

Rattlesnake Elementary

Missoula County Public Schools



2018-2019 Student Handbook

1220 Pineview Dr., Missoula MT 59802

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<http://www.mcpsmt.org/rattlesnake>



Dear Parents and Students:

Welcome to the 2018-2019 school year at Rattlesnake Elementary School. We look forward to providing our students with many opportunities to learn and grow.

The purpose of this handbook is to provide you with information on the policies and procedures of our school. Please read the handbook carefully to become familiar with opportunities and procedures to ensure student success.

The elementary school experience is designed for students to be exposed to a wide array of educational opportunities that are supported by an integrated curriculum and a collaborative learning approach. We have a dynamic cadre of talented teachers and staff who continue to provide meaningful and challenging learning activities within a safe, nurturing environment. Further, this is accomplished in a close partnership with family and community.

Rattlesnake Elementary embraces the district's *Forward Thinking, High Achieving* philosophy of providing a strong academic foundation for all, challenging students to achieve their full potential.

If you have any questions regarding any information in the handbook, or any school related issues, please call us at 406.542.4050. We look forward to working with each of you this school year and welcome you into our school family. Let us make this year an exciting and rewarding experience for all.

Rattlesnake Elementary

Contact Information

Staff Member	Position	Email
Pam Wright	Principal	pcwright@mcpsmt.org
Julie Jenkins	Secretary	jjenkins@mcps.k12.mt.us
Molly Tingley	Counselor	mtingley@mcpsmt.org
Stacy Holden	Counselor	slholden@mcps.k12.mt.us
Lisa Flannagan	Nurse	ltflanagan@mcps.k12.mt.us

For a staff directory including extension # and email, please see the [Staff Listing](#) tab on our website.

Mission, Vision

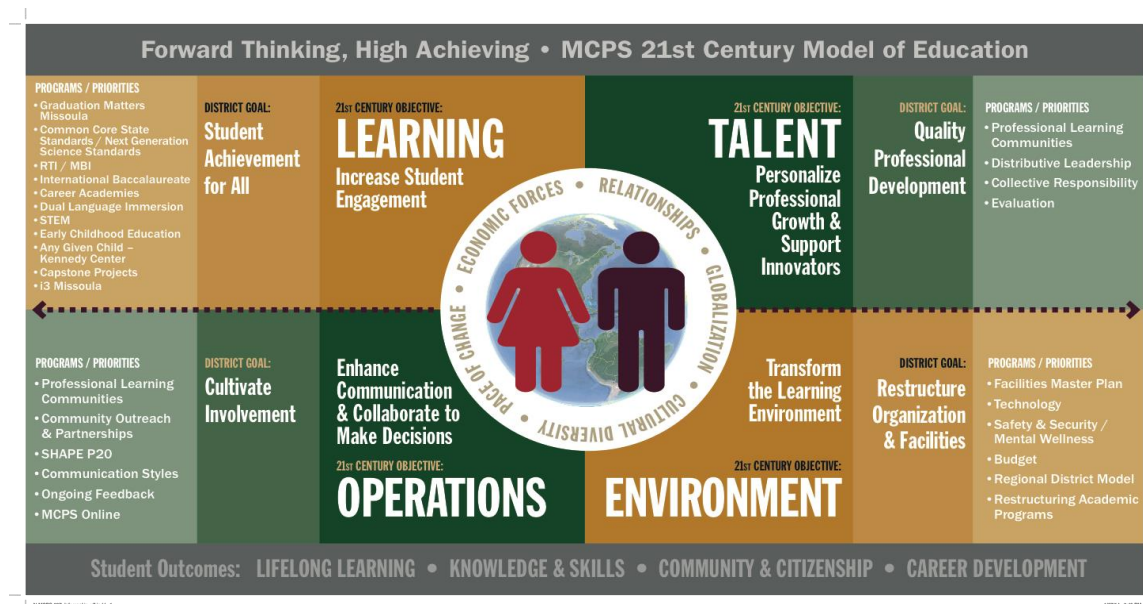
Rattlesnake Elem. Mission:

Ignite lifelong learning and inspire ALL students towards success!

