

2012 - 2013



Paxson Elementary School **Student/Parent Handbook**

Paxson Elementary School
101 Evans Avenue
Missoula, MT 59801
406/542-4055
Attendance Hotline (24 hours)
728-2400, ext. 4599

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Missoula County Public Schools

2012-2013 School Calendar

Elementary & Middle Schools

Forward Thinking, High Achieving

July 2012 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2012 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2012 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2012 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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March 2013 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2013 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2013 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2013 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Calendar Dates

August 24	Staff Contract Day-No School
August 27	Staff Contract Day-No School
August 28	First Day of School
September 3	Labor Day Holiday
September 24	Professional Development-No School
October 18-19	Professional Development-No School
November 8	Conferencing Day-1/2 Day
November 9	Conferencing Day-No School
November 21-23	Thanksgiving Vacation
December 24-31	Winter Vacation
January 1	Winter Vacation
January 21	Martin L. King Holiday
February 18	Presidents' Day Holiday
March 28	Conferencing Day-1/2 Day
March 29	Conferencing Day-No School
April 1-5	Spring Break
April 29	Professional Development-No School
May 27	Memorial Day Holiday
June 7	Last Day of School-1/2 Day (half day records time)

Early Release Dates

Every Thursday 1 Hour Early Dismissal
Exceptions
November 8 Parent Teacher Conferences 11:05 a.m. Grades K-3 11:35 a.m. Grades 4-8
March 28 Parent Teacher Conferences 11:05 a.m. Grades K-3 11:35 a.m. Grades 4-8
Trimester Dates - Elementary School
November 2 End of 1st Trimester-45 Days
March 1 End of 2nd Trimester-72 Days
June 7 End of 3rd Trimester-62 Days

Quarter Dates - Middle School

November 2	End of 1st Quarter-45 Days
January 25	End of 2nd Quarter-48 Days
March 22	End of 3rd Quarter-39 Days
June 7	End of 4th Quarter-47 Days

Symbol Codes

○	Holiday or Unscheduled Day/ No School
□	Conferences - No School
◇	Staff Dev/Prep Day - No School
▵	Half Day of School
▷	School Begins
◁	School Ends
◻	End of Quarter
◻	End of Trimester
XX	Early Dismissals (one hour) (To be added in spring xxx)

Paxson Elementary School

Daily Schedule

2012-2013

Morning Schedule

Breakfast	7:55 to 8:20
First Bell	8:22
Tardy Bell	8:30

School Day

Grades K - 3	8:25 - 3:00
Grades 4 - 5	8:25 - 3:30

Thursday Professional Schedule Dismissal

Grades K - 3	2:00
Grades 3 - 5	2:30

Recess

Grades K - 2	9:55 to 10:10 (morning) 1:30 to 1:45 (afternoon)
Grades 3 - 5	10:15 to 10:30 (morning) 2:00 to 2:15 (afternoon)

Lunch Schedules

Schedule	Dismiss	Enter to Eat	Return to Class
Kinder	11:25	11:45	12:10
Grade 1	11:25	11:35	12:10
Grade 2	11:25	11:25	12:10
Grade 3	12:15	12:15	1:00
Grade 4	12:15	12:25	1:00
Grade 5	12:15	12:35	1:00



Forward Thinking, High Achieving.

July 1, 2012

Dear Paxson Parents and Students,

Welcome to Paxson Elementary School. The Paxson 2012-2013 school year promises challenging academic activities, positive social learning opportunities, and many exciting adventures. The Paxson staff is committed to providing professional, engaging instruction in a safe and caring learning environment. We look forward to working with you and encourage you to participate in your child's learning by joining the Paxson Community Association (PCA), the Parent Advisory Council (PAC), The Stretch Team, or the Academic Support Team. There are many opportunities for you to volunteer and get involved!

This handbook has been prepared to help you understand how the school will share with you in your child's school experiences. We are pleased to have you as part of our team and sincerely hope that this year will be a time for growth. In the spirit of cooperation, we encourage you to feel comfortable contacting us whenever you have questions or concerns. Together we will ensure a positive learning experience for all Paxson students.

Graduation Matters Missoula is community-wide and now state-wide effort to improve student attendance. We recognize that there is a strong correlation between graduation and on-time attendance. Good school attendance and on-time arrival are two of the most important "life skills" students can develop in the early years. Thank you in advance for making sure your kids arrive to school on time!

Our school-wide expectations include:

Be a Learner Be Responsible Be Respectful Be Safe

We strive to ensure that all students are taught the school-wide expectations, that they practice being a learner, being responsible, being respectful, and being safe in a variety of school environments. We consistently teach, reteach, and reinforce these school-wide expectations. We appreciate your partnership in reinforcing the same high expectations at home.

The following two pages are the yearly Opt Out Forms. If you object to the District using your child's directory information or photos/film, please complete the Opt Out form and return it to school within the first full week of school. The other form placed at the back of the book is a receipt of handbook sign off. We ask that all parents sign, date it, and return it to their child's teacher within the first full week of school. Thank you.

Warmly,

Kelly Chumrau, Paxson Principal
406/728-2400 ext. 4550



Forward Thinking, High Achieving.

K-8 STUDENT INFORMATION OPT OUT FORM School Year 2012-2013

This request must be signed every school year

Not all student information is confidential. In accordance with federal law and district policies, the District may make available, upon request only, to various persons, agencies, and institutions the following categories of information regarding students:

- *Student name and address*
- *telephone listing*
- *date of birth*
- *grade level*
- *electronic mail address*
- *photograph*
- *dates of attendance*
- *participation in officially-recognized activities and sports*
- *weight and height of members of athletic teams*
- *honors and awards receive*

Examples of circumstances in which directory information is disclosed to the public include:

- *school yearbooks*
- *team rosters and class lists*
- *graduation, theater, athletic, and music programs*
- *videos of performances, school activities, and athletic events*
- *articles about school activities and athletic events*
- *lists of those receiving honors, awards, and scholarships*
- *requests from post-secondary schools and prospective employers*

The types of publications listed above will be available to anyone within the school community and to the general public (including the media) unless you complete one or more of the opt out sections. **If the School does not receive this form by September 15, 2012, we may release your child's Directory Information.**

Section A: Comprehensive Opt Out: You may prohibit public disclosure of any "directory information" about your student by checking the opt-out box, signing, and returning it to the school office no later than September 15. By completing this section, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public.

