

Lewis and Clark Elementary School



Student/Parent Handbook 2020-2021

2901 Park Street Missoula, MT 59801

Phone: 542-4035

Attendance Hotline (24 hours)

728-2400 ext. 4362

IB Primary Years Programme

What is an IB education?

An IB education focuses on learners! The IB's student-centered programs promote healthy relationships, ethical responsibility, and personal challenge.

An IB education develops effective approaches to teaching and learning! IB programs help students develop the attitudes and skills they need for both academic and personal success.

An IB education works within global contexts! IB programs increase understanding of languages and cultures, and explore globally significant ideas and issues.

An IB education explores significant content! IB programs offer a curriculum that is broad and balanced, conceptual, and connected.

Mission and Vision Statements of Lewis and Clark Elementary:

International mindedness through inquiry.

We strive to foster global awareness and inspire stewardship within our communities. We provide a foundation for each student to become a lifelong learner and promote the development of the whole child through the IB Learner Profile and support of student agency. Our Program of Inquiry creates authentic opportunities for academic growth utilizing constructivist approaches to learning.



August 1, 2020

Dear Parents/Guardians,

This handbook is designed to aid you and your student. It is not all-inclusive, but does cover most of the items that commonly concern parent/guardians and students.

The staff of Lewis and Clark School offers a sincere welcome to the students and parents we will serve during the 2020-2021 school year. Our staff is committed to providing a high quality education in a positive and a professional school environment. We are dedicated to a quality instructional program, a caring atmosphere and open communication with our parent/guardian community.

A strong partnership between the home and school is vital to our success. We encourage your involvement in our classrooms and the Lewis and Clark PTA. Your comments, questions and suggestions are welcome.

We are committed to providing a safe, structured and stimulating school setting for all of our students. Please read the information contained in this handbook and review the contents with your child.

We welcome you to our school and wish you an enjoyable and successful school experience!

Alanna Vaneps
Principal
Lewis and Clark Elementary School

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Lewis and Clark School Schedule

Classes begin

8:30a.m. - Bell Rings

Classes Dismissed

2:10 p.m. Bell Rings

Lunch Schedule:

Kindergarten	10:55 a.m. – 11:25 a.m.
Grade 1	11:30 a.m. – 12:00 p.m.
Grade 2	10:55 a.m. – 11:25 p.m.
Grade 3	11:30 a.m. – 12:00 p.m.
Grade 4	12:05 a.m. – 12:35 p.m.
Grade 5	12:05 p.m. – 12:35 p.m.

***At this time, please refer to Phase 0, 1 and 2 building updates for the most recent and current school schedules.**

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.

1. **Student's Responsibility:** It is the student's responsibility to:
 - a. attend all assigned classes and other instructional activities on time every day that school is in session;
 - b. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
 - c. request any missed assignments due to an absence;
 - d. complete assigned work in a timely manner.

2. **Parent or Guardian's Responsibility:** It is the responsibility of the student's parent/guardian to:
 - a. ensure the student is attending school;
 - b. inform the school in the event of a student absence;
 - c. be aware of and follow the correct procedures for reporting student absence;
 - d. work cooperatively with the school and the student to resolve any attendance issues that may arise.

3. **Teacher's Responsibility:** It is the teacher's responsibility to:
 - a. take daily attendance and to maintain accurate attendance records in each assigned class and other instructional activities;
 - b. be familiar with all procedures governing attendance and to apply these procedures uniformly in classroom assignments and for all assigned students;
 - c. provide any student who has been absent with any missed assignments upon request;
 - d. work cooperatively with the student's parent/guardian and the student to resolve any attendance issues that may arise;
 - e. work cooperatively with the student's parent/guardian when the student's attendance record impacts academic performance.