Vision Statement:

Rattlesnake is professional learning community that uses Multi-Tiered Systems of Support within an inclusive environment, providing data driven, differentiated instruction to enrich ALL students every day.

View the district [Achievement for All Plan](#) for more information.



Rattlesnake Elementary School Handbook

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DAILY GRADE LEVEL SCHEDULE

	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
Optional Breakfast	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
School Starts	8:25 AM	8:25 AM	8:25 AM	8:25 AM	8:25 AM	8:25 AM
Morning Recess	9:45 AM	10:00 AM	10:00 AM	10:15 AM	10:15 AM	10:15 AM
Pre-Lunch Recess	11:45 AM	11:15 AM	11:10 AM	11:40 AM	12:15 PM	12:10 PM
Start of Lunch	12:05 PM	11:35 AM	11:30 AM	12:00 PM	12:35 PM	12:30 PM
Return to Class	12:30 PM	12:00 PM	11:55 AM	12:25 PM	1:00 PM	12:55 PM
*Afternoon Recess	1:45 PM	2:00 PM	2:00 PM	2:00 PM	2:15 PM	2:15 PM
*Dismissal	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:30 PM	3:30 PM
ELA	10:00 & 12:30	8:30 AM	8:30 AM	12:30 PM	1:00 PM	9:15 & 1:00:00 PM
Math	8:30 AM	10:15 AM	12:00 or 12:30	9:00 AM	11:00 AM	10:30 AM
Writing		12:00 PM	10:40 AM	8:30 AM	2:30 PM	
Inquiry	2:15 PM	2:15 PM	2:15 PM	11:00 AM		
Intervention/Exploration	11:15 AM	12:30 PM	1:30 PM	10:30 AM	8:30 AM	11:40:00 AM & 2:30
Specialists	10:15 or 10:45	1:00 or 1:30	12:00 or 12:30	2:20 PM*	9:30 AM	8:30 AM

ADMISSION REQUIREMENTS

According to School Board Policy 3110, no pupil may be enrolled in kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. A parent or guardian may request a waiver ([see board policy](#)). Rattlesnake requires evidence of a birth certificate, immunization records, and proof of residency prior to admission.

ALLERGIES

The district has procedures for the management of life threatening allergies of students. Information about these procedures may be found on the district website under the student services/health services tab or at <http://www.mcpsmt.org/Page/8933>.

Life threatening reactions are called anaphylaxis (pronounced an-a-fi-LAK-sis). Anaphylaxis can occur from stinging or biting insects, medication, foods or latex. Anaphylaxis is a collection of symptoms affecting multiple systems of the body. The onset of these symptoms is most commonly immediate, although may be delayed by hours. The symptoms can include:

- **Mouth:** Itchy, swelling of tongue and/or lips
- **Throat:** Itchy, tightness/closure, hoarseness, trouble breathing/swallowing
- **Skin:** Itchy, hives, redness, swelling, red watery eyes
- **Gut:** Nausea, vomiting, cramps, diarrhea
- **Lung:** Short of breath, wheeze, repetitive cough
- **Heart:** Pale or blue skin color, dizzy/faint, weak pulse
- **Neurological:** Sense of "impending doom", irritability, change in alertness, mood change, confusion

ARRIVAL AT SCHOOL PROCEDURES

All children are encouraged to use bus transportation, walk or bike. If your child needs to be driven by car, please use the pull-through on the Pineview Dr. side. Parking is NOT available in the pull-through during morning drop off. Either use the pull-through for a quick drop off, or please find a parking spot on the street if you'd like to walk your child onto the school grounds. Car riders should not enter from the Mountainview side of the school. This entrance is for buses only.

Students should not be dropped off before 8:00 a.m. Breakfast opens at 8:00 a.m. in the cafeteria. There is no supervision on the playground between 8:00 and 8:25 a.m. Any student arriving after 8:25 a.m. must gain access through the front entrance and receive a tardy pass from the front office.