IMPORTANT: If you want your student to be included in school publications, but excluded from school directories and/or District photographic productions/media interaction, you should sign one or both "Limited Directory Information Opt-Out" forms, which are described below.

Section B: Limited Opt Out : ***Exclude student from photographic productions and other publicity, and interactions with local news media.*** The District may produce and/or participate in television, videotape, audio recordings, and still photograph productions (either print, video or web-based) that may use your student's name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by the District. You may prevent your student from participating in such productions or interacting with news media by selecting this limited opt-out option.

Section C: Limited Opt Out: ***Exclude student from School Directories and School-Related Organizations.*** Student addresses and phone numbers also are directory information, but the District will not release them to the media or general public. Disclosures of addresses and phone numbers will be made only for school-related activities (*such as school directories, TAs, booster clubs, volunteer activities, and to county agencies*). Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out form.

MCPS K-8 STUDENT INFORMATION OPT OUT FORM
School Year 2012-2013

Parents: If you wish to complete and return this opt out form to your child's school, please do so before September 15, 2012.

☐ **A. OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)**

TO: (principal's name) _____ (school name) _____

Regarding: (student's name-please print) _____

I object to the release of directory information (*student's name, address, phone number, electronic mail address, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, honors and awards, height and weight of athletic team members*) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in District videotape, motion picture, audio recording, television and still photograph productions, and news media interactions.

Parent Signature _____ Date _____

☐ **B. OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN DISTRICT PRODUCTIONS (LIMITED OPT-OUT)**

TO: (principal's name) _____ (school name) _____

Regarding: (student's name-please print) _____

I object to the release or use of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production (either print, video or web-based) that will be produced, used, or distributed by the District for educational or informational purposes.

Parent Signature _____ Date _____

☐ **C. OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY (LIMITED OPT-OUT)**

TO: (principal's name) _____ (school name) _____

Regarding: (student's name-please print) _____

I object to the release of directory information (*name, address, and telephone number*) to school-related organizations such as the PTA and booster clubs for school-related activities. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Attendance Procedures

Education is a cooperative venture to which the student, the teacher and the parent/guardian contribute. Prompt, regular attendance in school is an important factor in determining a student's academic success, including success in meeting state and local requirements for graduation. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have greater success academically. Missoula County Public Schools recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions.

A. Student's Responsibility: It is the student's responsibility to:

1. attend all assigned classes and other instructional activities on time every day that school is in session;
2. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. request any missed assignments due to an absence; and
4. complete assigned work in a timely manner.

B. Parent or Guardian's Responsibility: It is the responsibility of the student's parent/guardian to:

1. ensure the student is attending school;
2. inform the school in the event of a student absence;
3. be aware of and follow the correct procedures for reporting student absence; and
4. work cooperatively with the school and the student to resolve any attendance issues that may arise.

C. Teacher's Responsibility: It is the teacher's responsibility to:

1. take daily attendance and to maintain accurate attendance records in each assigned class and other instructional activities;
2. be familiar with all procedures governing attendance and to apply these procedures uniformly in classroom assignments and for all assigned students;
3. provide any student who has been absent with any missed assignments upon request;
4. work cooperatively with the student's parent/guardian and the student to resolve any attendance issues that may arise; and
5. work cooperatively with the student's parent/guardian when the student's attendance record impacts academic performance.

D. Administrator's Responsibility It is the administrator's responsibility to:

1. require students to attend all assigned classes and other instructional activities;
2. be familiar with statutes, policies and procedures governing attendance and apply them uniformly to all students;
3. ensure that all teachers properly account for student attendance in a timely manner;
4. maintain accurate records on student attendance and respond to the previous day's absences by determining the status of each;
5. inform the student's parent/guardian of the student's attendance and work cooperatively with the student and parent/guardian to solve attendance problems; and
6. work collaboratively with the teaching staff to develop and implement uniformly administered attendance procedures;
7. work with students and parents/guardians to develop and implement a plan for recovery of credit.

Students are required to attend all assigned classes and/or other instructional activities every day school is in session, unless the student has a valid excuse for absence, in accordance with Section 20-5-103, MCA.

A. Excused Absences: These include family authorized and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

1. Family authorized excused absences:
 - a. Personal illness

- b. Family emergency or death in the family
 - c. Medical or dental treatment
 - d. Other activities as approved by the school
- 2. School authorized excused absences:
 - a. Approved field trips
 - b. Interscholastic competitions and events
 - c. Other activities as approved by the school

B. Unexcused Absences: - These are absences which are not authorized by the parent/guardian or the school. The following absences are examples of absences which will not be excused:

- 1. leaving school premises without authorization from the nurse, the attendance office or the principal's office;
- 2. failing to attend class (while remaining on the premises) without advanced permission;
- 3. family trips/vacations for which no prior arrangement have been made with the school;
- 4. other absences not authorized by the school or parent/guardian.

C. Reporting Student Absences

When a student must be absent from school, the parent/guardian is requested to notify the school's attendance office, whenever possible, in advance of the absence. If the school attendance office does not receive advance notice, the school will make a reasonable effort to contact a parent/guardian to verify the student absence. If the school is unable to contact a student's parent/guardian after a reasonable effort has been made, the absence will be recorded as unexcused. Single or multiple absences that are not verified by a parent/guardian, or which have been recorded as unexcused, may be handled as part of the disciplinary process.

Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the individual teacher.

Absences necessitated by student participation in field trips or extra-curricular activities must be excused in advance. The participating student is responsible to secure each teacher's signature on a pre-arranged absence slip and request homework assignments prior to the date of the absence.

Attendance Intervention

Each school will develop an attendance intervention committee. At the beginning of each school year, the attendance intervention committee will confer regarding students who have had attendance issues in the past. This will provide an opportunity for proactive intervention by the school and the family of the student.

Students accruing six (6) or more absences in a semester will be considered at-risk for developing chronic absenteeism. A sixth absence in a semester will result in an attendance letter to the parent and a referral to the attendance intervention committee for review. Unexcused absences may result in a referral to the attendance intervention team prior to the sixth absence. The attendance intervention committee may, at any time, intervene on behalf of student considered to be at-risk as a result of attendance issues.

A student accruing ten (10) or more absences in a semester will be considered chronically absent. The school principal or designee will contact the student's parent/guardian to confer regarding attendance interventions. High school students accruing excessive absences may have class credit placed on hold until an appropriate attendance intervention plan has been developed and implemented. Chronic absenteeism may result in a referral to Child and Family Services or to the Missoula County Attorney as a child truant from school in accordance with Section 20-5-106, MCA.

Paxson Faculty and Staff

Kindergarten	Claudia LaRance	clarance@mcps.k12.mt.us
Kindergarten	Julie Line	jline@mcps.k12.mt.us
Kindergarten	Britt Sonsalla	bsonsalla@mcps.k12.mt.us
1 st Grade	Mary Manning	mmanning@mcps.k12.mt.us
1 st Grade	Whitney Maddox	wmaddox@mcps.k12.mt.us
1 st Grade	Heather Roos	hroos@mcps.k12.mt.us
2 nd Grade	Sherrie Harris	sharris@mcps.k12.mt.us
2 nd Grade	Wendy Lofthouse	wlofthouse@mcps.k12.mt.us
2 nd Grade	Peggy Manning	pmanning@mcps.k12.mt.us
3 rd Grade	Bobbie Bevington	bbevington@mcps.k12.mt.us
3 rd Grade	Kathy Kessler-York	kyork@mcps.k12.mt.us
3 rd Grade	Kelli Van Noppen	knvannoppen@mcps.k12.mt.us
4 th Grade	Diana Tackett	dtackett@mcps.k12.mt.us
4 th Grade	Gloria Howell	ghowell@mcps.k12.mt.us
5 th Grade	Kathleen Cain	kcain@mcps.k12.mt.us
5 th Grade	Tamra Reschke	treschke@mcps.k12.mt.us
Julie Brooks	Speech Therapist	jbrooks@mcps.k12.mt.us
Heather Williams	School Psychologist	hnwilliams@mcps.k12.mt.us
Sarah White	Deaf Education	swhite@mcps.k12.mt.us
Sarah Norton	Resource	snorton@mcps.k12.mt.us
Sandy Finch	Para Educator	sfinch@mcps.k12.mt.us
Gene Oliver	School Counselor	goliver@mcps.k12.mt.us
Glenn Moffatt	Health Enhancement (P.E)	gmoffatt@mcps.k12.mt.us
Carole Monlux	Librarian	cmonlux@mcps.k12.mt.us
Karen Callan	Music / Choir	kcallan@mcps.k12.mt.us
Tim Aston	5 th Grade Band	taston@mcps.k12.mt.us
Pam Hillygus	5 th Grade Orchestra	phillygus@mcps.k12.mt.us
Norel Swanson	Art	ncswanson@mcps.k12.mt.us
Gregg Dalton	Day Custodian	
Bob Rivera	Night Custodian	
Winford Collins	Night Custodian	
JoAnn Kleckner	Food Service/Hostess	
Amber Oppengaard	Co-Hostess	
Sonny Cooper	Noon Duty Aide	
Meghan Ekstrand	Noon Duty Aide/Crossing Guard	
Nancy Putz-Lamport	Noon Duty Aide	
Becky Bowler	Noon Duty Aide	
Jo Garner	Secretary	jgarner@mcps.k12.mt.us
Kelly Chumrau	Principal	klchumrau@mcps.k12.mt.us

Paxson Policies and Procedures

Accessibility

Anyone wishing to attend a meeting or event at Paxson who requires special accommodations is asked to call the school office at (406)542-4055 three days prior to the meeting or event.

Address Changes

Our office staff works very hard to keep student records up-to-date and current. This can only be accomplished with your help. It is essential that we have accurate, up-to-date information available on your child's information card in the event that your child becomes ill at school and we need to reach you or your emergency contact. Please notify Jo Garner at the office of any changes in your address, home or work phone numbers, and emergency contact numbers. You can contact the front office at (406)542-4055 or e-mail jgarner@mcps.k12.mt.us.

After-School Care

The YMCA sponsors an after-school care program at Paxson. The program begins at afternoon dismissal on school days. The YMCA operates this after-school program independently. If you are interested in registering, or have other questions, please call the YMCA office at (406)721-9622.

Annual Notifications

Missoula County Public Schools notifies parents and students at the beginning of each school year, or upon registration, either by letter or in a special attachment to/in the student handbook, of certain federal and state laws. Parents of students in kindergarten through 8th grade are asked to sign a letter acknowledging they have received these "notices" – this letter is a part of the attached addendum. Please read through these notices so that you are familiar with all of the information as it pertains to your child(ren).

Attendance

Montana State law requires students to attend school regularly and to be punctual. The attendance record becomes a part of the student's permanent file. To ensure student safety, a call or note from a parent or guardian is required whenever a child is absent.

