. 5, Nov. 23, 24 & 25; Dec. 23 - Jan. 1; Feb. 16, 17 & 20; April 4, 5, 6 & 9; May 4, Oct. 7, Nov. 18, Jan. 13, March 2, April 20, June 1
✦	Six-Week Grading	