ATTENDANCE/TARDINESS

Regular school attendance is essential to student success. Students are expected to arrive at school on time each day. Being tardy means arriving in

homeroom any time after the tardy bell. After that time, the student must report to the office to receive a tardy slip.

Personal illness, family illness, death in the family, and religious holidays are accepted excuses for absence. Please call the attendance line (542-4050 - option 1) or send a note to excuse an absence.

Should a special absence be necessary for travel or other urgent family needs, a Family Education Tour or Trip Form must be completed in advance. This form is available in the school office, or on the school website, and should be completed at least two weeks prior to the absence. The student assumes the entire responsibility for getting the missed work done. Students will be provided the time period equal to the number of days of absences to complete and submit assignments/assessments.

BEHAVIOR GUIDELINES

We believe in a positive approach to student behavior. Self-control, considerate behavior, and thoughtful decision-making are traits that are encouraged. See the [Rattlesnake Expected Behavior Matrix](#). The staff at Rattlesnake holds students to high standards and expects students to *Be Respectful, Responsible, Safe and Kind – The Rattlesnake Way*.

BUS CONDUCT

Safety, respect and courtesy are expected of all students who ride the school buses to and from school and to field trips. Any time there is a behavior infraction on the bus, parents will receive a Bus Conduct Report and/or a phone call from the principal.

- Classroom conduct is the accepted behavior (Be Respectful, Responsible, Safe and Kind).
- This looks like: following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.
- Obscenities and profanity will not be tolerated on the school bus.
- Bullying/harassment (teasing, shouting, pushing, intimidation or fighting) is not acceptable.
- Students who do not follow the rules may be suspended from the bus.

BUS PASSES

If arrangements have been made for your child to go home with a friend after school, it is necessary for both you and the parents of your child's friend to send in separate notes indicating the names of the children and the bus number they will be riding. The notes should be presented to the classroom teacher and bus driver.

BUS TRANSPORTATION

Bus transportation is provided for students who live farther than one mile from school. Beach Transportation determines bus routes and bus stops.

Information regarding bus stop times and locations can be found on the MCPS website [here](#). Please contact Beach 406-549-6121 at if you have any questions or concerns.

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. A monthly printable breakfast and lunch menu is posted on [MCPS website](#). Meals meet the USDA guidelines and school wellness initiatives. [Free & Reduced Meals](#) are available to eligible families. Families must re-apply each year for eligibility. [Applications](#) are accepted any time during the school year and are available [online](#) and in the main office.

Paying for Cafeteria Purchases:

The district utilizes a computerized debit system at all schools and each student will use his/her school number at the register. Students must only make purchases under their own meal account. Please contact the lunch hostess, Clarice Fischer, 542-4050 ext. 4524, with any questions.

Parents may add money to students' lunch accounts by sending cash or a check. If paying with check, make payable to **MCPS Food Service**. Please make sure to list your student's name/homeroom or student ID number on the check. Parents with multiple students may write one check. You may check your child's meal account balance through Q, our [Student Information System](#). We will be using the Connect 5 messaging system to notify parents when there is a negative balance. If you feel you have received a Connect 5 message in error, please contact Clarice Fischer to inquire about his/her account balance.

Meal Prices:

Breakfast \$1.50

Lunch \$2.50

Parents are welcome to join us for lunch. The cost of an adult lunch is \$3.50.

CELL PHONES

Bringing cell phones to school is strongly discouraged. If it is essential that a child bring a cell phone to school, the phone must be turned off and stored in a backpack for the school day. Any student who is using the cell phone during the school day will have the phone confiscated and it will be the responsibility of the parent to come to the office to retrieve the phone.

CHILDCARE/AFTERSCHOOL PROGRAMS

Here is a listing of [after school programs](#) from the Rattlesnake PTA website.