AlertNow System

If your child is going to be absent from school please call the attendance hotline (406)728-2400, ext. 4599 or the school office at (406)542-4055 before 9:00 a. m. You can access the hotline 24 hours a day. When reporting an absence, please give your name, your child's name, their teacher and the reason for the absence. If your child is marked absent in class, and the school has not received a message from you, an attempt will be made to contact you by phone. However, if no contact can be made with you, your child may be marked as unexcused. ***Please keep in mind that mornings can be rather hectic at school, and the attendance hotline may be the easiest way to report an absence.*** Missoula County Public Schools will notify parents as early as possible if severe weather or other circumstances require that **schools delay their starting time or schools are closed and cancelled for the day**. District officials work closely with the bus company and city/county transportation staff to monitor the condition of local roads and highways during severe weather or when other circumstances arise. **The District will use the AlertNow system to communicate with parents by telephone and email should school be cancelled or delayed.** A recorded phone message and email will be generated to each household as early as 6:15 a.m. It is the responsibility of parents to ensure that the school has their most current phone and email information on file. Parents may also find information at the following:

- Visit the District's website at www.mcps.k12.mt.us (information will be posted)
- Visit the Missoulian website at www.missoulian.com (information will be posted)
- Call **(406)728-2400** and listen to a pre-recorded message announcing any closures or delays.
- Tune into one of these radio or television stations: KMSO (FM 102.5), KYSS (94.9 FM), KLTC (107.5 FM), KBAZ (96.3 FM), KGGL (FM 93.3), KZOQ (FM 100.1), KXDR (98.7 FM), KBQQ (106.7 FM), KECI (local NBC Television Affiliate), KPAX (local CBS Television Affiliate).

If you hear that buses are delayed or that school is starting late due to severe weather, **please keep your child(ren) at home and supervised** until either buses arrive or until the publicized time that school begins.

Bicycles, Skateboards, Roller Skates, and Scooters

The school has two bicycle cages where students are encouraged to lock their bikes to prevent theft during the school day. Students are expected to walk or push their bikes along the sidewalks and across the playground when entering or leaving the school grounds. Skateboards, roller skates/blades, scooters are not allowed at school from 8:00 am to 4:00 pm for safety reasons.

Busing

Beach Transportation provides our students with quality bus service. Students are expected to behave in a safe manner at all times on the bus. They are instructed on proper bus behaviors and will be held accountable for actions that jeopardize safety. We strongly encourage students to ride the bus when it is available. Students who ride the bus help cut down on air pollution and traffic congestion around school. It's cool to ride the bus!

Cell Phones and Walkie-Talkies

As a general rule, students are not to bring cell phones and/or walkie-talkies to school. The school recognized and understands that there may be circumstances where a student may need to communicate with a parent/guardian after school. If this is the case, please talk with Mrs. Chumrau to set up a plan for your student to have a cell phone or walkie-talkie with them to and from school. If a child misuses the phone or walkie-talkie during school, they will lose the privilege.

Class Placement/Change of Placement

Class lists for the upcoming year are developed in the spring and throughout the summer. The students' current grade level teachers work together to plan the best class groupings for the upcoming year. Placement decisions are based on many factors including student learning style, teaching style, student group dynamics, enrollment, and parent input. We encourage parents to share any input to this decision by completing a Parent Input Form in the spring of each year.

Class placements are firm except in very rare circumstances. Moving a student during the school year will be considered only after a good faith effort has been made to alleviate the areas of concern in the existing classroom. Should a concern arise, please contact your child's teacher.

Conferences

Parent-Teacher conferences are held in November and March. Letters will be sent home prior to conferences to explain the process and to schedule a conference time. During the conference parents and teachers have the opportunity to discuss student progress and school programs. It is very important that parents or guardians attend these conferences. Additional conferences may be held any time parents or teachers feel an additional conference is needed. Please call the teacher to arrange a convenient time.

Counselor

The Paxson Elementary School counselor is Gene Oliver. He can be reached at (406)728-2400, ext. 4552.

Curriculum

Missoula County Public Schools has a standards based curriculum in all the major areas of learning. Curriculum summaries are available by grade level and by subject area and will be distributed at the fall parent meetings. In addition, teachers will also provide parents with the specifics of their classroom program and curriculum.

Directory

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Missoula County Public Schools (MCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MCPS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Missoula County Public Schools to include this type of information from your child's education records in certain school publications such as a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition list; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

- Missoula County Public Schools follow state and federal laws concerning the publishing of directory information. Student information including name, address, telephone number, grade and school are considered non-confidential information and may be publicly released without parent/guardian permission. Paxson PTA uses this information to compile our school directory which is made available to families when they purchase a PTA membership. Extra copies can be purchased at a nominal cost. *If you do not want Paxson Elementary to disclose directory information from your child's education records without your prior written consent, you must complete the OPT-OUT form by Friday, September 15, 2012, or upon registration.*

Footnotes:

⁽¹⁾ These laws are: Section 9528 of the ESEA (20 U. S. C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Dress Code

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school. Clothing that advertises tobacco, alcohol, or that has sexually explicit or otherwise inappropriate messages are not allowed. Halter tops, clothing that does not cover the midriff, short shorts, and other types of clothing more suited for play are not to be worn at school. Footwear must also be appropriate for school activities. Otherwise, dress and appearance are the responsibility of parents/guardians. Individual teachers set their own hat policies for their classrooms. The final determination of appropriateness of attire is the responsibility of Mrs. Chumrau.

Dropping Off and Picking Up Students

During arrival and dismissal times we ask that you use Gerald Street at the east end of the playground to drop-off and pick-up students. **When picking up or dropping off a child their safety, as well as that of other children, needs to be the #1 consideration.** Please avoid parking in the yellow areas or the crosswalk, pulling up alongside a parked car, or pulling up by the playground facing the wrong way. All of these situations could lead to an accident or a child becoming injured. *Please DO NOT use the Evans Avenue handicapped parking spaces for dropping off and picking up students. The Hastings Street side of the school building is for bus pick up and drop off.*

Early Release Days/Professional Schedule Days

Missoula County Public Schools elementary and middle schools have an early release/professional schedule day on Thursdays for curriculum planning and staff development. K-3 students are released at 2:00 p.m. and 4-5 students at 2:30 p.m.