4. **Administrator's Responsibility** It is the administrator's responsibility to:
 - a. require students to attend all assigned classes and other instructional activities;
 - b. be familiar with statutes, policies and procedures governing attendance and apply them uniformly to all students;
 - c. ensure that all teachers properly account for student attendance in a timely manner;
 - d. maintain accurate records on student attendance and respond to the previous day's absences by determining the status of each;

- e. inform the student's parent/guardian of the student's attendance and work cooperatively with the student and parent/guardian to solve attendance problems;
- f. work collaboratively with the teaching staff to develop and implement uniformly administered attendance procedures;
- g. 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.

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

Family authorized excused absences:

- a. Personal illness
- b. Family emergency or death in the family
- c. Medical or dental treatment

School authorized excused absences

- d. Approved field trips
- e. Interscholastic competitions and events
- f. Other activities as approved by the school

2. 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 principals' offices;
- 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.

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's 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. 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.

Absences may be reported by calling the Lewis and Clark Attendance Hotline (24 hours) at 728-2400, Ext. 4362 or the school office at 542-4035 (during school hours).

Bicycles, Skateboards, Roller Skates, and Scooters

The school has two bicycle racks 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.

Bus Conduct and Seatbelts

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.

Seatbelt Expectations

If seatbelts are available on your bus:

- All students are required to wear seatbelts as designed.
- Students are expected to buckle themselves in once they have taken their seat. If a student needs assistance, students may ask the bus driver for help.

- Students refusing to use seatbelts as designed will be subject to a Bus Conduct Report and/or a phone call from the principal.
- Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

Lewis and Clark Parent Teacher Association (PTA)

The Lewis and Clark Parent Teacher Association (PTA) encourages your involvement in our school. During the school year, our school's PTA meets once a month, times and location To Be Determined. In addition to providing a communication link between the school and the home, the PTA coordinates many volunteer opportunities for households. A strong partnership between the home and school is vital to our success. Your student's education will be enhanced through involvement. Please join us!

Child Abuse and Neglect

Montana Law requires school personnel to report suspected abuse or neglect to the Department of Public Health and Human Services (DPHHS) (MCA 41-3-201). The law states that when child abuse or neglect is suspected, public employees are mandated to report the incident. The report required should contain:

1. names and addresses of the child and his/her parents or other persons responsible for his/her care;
2. to the extent known, the child's age, the nature of the child's injuries;
3. any other information that the reporter believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of the person(s) responsible
4. the facts which led the reported to believe that the child has suffered injuries or willful neglect.

Computer and Network Use

Access to the District's computer system and/or Internet service is an integral part of the educational process. Temporary access may be granted each student at the time of building enrollment. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school an Internet Access Conduct Agreement within 5 school days to assure continued access to the District's computer system and/or Internet Service.

Conferences

Parent-Teacher Conferences are scheduled at the end of the first and second trimesters. Parents and teachers have the opportunity, and are encouraged to schedule additional conferences throughout the year. We will continue to use Sign-up Genius to help schedule conferences.

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 by **October 14, 2020 (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

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.

Disability Access

Anyone needing accommodations for a disability to facilitate attendance at meetings hosted at Lewis and Clark School is asked to call the school office at 542-4005 three days in advance of the meeting.

Discrimination/Intimidation/Harassment

Lewis and Clark 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.

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.

Dogs

Even the friendliest dog can be either a nuisance or a menace on a playground full of active, running and shouting children. Many dogs become quite excited in this atmosphere of massive movement and activity. Please help us keep dogs away from the school to ensure a safe atmosphere.

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. Vaneps at 542-4035.

Families 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.

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 Coordinators:

Lisa Hayhurst or Tracy Cravey
 frclewis@mcpsmt.org

Field Trips

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Lewis and Clark Elementary reserves the right to prohibit students from attending field trips because of disruptive behavior. Parent permission slips will be signed in advance. Students will travel by school vehicles.

Food Services

The school food service program provides breakfast and lunch for Lewis and Clark students. Breakfast is served in the classroom, daily, free of charge and lunch is served according to the schedule noted previously in this handbook.

Each day's lunch is usually composed of a hot dish, salad, bread, a vegetable, milk and dessert. All pupils who eat lunch at school must stay on the school grounds during the lunch hour.