COMMUNICABLE DISEASE AND ILLNESS:

A good rule of thumb is if your child feels too ill to participate in school or needs more care than is reasonable in the classroom, they need to stay home until they feel better. A complete list of symptoms or illness that students must stay home for can be found on the district website under the student services/health services tab or at <http://www.mcpsmt.org/domain/845>. Occasionally, it may be necessary for the school to send a child home due to illness. If there is the possibility of a communicable disease, the child may return when the condition clears or a health care provider authorizes the child's return to school. The school may also enforce more stringent illness guidelines when advised or ordered to do so by the health department in illness outbreaks.

COMMUNICATION

The Rattlesnake Website will be updated regularly and will serve as the primary means of communicating news, information, and community events. Additionally, we maintain a Facebook page and Twitter account which we use to push out news, reminders, and school information.

Rattlesnake uses Blackboard Connect 5 notification system. We use a combination of voice mail, email and/or text to communicate information to families.

CUSTODY ISSUES

It is imperative that the school is kept up to date on any changes in custody information. Please make certain copies of the court order are provided to the office at the beginning of each school year. The safety of our students is of utmost importance to the school staff. Making certain the school has updated information is one way to ensure this happens. All information is kept confidential.

DELAY/EMERGENCY CLOSING OF SCHOOL

When winter weather conditions prompt a decision to delay or cancel the opening of school, schedule changes will be immediately posted to the [MCPS website](#) and an alert sent through the MCPS App. In addition, emergency information will be relayed via Connect 5 to local radio and television stations. A decision to close is generally made by 5:45 a.m.

DELIVERING ITEMS TO STUDENTS

Please help us minimize classroom disruptions by leaving your child's forgotten items in the entryway of the main office. We ask that you label the item with your child's name and teacher's name. There will be pen and paper in the entryway for labeling. Student deliveries will be made during morning and lunch recesses.

DEMOGRAPHIC DATA UPDATES

Parents are required to update demographic data for each child every year. This includes telephone numbers, alternate telephone numbers, and emails to be used in the event a school or health emergency occurs. Any unlisted numbers will be kept confidential. You will receive a Connect 5 message during the first week of school with a link to update your information. It is very important to keep the school office and the school nurse informed of any changes in your demographic or medical information throughout the school year. In the event of an emergency, this is the information the district will use to contact you.

DISCIPLINE CODE

The purpose of the [MCPS Discipline Code](#) is to present standard behavioral expectations based on school board policy for all students in the district. MCPS also recognizes that behavioral expectations may vary according to the developmental needs of growing young people. Therefore, Rattlesnake Elementary has developed a School-Wide Positive Behavior Program. Parents are encouraged to become familiar with the MCPS Discipline Code Policy No. 3310 of the Board Policy Manual, for additional information regarding the Discipline Code, student conduct and consequences of inappropriate or proscribed behaviors and conduct.

DISMISSAL/END-OF-DAY PROCEDURE

Instruction concludes at 3:00 for K-3 and 3:30 for 4-5 each M, T, W & F. On Thursdays (Early Out), instruction concludes at 2:00 for K-3 and 2:30 for 4-5. All children are encouraged to use school bus transportation, walk or bike.

Students who are meeting parents after school will be dismissed on the Pineview side of the school. K-3 parents picking up by car are to park in a designated spot and walk to meet the classroom teacher at a designated dismissal spot. Look for cones and signs on the first day.

Students will not be dismissed to the pull-through lane after school.

Please make sure to send a note to school in the morning if there are changes to a student's dismissal plan. We are not able to deliver messages to students after 2:30 on regular school days, 1:30 on Thursdays.

DRESS/GROOMING

All students are expected to dress in a manner that promotes school pride. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Students dressed inappropriately will be asked to call home for alternate clothing or given appropriate apparel to be worn during the school day.

Dress code Guidelines:

- Clothing and hair should be clean and not disruptive to the learning environment
- Shoes must be worn at all times.

- Underwear will be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
- Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
- Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.