Emergency Drills

Fire drills, evacuation drills, and lock-down drills are scheduled throughout the school year. Students are instructed in what to do in a variety of emergency situations. If you have questions concerning any of these drills please contact Mrs. Chumrau at (406)542-4055.

Fines

Students are responsible for the proper care and treatment of textbooks assigned to them as well as for library books the student may check out. In the event that a book is damaged or lost, fines that cover replacement costs will be levied.

Health Services

Students who become ill during the school day will be sent to the school office. We do not have an on-site nurse, so the teacher and the front office staff work together to determine whether or not the student should be sent home. If the decision is made to send a student home, parents/guardians will be contacted. Our files in the school office must contain up-to-date information so we can quickly contact you should the need arise. *It is essential that we have a current emergency name and phone number as well, in case a parent/guardian cannot be contacted.* Please update your information by contacting the front office at 542-4055 or e-mail: jgarner@mcps.k12.mt.us.

Immunizations

Montana State law requires that all school-age children be current with their immunizations, and that an up-to-date record of all immunizations be on file at their current school. If you have any questions or if your child needs shots, please check with the Missoula County Health Department, your health care provider, or the school office (406)542-4055.

Inclement Weather

Children are expected to go outside during recesses except in extreme weather due to heavy rain, snow, or cold temperature (low wind-chill factor). It is very important that your student be dressed for the worst possible weather situation each day. We discourage sending notes to the teacher requesting permission for a child to remain inside during recess. We do not have supervision for students staying in the building during recess.

It is very rare, but hazardous weather may cause school to be cancelled prior to the start of or during the school day. During these weather emergencies it is very important that our telephone lines be kept open. We ask that you do not call school for information, but rather listen to the radio or television. The local radio and TV stations will carry all information concerning school closure and what procedures will be followed to get children home safely. In addition, emergency school information may be posted on the District website www.mcps.k12.mt.us.

Leaving School During the School Day

We encourage parents to schedule appointments for times outside of the school day, but understand that this is not always possible. If a student needs to leave school during the regular school day we need to have a signed note from their parent/guardian letting the front office staff and their teacher know when the student needs to leave, the purpose for leaving, and who will be picking them up. A parent/guardian must come into the school office when picking up and dropping off a student, and sign them out and back in. The office staff will call the student from class and have them come to the front office. Children may not be picked up from the classroom or playground. *To ensure student safety, if anyone other than a parent or guardian attempts to pick up a child, the parent or guardian will be called immediately. In addition, the office staff will ask for identification of any adult picking up a child if that person is unfamiliar to them.*

Lost and Found

In order to cut down on lost items, Please label your child's clothing and other belongings with their first and last names. If you notice that an item of your child's is missing, we encourage you to check the lost and found box by the playground door as soon as you realize it is missing. Our PTA will set up lost and found tables during parent/teacher conferences, before the Winter Break, before Spring Break and at the end of the year. Be sure to watch for information to come home about these times. We give unclaimed items to charitable organizations twice a year.

Lunch Away from School

If a student is going to walk home for lunch on a regular basis throughout the year, a parent/guardian needs to send a note to the front office staff at the beginning of the year giving them permission to do this. If a student is going out to lunch with a friend and their parent, notes need to come to school from both sets of parents giving permission. The notes need to specify permission to go, as well as with whom the student is going. Students will not be allowed to go out to lunch with a friend without these signed notes. The adult with whom the students are going to lunch must come into school to pick up as well as drop off the students, and sign them out and back in at the front office.

MCPS Website - www.mcps.k12.mt.us

There is a lot of useful information right at your fingertips on the MCPS website. You can get information on school calendars, lunch menus, bus schedules, employment opportunities, school board information and much more.

Meals

Breakfast is served at 7:55 a.m. each day. Children who qualify for free or reduced lunches also qualify for free or reduced breakfast. Free or reduced breakfast/lunch applications are available at the school office.

All students are issued an account number that gives them access to the money in their food account. Parents can deposit any amount of money into the account to get the year started. Please make checks payable to MCPS (Missoula County Public Schools). When a student eats breakfast or lunch the amount of the meal is deducted from their account. We discourage students from bringing daily lunch money, as this can easily be lost. When the account balance becomes low, students are given a reminder to bring home to let parents know that it is time to replenish the account. Please direct any questions concerning your child's lunch account to Joann Kleckner at (406)728-2400, ext. 4559.

Parents are welcome to join their child for breakfast or lunch in the dining room. We ask that if you are joining your child for lunch, and will be eating hot lunch, that you notify the office before 9:00 a.m. that day so that a meal can be ordered for you. You can either pay for the meal or you can have the cost deducted from your child's account. We encourage parents to join their children for lunch, but please remember to order a meal ahead of time.

Students bringing lunch from home are reminded to include bowls and eating utensils. If a child forgets his or her lunch, a healthy, emergency lunch can be provided.

Medications at School

School personnel are not allowed to give medications to students. Only medication brought from home in the original container and marked with the student's name may be made available to a student.

To ensure the safety of your child, and the safety of others, all medications, prescription and non-prescription must be transported to and from school by a parent/guardian. Students are not to have any type of medication with them during the school day, nor bring medication to and from school. All medications must be brought to school in the original prescription bottle or original packaging labeled with the student's name. Any exceptions to this policy must be made through Mrs. Chumrau and the District school health nurse.