Applications for free and reduced lunches are sent home at the beginning of the school year and are available in the school office anytime throughout the year.

The Breakfast/Lunch Program is computerized, eliminating the use of lunch tickets. Each student is assigned a lunch number (account number) that he/she will use to make purchases and payments. Because of the elimination of tickets, it will not be necessary to send specific amounts. You may send weekly, monthly, quarterly, or even annual payments for breakfast, lunch and/or milk. Using the account number when going through the serving line, the purchase of your student's meal or milk is automatically deducted from the account. When the account balance becomes low, your child will carry home a slip notifying you that it is time to send more money.

School Meal Prices:

Student Hot Lunch: \$ 2.75

Milk: .50

Bowls, spoons and microwave access is neither provided nor available for students who pack their own lunch. Spoons and bowls should be included in your child's sack lunch.

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 and 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.

Health Regulations

Lewis and Clark wishes to cooperate fully with students, parents and the medical profession to assure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

1. **Allergies:** It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse, who will see to it that the appropriate personnel are notified. If your student is transported to school by bus, the bus drivers should also be provided with this information. Food Service must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the School Breakfast and/or Lunch Program. The school may communicate additional allergen procedures/protocols to best support ALL students.
2. **Communicable Disease:** Occasionally it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or, if the student is under a physician's care, when the physician authorizes the child to return to school. It is advisable for parents to have alternate childcare available, as some viral illnesses can persist for five to seven school days. Please see the district website for additional information.
3. **Illness:** *It is important that students are not sent to school if they experience(d) a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours.* It is advisable to keep a child home until the child is ***symptom-free for twenty-four hours without benefit of any medication.*** If a child returns to school and remains ill, parents will be called.
4. **Immunizations:** Your child must meet county and state health regulations for entrance to school. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs. Written statements of objection to immunizations due to parent or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician. The following forms are available:
 - a. **Immunizations – Conditional Attendance Form; and**
 - b. **Immunization – Exemption on Religious Grounds Form.**

Medication Guidelines: Medication Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. Medication forms are available in the school office and on the district Web site and expire at the end of each school year. The following forms are available:

- **Permission Form for Prescribed and Over-the-Counter Medication Other than Asthma and Anaphylaxis Medications and Standing-Order Medication;**
- **Over-the-Counter Medications Form;**
- **Allergy Reaction Plan and Permission Form;**
- **Asthma Action Plan and Permission Form;**

Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers).

A parent note is required for cough drops. Cough drops must be supplied by the parent or guardian, kept in the Health Room, and administered by the school staff. In accordance with MCPS policy, all medications must be kept locked in a cabinet and administered by school personnel.

Nurses: Missoula County Public Schools provide nursing services on an “on call” basis. Vision and hearing screening for certain grades is done in the fall.

Homework

Homework provides an opportunity for households to become partners in their student’s learning process. Teachers give homework to strengthen children’s skills in specific areas.

The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child’s teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

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 Karen Allen at 728-2400, ext. 1074.

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. 1090.

Library

The school library is open for all students (K-5) to use during the regular school days and hours. Regular classes are scheduled for all levels. Open use of the library is encouraged throughout the day.

There are no fines for having an overdue library book. However, there is a replacement charge for lost books. Please notify your librarian about damaged or lost books.

The library is open for families to use. We would like all parents to feel free to utilize the resources.

Lost and Found

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

No Child Left Behind (NCLB)

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 fails 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 any parent has the right to know:

1. Whether a teacher has met state qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
2. Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. 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.
4. In addition, a school that received 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.

Notices Required by Law

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: Dave Rott, 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.

Family Education Rights and Privacy Act - Notification of Rights

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

Protection of Pupil Rights (PPRA) Notice

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 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

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, since 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 re-inspection conducted in 2013, 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 Lewis and Clark

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 the school district administrative office or administrative office of the school during regular business hours. Burley McWilliams, MCPS Operations and Maintenance Supervisor, 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. 3032.