EARLY DISMISSALS

Appointments for students should be scheduled after school hours, if possible. Should an appointment during the school hours be imperative, parents should write a request for an early dismissal and send it to the school to be given to the homeroom teacher. The child's name, time of dismissal, teacher's name and reason for the dismissal should be stated.

Parents are to report to the main office when picking up a student for an early dismissal and the student will be called to the office. Parents are required to sign out their child and provide identification if requested. Only a parent, guardian, or emergency contact may pick up a child. A child cannot be released directly from the classroom. No child will be excused at any time other than the regular dismissal time without permission from the parent or guardian.

ELECTRONIC DEVICES

Radios, audio recorders/players, toys and other electronic hand-held devices such as games, MP3 players, iPods and DSS should not be brought to school. The district will not be responsible for lost, damaged or stolen electronic devices that are brought onto school property in violation of this policy.

Electronic readers are acceptable for students with teacher permission.

The use of cell phones is prohibited during the school day.

EMERGENCY NOTIFICATION

MCPS uses Blackboard Connect 5 notification system. We use a combination of voice mail, email and/or text to communicate information to families. These numbers are taken from the information supplied at the beginning of the school year on the enrollment forms, etc.

Please call the school office if your telephone/cell phone numbers or email changes. The system will be used for cancellations, emergencies and major announcements.

If there is an emergency at home, please notify the school. Each family should have an emergency plan in place in the event of an early dismissal.

EPINEPHRINE AUTO-INJECTOR IN SCHOOLS

Each school may maintain a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis (life threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and district medication policy 3416. 911 will be summoned and then parent will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

FAMILY IN TRANSITION (FIT) PROGRAM

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to a free appropriate public education, immediate enrollment even without documents normally required for enrollment, continue attending their school of origin, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services (regardless if in a Title I school), all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

Who is Eligible for FIT Services According to the McKinney-Vento Act?

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing. Examples in Missoula might include: Carole Graham, Mountain Home Montana, YWCA Gateway Program, YWCA Pathways Shelter, Family Promise, Missoula Youth Homes, etc.;
- Living in a motel, hotel, trailer park, or campground due lack of alternative adequate accommodations;
- Abandoned in a hospital;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
- NOT living with a parent or legal guardian and is an unaccompanied youth living in a situation that meets one of the definitions listed above or due to extreme conflict, unsafe or unsupportive living conditions.

How does the McKinney-Vento program work at MCPS?

Missoula County Public Schools employs a Families-in-Transition (FIT) liaison to advocate for families and to assist them in coordinating academic support for their students. The FIT liaison works closely with Family Resource Center

or FIT coordinators at each building in the district to assure eligible families receive needed support. The FIT liaison assists families with immediate school enrollment for eligible students (regardless if missing immunization or academic records), arranges for busing or transportation assistance, and refers students for Title I services for those in grades K-8.

For more information or assistance with determining eligibility, contact the MCPS FIT Liaison:

Trish Kirschten
MCPS FIT Liaison
215 South Sixth Street West
Missoula, MT 59801
406-728-2400 ext. 1080
takirschten@mcps.k12.mt.us

Family Resource Center or Families in Transition Coordinator

A Family Resource Center or Families in Transition Coordinator is available in each MCPS building. FRC/FIT coordinators are available specifically to serve families seeking help with life's transitions, challenges and changes. The coordinators assist with accessing resources and services, to include:

- McKinney-Vento services for families and youths experiencing homelessness (as defined by the McKinney-Vento Homeless Assistance Act);
- Additional academic supports;
- Housing and employment – options and information;
- Clothing, food and toiletries – supplies and resources;
- Information, referrals and paperwork assistance;
- Connections to community supports and programs; and
- Crisis/personal support.

To learn more about the services available to families and youths experiencing transitions due to economic hardship, talk to your building FRC/FIT coordinator, secretary, teacher or principal.

Contact Information for FRC/FIT Coordinator:

Stacy Jehle 542-4050 ext. 4723
sjehle@mcpsmt.org

FIRE DRILLS/EMERGENCY DRILLS

All schools are required to perform fire drills and emergency drills to teach the children how to safely exit the building or proceed to a safe place should an emergency arise. These drills are done on a regular basis with full participation from all people in the building. Anyone using the building before or after school hours is expected to comply and leave the building upon hearing the fire alarm.