- **Prescription Medications**

If it is necessary for a student to take prescription medication during school hours, their parent/guardian, as well as the prescribing physician, must complete the Physician Consent form, which is available at the school office. It is recommended that the initial dose of any medication be administered at home by a parent/guardian to avoid adverse reactions occurring at school. Prescription medications are kept "on file" in a locked cabinet and are made available to the student on the appropriate schedule. Written notation will be made when the student takes medication.

- **Over the Counter Medications**

Parents who would like their child to have over-the-counter medications available to take for minor headaches, cough, etc. must complete the Standing Order medication form which is available from the front office. Items listed on the Standing Order form (cough drops, throat lozenges, Tylenol, Ibuprofen, Tums, and Benadryl for minor allergic reaction) are the only over-the-counter medications that can be administered at school. **These over-the-counter medications must come to school in the original container and must be marked with the student's name.** The medication will be kept "on file" in the office. It will be made available to the student when necessary. Written notation will be made when the student takes the medication.

Nurse

A school health nurse is employed by Missoula County Public Schools and is on call for emergencies and

consultation with school personnel. She, or an assistant, monitors programs, compliance and school-wide health issues. The nurse does not provide on-site health care for students who are ill; however, the nurse is available to answer parent questions. The nurse may be reached at (406) 728-2400 ext. 1073.

Out of Area Residence

Students living outside of the Paxson attendance area may be allowed attendance when requested by a parent or guardian, if sufficient reason is presented. The following conditions will apply to such assignments:

- A MCPS Request for Exception to Attendance Area form must be completed and if the student lives outside of the school district, a tuition agreement must be in place.
- Transportation of the student will be the responsibility of the parent or guardian.
- Assignment will be for the remainder of the school year only, unless renewed.
- Increased class loads at Paxson might require return of the student to the home school.
- The Paxson principal may require an interview.
- The assignment is contingent upon: prompt and regular attendance, sufficient academic effort, and compliance of behavior expectations.

Playground Use Before and After School

The Paxson playground is supervised by MCPS employees during the scheduled recess breaks and during the lunch period. Paxson School does not provide supervision before 8:25 a.m. or after 3:00 p.m.

PCA

The Paxson Community Association (formerly PTA) has a long history of dedication to, and involvement with our students and staff. PCA plans and supports activities throughout the year to extend and enrich student learning. Many volunteer opportunities are handled through PCA. You will receive information early in the school year on how to sign up to help with various events and activities. If you would like more information about our PCA please leave a message at the school office and one of the officers will be in touch with you.

School Phone: (406)542-4055

The office telephone is for school business and emergency calls only. We make every effort to limit student use and we ask for your help with this matter. To help students increase personal responsibility and accountability, they are discouraged from using the phone to retrieve forgotten homework, library books, musical instruments, etc.

Parents are encouraged to share special after-school instructions with their child before they leave for school in the morning. It is very disruptive to teachers, and classroom instruction, to be interrupted with a message for a student. A message that needs to get to a student during the school day may be held at the front office and given to the teacher at recess or lunchtime unless it is an emergency situation. *School dismissal time is very hectic and late afternoon messages to children are difficult to deliver. If you must get a message to a student, please do not wait until the last minute.*

Arrangements for going to a friend's house after school must be made before children leave home in the morning. A signed note giving your child permission to go home with someone else must be sent to school with your child for the teacher. If your child will be riding home on the bus with a friend, a note also needs to be given to the bus driver.

While teachers have a telephone in their classroom parents are encouraged to utilize voice mail and e-mail to communicate with a teacher. Teachers will not take outside calls during class time. A call to the office will typically be forwarded to the teacher's voice mail.

School Pictures

PCA supervises school picture days at Paxson. Individual student pictures will be taken in the fall and class pictures will be taken in early spring. These picture days are provided as a service to families. While all students will be photographed for identification purposes, no one is under any obligation to buy pictures. There will be information coming home telling you when picture day is as well as information on how to order pictures.

Tardiness

Students are expected to be on time for school, and in their classroom by 8:25 a.m. Students arriving late to class cause disruptive interruptions to the learning process for your child and for the other children in the class. When a student arrives at school late and cannot be in class by 8:35 a.m., they must check-in at the front office and take a tardy slip to their teacher. Not checking in at the front office may result in a communication breakdown between the front office and your child's teacher, and could result in your child being marked absent from class for that day. If you know that your child will be late to school for some reason, please call the attendance hotline at (406)728-2400, ext. 4599 or the school office at (406)542-4055 before 9:00 a.m.

Vacation during the School Year

We strongly encourage families to schedule trips during school holidays. It is very difficult, if not impossible, to make-up work missed during an extended absence. Classroom experiences include direct instruction, group activities, individual activities, practice, and application of new learning. When these activities are missed, it is impossible to recreate them.

Visiting Friends/Family

Missoula County Public Schools policy discourages classroom visits from students who are friends and/or family. Parents can arrange with the teacher or principal to allow for a visit during the lunch period.

Withdrawals

If you are planning to withdraw your child from Paxson, please notify the office staff as well as your child's teacher at least one week in advance so that we can prepare grades, etc. All library books and textbooks must be returned and any lost or damaged book fines paid before the student's last day of school.

When you notify the office staff that you will be withdrawing your child they will tell you what procedures need to be followed to get your student's records transferred. School records must be sent directly to the school, and cannot be sent with a parent/guardian.

Student Safety and Behavior Guidelines

The Behavior Guidelines have been developed to encourage a positive learning environment and an atmosphere free of physical and emotional harm. In all relations with students, but particularly in disciplinary situations, teachers will model respect for the dignity of the students. Students will certainly need periodic guidance; however, the manner in which that guidance is given is critical if we are to establish a positive school climate.

It is the responsibility of each student to know and practice the following expected behaviors.