Office Hours/School Closures

The school office is open from 8:00 a.m. to 4:00 p.m. on all school days. The office will be closed during the school year on any day students are not in school. You may leave a voicemail message anytime the office is closed by calling 542-4035.

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 Connect5 by Blackboard system to communicate with parents by telephone, text and email should school be cancelled or delayed. A recorded phone message, text 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:

1. Visit the District's website at www.mcps.k12.mt.us (information will be posted)
2. Visit the Missoulian website at www.missoulian.com (information will be posted)
3. Call **728-2400** and listen to a pre-recorded message announcing any closures or delays.
4. 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.

Open House

Open House and orientation are a great time to connect with our school community. It is our intent to host our annual open house in late August again this year. However, due to COVID-19, please stay tuned as we prepare a safe and welcoming open house for families again.

Parties

We recognize the special time a child's birthday is for family and friends, however we continue to ask that families do not bring birthday treats, balloons/flowers, or professional birthday greeters (e.g clowns, etc.) to visit classrooms. There are a variety of safety and instructional reasons for this request. Thank you in advance for supporting this request. During the year, our PTO will host and plan special events.

Playground Supervision

The playground is supervised by certified employees during scheduled playground activities and by District-authorized noon supervisors during lunch periods. **The District does not provide supervision before 8:25 a.m. or after the last bus picks up at 3:40pm.**

Children should arrive at school as near to **8:30 a.m.** as possible. Our morning bell will ring at 8:30 am. Students are to line up at their respective doors when the 8:30 a.m. bell rings. If students are late, they should report to the school office as soon as they arrive.

Children wanting to play after school, are asked to check in at home/care provider and return back to campus **after** 4pm.

Recess

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.).

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 0° Fahrenheit or above (wind chill is taken into consideration), and playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in.

If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

Report Cards

A sound and comprehensive reporting system is an integral part of the educational program of Missoula County Public Schools. We believe that the home, the school and the child must form a solid bond aimed at a common target – the child's development of his/her full potential.

Report cards are given out at the end of each trimester and are designed to measure the extent to which the child is achieving the course objectives. The reporting program consists of report cards, written comments when appropriate and conferences. The first and second trimester report cards are shared with the parents at conference times. The third trimester report cards are sent home with each student.

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. 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. Vaneps, 406-542-4035.

Student Behavior Guidelines

Lewis and Clark Elementary participates in the Montana Behavior Initiative (MBI). MBI assists educators, parents, and other community members in developing the attitudes, skills, and systems necessary to ensure that each student, regardless of ability or disability, leaves public education and enters the community with social and academic competence.

MBI Belief Statements

1. All students should be taught all the skills necessary for success: academic, social, emotional, and behavioral.
2. Schools are places where students can learn and practice positive interpersonal, cross-cultural, and citizenship skills.
3. A caring school climate and positive relationships between students and staff are critical to student success and provide an environment where academics flourish.
4. Schools are places where youth have access to many significant adults to help them feel collectively and individually valued.
5. Schools and communities must work together to meet the diverse needs of students and honor the traditions and contributions of both family and community members.
6. All students are entitled to be treated with dignity and respect.
7. Successful schools gather and use a variety of information to improve teaching and learning.
8. Effective use of a team approach involving all school staff working together provides a consistency which enhances student success.
9. Positive, proactive and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred and violence—filled with a concern for justice and fairness.

With these principles in mind, Lewis and Clark has a Behavior Code for students to follow. *It is the responsibility of each student to know and practice the following expected behaviors.* The goal of the Behavior Code is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Behavior Code is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

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.

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.

Lewis and Clark Behavior Code

A violation of any rule may result in disciplinary actions, including but not limited to Out-of-School Suspension, expulsion, In-School Detention, compensatory payment of damages, assigned work, isolation loss of privileges, written notice to, or conference with, parents, assigned work or loss of bus privileges. Students shall be given the right to appeal in accordance with MCPS Board Policy. See *Definitions of Major and Minor Behaviors* on page 28 for examples and definitions.