GUM/HATS

Gum is not permitted in the school setting. Under special circumstances, a classroom teacher may allow gum in his/her classroom. No child should be sent to school with chewing gum. Hats may be worn outside during recess. Hats, scarves, bandanas, are not permitted to be worn inside the school building.

HEALTH SCREENING

Hearing screening is done for kindergarten, 1st and 9th grade students and vision screening is done for Pre-school through 5th grade students. Parents are notified if there are concerns. Screenings are not meant to take the place of professional exams.

HEALTH SERVICES

First aid for injuries and illness response is provided by school staff and when present, a school nurse. It may be necessary for the school to contact emergency services or to send a child home due to illness or injury. It is VERY important that the school have current emergency names and phone contacts. Parents and guardians should complete a new health history form whenever there are significant health changes in your child such as a new life threatening allergy. Ask the school secretary or school nurse for this and any other health related forms, procedures or information. See the district website under the student services/health services tab at <http://www.mcpsmt.org/domain/845>. On occasion, other students and parents may be asked to limit bringing in certain items due to another student's life threatening allergy. Your cooperation with these needed restrictions is greatly appreciated and important to keep all children safe.

HOMEWORK

When your child is absent from school for at least two consecutive days, homework may be requested by contacting the school office or emailing the classroom teacher. Homework requests must be received by 10:00 a.m. This provides adequate time for the teacher to assemble the work. Homework may be picked up in the office after 3:00 on the day of the request or sent home with a sibling or a neighbor child.

ILLNESS: KEEPING A CHILD HOME FROM SCHOOL/RETURNING AFTER ILLNESS/INJURY

Upon occasion, it is necessary for a child to remain home due to an illness. The following guidelines should be followed when determining whether to keep a child home:

- A child should not be sent to school hoping that he or she will feel better after arriving to school
- A child should be kept home following a nighttime bout of nausea, vomiting, or diarrhea and watch for further symptoms
- A child should have a normal temperature for 24 hours before returning to school

- Do not send your child if he or she is taking prescription pain medicine

When a student has been absent from school due to an injury or serious medical issue, please contact the school nurse prior to having the child return to school. The school nurse should be made aware of students who are returning to school with a cast, on crutches, or has had a surgical procedure or a concussion.

IMMUNIZATIONS

All students must have written proof from a health care provider of adequate immunization before they may attend school as per state law, unless they have a current signed medical or religious exemption or conditional form. Please see the school secretary/ school nurse for questions or details or the district website under the student services/health services tab or at <http://www.mcpsmt.org/Page/2111>. Necessary immunizations are available through your child's health care provider or the Missoula County Health Department located at 301 W. Alder, phone 258-4745. They have a sliding fee scale for children's immunizations and walk-in hours. You must have a copy of your child's immunization record to obtain immunizations from the health department.

LOST AND FOUND

Rattlesnake has a Lost and Found area located in the building. Items are stored there for a reasonable amount of time. When items are not recovered, they are given to a charitable organization quarterly. The school takes no responsibility for items left in the Lost and Found. By making certain you have labeled your child's lunch box, coat, boots with their full name, you can help ensure your child's lost items can be returned to them.

MEDICATION

Most student medication can be taken at home either before or after school. Only those medications that your child must have while at school are permitted. "Medications" include prescription, over the counter and homeopathic or alternative medications such as vitamins. For the safety of all students, students are not allowed to carry any medication unless permitted by law (allergy and asthma medications) or by accommodation plan. Parents or guardians must bring all other medications to the school office or health office in a pharmacy or manufacturer labeled container. All medications must have annual written parent permission and health care provider signature on file. Unused medication is discarded at the end of the school year. Related medication information and forms may be found on the district website under the student services/health services tab or at <http://www.mcpsmt.org/domain/845>.