- **Be a Learner – I am willing to gain knowledge and build on what I already know.**
- **Be Responsible – I am willing to follow the school wide expectations and be responsible for myself and my personal items.**
- **Be Respectful – I will be polite to others at all times and take good care of my school.**
- **Be Safe - I won't do anything to hurt myself or others.**

Staff members will enforce all school policies and rules inside and outside the classroom. Ordinarily teachers are expected to handle transgressions themselves; however, the principal may become involved with serious or repeated infractions. The message to be communicated to the students is that every member of the staff has the authority and responsibility to adequately supervise students and exercise sound judgment.

Paxson Behavior Matrix – What does it look like to be respectful, responsible, safe learners?

Objectives	Line-up	Cafeteria	Bathroom	Hallway	Playground	Bus	Classroom
Be a Learner	Ready to learn Voice Level 1	Eat healthy food Take turns speaking	Go Flush Wash Leave Return to class promptly	Go directly to destination Voice level 0 or 1	Cooperate Create Play by the rules Look out for little kids Pump your legs on swings	Know your bus number Know your bus schedule	Attend school every day Participate Be on task
Be Responsible	Run to the circle when the bell rings Voice Level 2 or 3	Know your lunch number Return your lunchbox to the basket or empty your trays Keep food in the lunchroom or in your lunchbox	Use only what you need – GO Green! Turn off water Trash goes into trash can	Follow directions Stay to right unless following a teacher Voice level 0 or 1	Take turns Keep sand in sandbox Keep a safe distance from moving equipment Take care of equipment	Sit facing forward Keep items in backpack Keep track of backpack Voice level 2	Have materials Complete assignments
Be Respectful	Follow directions of teachers and Noon Duty supervisors Feet on the line Facing forward Hands at your side Voice Level 0 or 1	Clean up Hands on your own food Voice Level 1 or 2 Raise your hand for dismissal	Flush toilet Bathrooms are a private place Voice Level 1	Open and close lockers quietly Walk with a calm body Enjoy artwork with eyes only Voice Level 0 or 1	Make way for others Include everyone Enjoy other's creations with your eyes only	Hands and feet to yourself Voice level 2	Use appropriate voice level Recycle
Be Safe	Walk once inside the circle Hands and feet to yourself Voice Level 1	Walk Sit with your feet under your table, facing your lunch	Wash hands with soap and water	Walk Take turns getting into lockers Walk up and down steps one at a time Backpack zipped and on back	Keep your body safe Stay inside the fence Hands and feet to yourself Swing sitting only Slide on bottoms Climb only on fort	Line up facing forward Walk to the bus Voice level 2	Walk Push in chairs Hands and feet to yourself

Detentions

Violation of school-wide expectations may result in a detention. When the detention is served will be determined by the school personnel issuing the detention. Parents will be notified by phone and/or in writing with a Behavior Report.

In-School/Out-of-School Suspension

Major infractions or repeated disciplinary problems may result in the assignment of in-school suspension (I.S.S.) or out-of-school suspension (O.S.S.). Major infractions include, but are not limited to:

1. Vandalism
2. Physical or verbal assault
3. Possession/use of a controlled substance (alcohol, tobacco or drugs)
4. Possession of a weapon (may result in expulsion)
5. Insubordination

Parents will be notified immediately of assignment of in-school or out-of-school suspension.

Expulsion

Expulsion is the most serious consequence invoked for disciplinary reasons. A recommendation for expulsion may be made as a result of serious offenses, habitual disregard for the behavior code or possession of a weapon.

Student Due Process

Student discipline must comply with basic due process requirements. The nature and extent of the requirements depend upon the circumstances.

Due process is a flexible concept; therefore, any discipline must be appropriate given the violation. The student must be given oral or written notice of the alleged violation, a summary of the evidence obtained by the school and an opportunity to tell his/her side of the story.

More formal due process procedures are required when the potential disciplinary consequences involve expulsion. Then the student must be notified in writing of the specific violation with which he/she is charged and of the school's witnesses and evidence. If the violation is denied, the student must be given a fair opportunity to present his/her own witnesses and evidence to the decision-maker.

For further clarification of the formal procedures available to students refer to Missoula County Public Schools' suspension and expulsion policy (File 3300).

Discrimination/Intimidation/Harassment

Paxson Elementary School is committed to providing a positive learning and working environment for students and staff free of discrimination, intimidation and harassment.

Each individual has a right to learn and work in an atmosphere that promises respect and dignity and prohibits discriminatory and/or harassing practices. Moreover, members of the school community have the corresponding responsibility to report those acts that they believe have violated their rights.

Definitions

Racial and sexual discrimination/intimidation/harassment are defined as unwelcome or unwanted conduct, either verbal or physical, when this conduct substantially interferes with an individual's learning or creating an intimidating, hostile or offensive learning environment.

Examples of racial and sexual discrimination/intimidation/harassment include, but are not limited to:

1. Racial or sexual slurs and/or jokes
2. Verbal abuse of a racist or sexual nature
3. Demeaning characterizations of racial or ethnic groups
4. Graphic, verbal commentary about an individual's body or color, sexual prowess or deficiencies
5. Display in the learning environment of sexually suggestive, racist or culturally demeaning objects, written materials, publications and/or pictures

A student who feels that he/she has been or is being subjected to discrimination, intimidation, harassment should immediately inform a teacher or administrator. A student or staff member who observes harassment of a student similarly should report the conduct to an administrator. The district may take disciplinary action against a student who has engaged in harassing conduct or who retaliates against those who have reported such incidents, which may include suspension or expulsion from school.



Forward Thinking. High Achieving.

MCPS 2012-2013 Annual Notices To Parents/Guardians of Gr. K-8 Students

NOTICE OF NON-DISCRIMINATION

Missoula County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steve McHugh, MCPS Director of Human Resources and Labor Relations, 215 South Sixth West, Missoula, Montana 59801; phone 406-728-2400, ext. 1038. For further information on notice of non-discrimination, contact the Seattle Office for Civil Rights (which serves the State of Montana) at the US Department of Education, 915 Second Avenue, Room 3310, Seattle, Washington, 98174-1099; call 206-607-1600 or 1-(800)-421-3481.