Behaviors

1. **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious Bodily Injury
 - c. Threats of fighting, violence, or serious bodily injury.

2. **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission. Students are to use their assigned doors to enter and exit the building. Classes begin at 8:25 a.m. Students are not to enter the building prior to 8:25 unless they have secured permission in advance. Students who arrive late or leave early must check in at the office prior to going to class or leaving the building.

3. **Bus Rules:** Students must follow all Bus Rules. Behavior on the buses is a concern because it has a bearing on the safety of all passengers on the bus. Violations of the bus code of conduct while on the bus or at the bus stop will result in a bus conduct report being filed. The principal will notify parents and a copy of the conduct report will be mailed to the parents. Bus code of conduct violations may result in the student's bus privilege being denied. Specific violations include but are not limited to:
 - a. Students must obey the driver.
 - b. Students must maintain appropriate behavior at the bus stops and shall remain clear of the roadway while waiting for the bus to arrive.
 - c. Students are to line up and board the bus in single file.
 - d. Students are expected to abide by the bus code of conduct which prohibits violations of safety procedures; fighting, pushing, tripping, or excessive mischief; eating, drinking or littering; rude, discourteous or annoying behavior; and unacceptable language.

4. **Classroom Rules:** The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies which are designed to encourage self-respect and respect for others and to prevent and manage student misbehavior. The individual teachers will establish classroom rules. Generalized classroom rules include:
 - a. Arrive on time and prepared for class.
 - b. Follow directions the first time they are given.

- c. Complete assignments.
 - d. Contribute creatively, productively and responsibly.
 - e. Respect your own and others' property and life spaces.
5. **Cyberbullying:** Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
6. **Damage of Property:** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
7. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use.
8. **Disruption of School:** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
9. **Dress Code:** Students have the responsibility to wear clothing and accessories (which include but are not limited to spray hair coloring, make-up, and jewelry) that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing and accessories that are neat, clean and in good taste. No clothing or accessories that distract from the educational process shall be worn. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing, if possible. Parents will be contacted if they need to bring clothes to the student. The following are guidelines for the students:
- a. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse or an unhealthy attitude toward school are not productive for a positive school environment and also are not permitted.
 - b. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by a principal, physician and/or school nurse.
 - c. Low-cut tops, see-through clothing, tank tops, spaghetti straps, halter tops and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students. Shirts and tops must be long enough to be tucked in.
 - d. Coats are to be worn to and from school only and must be placed in student lockers or on student hooks. Students should be prepared for variations in temperature by having a

sweatshirt and/or sweater. Please note that coats and long pants should be worn in the winter months.

10. **Failure to Obey Instructions / Insubordination / Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
11. **Food:** Candy is not permitted in the school or on the playground (with the exception of the lunchroom). Gum and sunflower seeds are not permitted at any time.
12. **General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Students must respect the rights and feeling of others.
13. **Harassment / Bullying:** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
14. **Intimidation / Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution.
15. **Lunchroom Behavior**
 - a. Treat everyone with respect.
 - b. Students are expected to enter the lunchroom in an orderly manner.
 - c. Speak quietly at all times.
 - d. Pick up all trash and put it in the proper container.
 - e. Ask permission to leave your seat or to leave the cafeteria.
 - f. Do not throw anything.
 - g. Do not take food or drink outside of the cafeteria for any reason, except with staff permission.
 - h. Students are to keep their hands, feet and other objects to themselves.
 - i. Students are to follow the directions of the lunchroom supervisors.
16. **Narcotics, Alcoholic Beverages and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Playground Behavior:** The primary concern governing the establishment of playground rules is to insure the safety of the students. Common sense and safety are the general rule regarding student behavior on the playground.
 - a. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.