OPEN HOUSE

Open House will be held in mid September. The purpose of the Open House is to celebrate student work and give families an early glimpse into the learning taking place at school. This is also an opportunity to visit the school and for students to act as guides for their parents. Please refer to the website for the specific date and time of Open House.

PARENT-TEACHER CONFERENCES

Open communication is encouraged, and parents may request a conference with a teacher at any time during the school year. Parents may contact the teacher by telephone, email or note to arrange an appointment. A conference opportunity is provided for parents at the end of the first and second trimester to discuss your child's academic development. Please refer to the district calendar or school website for the specific dates.

PARENT-TEACHER ASSOCIATION

Rattlesnake has an active PTA that works with teachers, staff and community to provide both funding and in-person support for special events, field trips, student and family support, classroom materials, and many types of educational enrichment. There are many opportunities to be involved. All families are encouraged to become active in the PTA. Information may be found on the [Rattlesnake Elementary PTA website](#).

PARKING

Visitor parking is available in the front of the school. Please only park in designated parking spots. You may park along the curb any time after 8:30. Please do not park along the curb during morning drop off. Prior to 8:30, the curb is for quick, pull-through student drop-offs.

PARTY INVITATIONS

Party invitations should not be sent through the school to selected individuals unless every child in the classroom is invited. To avoid hurting children's feelings, we recommend you mail all party invitations to the home.

Birthday Snacks

At MCPS we are committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn. Our [School Wellness Policy](#) supports healthy eating and physical activity. Here is a [recommended snack list](#). Many classrooms are opting to celebrate birthdays and holiday parties with social activities and events rather than food. Please check in with your child's classroom teacher as to how birthdays will be celebrated.

RECESS

All students are involved in 3 supervised recesses each day, weather permitting. When the weather is too inclement to allow for outdoor recess, students will participate in their classrooms. If the temperature is 0 degrees F or below, the students will not go out for recess. Students should come to school prepared to go outdoors every day. Hats, coats, gloves, rain jackets,

and rain boots should be sent to school with your child as needed. Students should have appropriate footwear on at all times when on the playground equipment. For safety purposes, athletic shoes or enclosed shoes are preferred. Flip-flops and high heels are strongly discouraged.

REPORT CARDS/PROGRESS REPORTS

Formal reports of student progress (Report Cards) are provided every trimester. The exact dates of each trimester are published on the MCPS Calendar. In addition to receiving a hard copy, report cards are posted to Q at the end of each trimester for parent review.

RESPONSIBILITY

All students, parents, and school staff share the responsibility of creating a positive and productive school climate that provides all students with equal opportunities to learn. Individual student and parent responsibilities are as follows:

Student Responsibility

- ☐ Be on time for school.
- ☐ Follow school and classroom rules and regulations.
- ☐ Be respectful and honest in your relationships with students, teachers, and staff.
- ☐ Actively participate in school and classroom work.
- ☐ Work hard and learn to the best of your abilities.

Parent Responsibility

- ☐ Guide the child to develop socially acceptable standards of behavior, to exercise self-control, and to be honest.
- ☐ Help the child to understand that his/her actions have positive or negative consequences and that he/she is accountable for his/her actions.
- ☐ Teach respect for the law, for school rules, and for the rights and property of others.
- ☐ Instill in the child a positive attitude and enthusiastic desire to learn.
- ☐ Encourage the child to help, not hurt others.
- ☐ Help your child develop individual thinking skills, and foster appropriate strategies to resist negative peer pressure.

SAFETY/SECURITY

The safety of the students is a primary concern of Rattlesnake Elementary. All students have the right to feel safe in the school environment. We take great effort to provide this sense of security for all students. Once students are in the building, all exterior doors besides the main office entry are locked. Rattlesnake also has the capability to use electronic surveillance equipment on the grounds.

Parents and students walking/biking to and from school should determine the shortest, safest route of travel. Please emphasize with your child the necessity to cross at the intersections and if biking, wear a helmet.