DIRECTORY INFORMATION

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that Missoula County Public Schools District No. 1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Missoula County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Missoula County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [\(1\)](#)

If you do not want Missoula County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15, 2012 (opt out form provided in school handbooks)**. Missoula County Public Schools has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address (if available)
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards and Honors Received

Footnotes:

1.These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

**NOTIFICATION OF RIGHTS UNDER
FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The **Family Educational Rights and Privacy Act** (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Missoula County Public Schools District No. 1 has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Missoula County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Missoula County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Missoula County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

IDEA/SECTION 504

Missoula County Public Schools offers evaluations, programs and services to individuals who are identified as having, or who are suspected of having, a disability as defined in either the Individuals with Disabilities Act (IDEA), or Section 504 of the Rehabilitation Act of 1973. Referrals are accepted from parents, staff members, community agencies and/or other interested parties. For more information, call Heather Davis Schmidt at 728-2400, ext. 1023.

Once a year, Missoula County Public Schools sponsors a free early childhood screening for children ages 3-5 called *Child Find*. Children are screened for problems with hearing, speech, language, fine motor skills and other developmental issues. To learn more about this screening, please call 728-2400, ext. 1024.

NO CHILD LEFT BEHIND ACT

The No Child Left Behind Act was signed into law in January 2002. The act focuses on 1) increased accountability for states, school districts and individual schools 2) greater choice for parents and students, especially those in low-performing schools and 3) greater flexibility for states and local education agencies in the use of federal dollars.

The act requires schools to establish goals for “adequate yearly progress” and a system for reporting this to parents and the general public. Missoula County Public Schools will notify parents if there are any schools in the district that fail to make “adequate yearly progress” under state criteria (generally, this notification to parents happens in the fall after the state provides that information to school districts). A school that fails to make adequate yearly progress for two consecutive years will be identified as “needing improvement.” Any student in a school found to be in need of improvement may seek to transfer to another school in the district.

Schools must also make available school “report cards,” which provide information on academic indicators by grade and subject; adequate yearly progress; attendance, graduation and enrollment; classes taught by highly qualified teachers; emergency authorized teachers; highly qualified teachers; and improvement status. This information (for all schools in the state) can be accessed from the Montana Office of Public Instruction’s website at www.opi.state.mt.us. This information is also available at each school.

The act also guarantees that the any parent has the right to know:

- a) whether a teacher has met state qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction;
- b) whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- c) Baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d) In addition, a school that receives Federal Title I funds must provide each individual parent a timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher that is not highly qualified.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Homeless students and families have the opportunity to receive additional tutoring, mentoring, advocacy and support through the McKinney-Vento Homeless Assistance Act. The District partners with family advocates in WORD’s Family BASICS program, as school liaisons, to assist homeless students and families with immediate school enrollment for eligible homeless and at-risk children and youth – regardless of missing immunization or academic records, arrange for busing or transportation assistance, and refer students for tutoring services for those in grades K-12. For more information, please call 728-2400, ext. 1023.

ASBESTOS MANAGEMENT PLAN

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos.

Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Missoula County Public Schools has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. **At the last reinspection conducted on August 1, 2008, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.**

The law further requires an asbestos management plan to be in place by July 1989. Missoula County Public Schools has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Paxson Elementary and Chief Charlo Elementary. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Sentinel High School, Seeley Lake High School, Hellgate High School, Meadow Hill Middle School, Franklin Elementary, Cold Springs Elementary, Rattlesnake Elementary, Jefferson Center and Dickinson Lifelong Learning Center.

It is the intention of Missoula County Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Burley McWilliams, MCPS Facilities Manager, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 728-2400, ext. 1050.

Special Programs Available to Students at Paxson

Bilingual Education

Students from other countries who attend MCPS are given help learning English and American customs. They are tutored in academic subjects at our school. For further information, contact Betsy Williams at (406)728-2400, ext. 5050.

Gifted Education

The Missoula County Public Schools Gifted Education (GE) program is designed to enhance learning for those students who demonstrate high potential and high ability. The GE program emphasizes the shared responsibilities of parents, educators, and community to meet the educational and social needs of these students. The Missoula County Public Schools GE program model recognizes the strength of the regular classroom as the basis of services. Students are identified for the GE program through a process that includes input from the classroom teacher, parents and formal assessment measures. Teachers, parents, or other school staff may make a referral for evaluation. A special education program is designed for identified students based on their special learning needs.

Native American Education

MCPS coordinates a federally funded support service to assist Native American students in their academic and social progress through home-school coordination, tutoring, counseling and family activities. A Parent Advisory Council meets on a regular basis. Contact (406)728-2400, ext. 5045 for more information.

Special Education Services

All children with disabilities are entitled to a free, appropriate public education provided in the least restrictive environment. Missoula County Public Schools (MCPS) provides special programs for children with learning challenges including special academic programs (resource, extended resource, structured learning programs and life skills), speech and language therapy, occupational therapy, and physical therapy.

Most students with special learning needs receive supportive services at their neighborhood school. In some cases, special programs are at other schools to give focused service to students. Some students come to Paxson from other schools to receive specialized services in our deaf education program.

MCPS is responsible for finding and evaluating children ages 3-21 who have a disability that impacts their ability to learn. If you have concerns about your child, contact his or her teacher, or Mrs. Chumrau at (406)542-4055

The IDEA PTA is a Missoula area support group that works to promote quality education and services for students with special needs. Contact Mrs. Chumrau for further information about IDEA PTA.

Receipt of Handbook

Please sign below to indicate that you have received the handbook and have read the contents. Thank you for printing neatly. ☺

I, _____, parent of _____ in grade/teacher _____
have received the Paxson 2012-13 Parent Handbook.

Parent Signature

Date: _____