Please refer to the [Visiting the School](#) section of this manual for additional information on visiting our school.

SMOKING AND USE OF TOBACCO

For the safety and wellbeing of our students, staff and visitors, all MCPS buildings, fields and stadium are designated as smoke-free areas. Smoking or the use of smokeless tobacco, by any person at any time, is prohibited. This policy applies to any person using or renting school facilities at any time.

STUDENT PLACEMENT

Assignment of students to a classroom is a very important decision. The student placement process begins in early spring when parents are invited to write an optional letter that identifies the environment best suited for their child. This form is not required; however, if parents feel they have special concerns for their child, it is available. Requests for specific teachers or pairing with specific friends cannot be accommodated and are not accepted. In late spring, the principal, elementary counselor, teachers, and support staff meet to discuss the best possible class placement to meet the needs of each student. Consideration is given to number equality and gender balance. Other factors such as addressing special academic needs of students, and providing the overall best match between student and teacher are also considered. This is a complex, comprehensive, multi- criteria based process that is completed with great care by school personnel. In August, class placement information is made available to all parents and students

TECHNOLOGY/COMPUTER USE

Rattlesnake Elementary School uses technology as a tool to improve and enhance student learning. With the use of technology throughout the school, students are expected to use computers in a responsible manner. Students and their parents/guardians are expected to abide by the guidelines set forth in the ["Acceptable Use Agreement."](#) This agreement outlines a student's responsibility for using technology at school.

TEXTBOOKS

Students are responsible for all textbooks and library books issued to them. Should a textbook or library book be lost or damaged it will be the responsibility of the student to pay for the damaged or lost book. The cost of the book will be determined by the replacement cost the district must pay.

TOYS AND GAMES

Students are not permitted to bring toys and electronic games to school, unless approved by the principal or the principal's designee. Toys and games can present a safety hazard as well as a distraction from learning. When toys and games get broken or lost/taken the school cannot be held liable.

USE OF SCHOOL FACILITIES

The facilities are primarily available to support K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes, they are made available to community groups. MCPS rental policy for school facilities and necessary applications may be found [here](#).

VALUABLES AT SCHOOL

Please do not allow your child to bring excessive amounts of cash or valuables to school. The school will not be responsible for broken or lost valuables. Lockers do not have locks, and there is no way to properly insure the safety of valuables in the school setting.

VISITING THE SCHOOL

To ensure the safety and security of our students and staff, all visitors are required to follow the district check-in/check-out procedures. Rattlesnake Elementary School has a security system and all outside doors, with the exception of the main office entry, are locked during the instructional day. All visitors must use the front entrance to enter the office and identify themselves and the purpose of their visit to gain admittance to the school.

- If you are planning to visit a classroom or other area of the building during the school day, you should schedule an appointment prior to the date of the visit. Note: Visitors who are dropping off items for a student in the front office, and do not need to proceed into the building, may do so without advance notice.
- All visitors must enter through the main entry and report directly to the school office to register. As part of the registration process, all visitors will be asked to sign the visitor log and provide identification. Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment.
- Upon conclusion of the visit return to the office and sign out.

VOICEMAIL

All staff members have voicemail, which can be accessed by calling the main school number: 542-4050. Voicemail box numbers are available on the [Rattlesnake website Staff Directory](#). Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

VOLUNTEERING

There are many volunteer opportunities at Rattlesnake Elementary. Parents, senior citizens, students, and community members are encouraged to

volunteer in the school. Please call Family Connection Center Coordinator, Stacy Jehle ext. 4723 or email fcres@mcps.k12.mt.us to get set up to volunteer. More information can be found at [Volunteering in MCPS](#).

WITHDRAWALS / TRANSFERS

Parents withdrawing a student from the district must notify the school offices at least two weeks prior to the last day in order for withdrawal information to be prepared. Rattlesnake will provide student records for the other school upon written request by the new school. Official records cannot be hand carried by parents. Students will not be removed from the MCPS enrollment report until official notice has been received from the receiving school that the student has entered.