- b. Students are expected to follow the accepted rules of any game or activity in which they are involved. Playground equipment is to be used only in the manner in which it was intended to be used.
- c. Running is not permitted when entering or leaving the building.
- d. All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, pagers and electronic games or devices are not allowed.
- e. The throwing of stones, snowballs, dirt, etc. is never permitted. There is to be no fighting or rough games that include tackling, pushing or shoving. Karate kicks and crack-the-whip are prohibited.
- f. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
- g. Students are to use the restrooms and drinking fountain in the lunchroom prior to exiting the building for their lunch recess and are not to reenter the building during the lunch period without the permission of a playground supervisor or teacher.
- h. Students are not to retrieve balls or other items that go outside the playground.
- i. Students are not to run through or otherwise disrupt someone else's game.
- j. Jumping from the playground equipment is never permitted.
- k. Students are not to ride bicycles on the school grounds. Bikes are to be walked to the bike rack, properly stored and locked. Students are not to play near the bike racks and are not to handle bikes other than their own. All riders are encouraged to wear helmets and follow the rules of the road. The school assumes no responsibility for lost, damaged or stolen bicycles.
- l. Missoula County Public School's policy prohibits roller skates, roller blades or skateboards on school grounds.
- m. Students are never to re-enter the building or leave the playground without the permission of the person on duty.

18. **Technology Misuse/Abuse:** Computers/technology is provided for student use for teacher-assigned work in courses or programs at the elementary school. Students will sign a Technology Usage Agreement annually.

19. **Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.

20. **Use of Obscene Language / Materials / Actions / Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.

Definitions of Minor and Major Behaviors

<u>Minor</u>	<u>Examples</u>
Bullying- Is hurting others on purpose by words/or actions.	False reporting, passing notes, name calling, teasing about possessions, dirty looks
Defiance/Disrespect - Failure to respond to requests or directions.	Not sitting when asked, when redirected on playground ignores or walks away, noises, rolling of eyes, heavy sighing
Disruption- Inappropriate interruptions.	Yelling in class, continuous talking after warning, continuous tapping of pencil.
Inappropriate verbal language - Inappropriate language <u>not directed</u> at others.	This is stupid, this homework sucks, swearing, etc.
Physical contact - Non-serious, but inappropriate physical contact.	Shoving with hands on other person's torso out of frustration or competitiveness, kissing, hugging, tripping, pushing even in play.
Vandalism/Property misuse - Use of school property that could be unsafe and/or inappropriate.	Throwing a ball purposely on roof, going up the slide, tag on or around the equipment, damage to school property that was due to a poor choice, accident or unintentional act.
Other- Any other minor problem behaviors that do not fall within the above categories.	Sliding on ice, jumping into water under swings, throwing snowballs
Abusive/Threatening language- Inappropriate messages directed towards others	Comments about race, religion, gender, age, disability. Verbal or gestural messages that include threats, intimidation, pictures or written notes.
Bullying- Is hurting others on purpose by words/or actions	Intimidating through continued gossiping, teasing, encouraging group exclusion, sexual harassment
Overt Defiance - Continual refusal to follow requests or directions.	Talking back, arguing, socially rude interactions, ignoring authority.
Physical aggression/Fighting- Inappropriate serious physical contact that may result in injury.	With an intent to hurt another: hitting, punching, scratching, kicking, spitting.
Severe Disruption- Behavior causing a major inappropriate interruption.	Loud talking, yelling, screaming; noise with materials, horseplay, sustained out of seat behavior.
Vandalism/Property Damage - Substantial destruction or disfigurement of property.	Deliberately destroying school property or property of another.
Weapons/Tobacco/Alcohol/Drugs- In possession or threat of real or look alike weapons. In possession, threat of possession, and/or under the influence of a controlled substance including imitations.	Student insinuates or actually has a weapon/ tobacco/ alcohol/ drug in their possession.

Consequences

1. In-School/Out-of-School Suspension
2. 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:
 - a. Vandalism
 - b. Physical or verbal assault
 - c. Possession/use of a controlled substance (alcohol, tobacco or drugs)
 - d. Possession of a weapon (may result in expulsion)
 - e. Insubordination

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

3. Expulsion

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the student Behavior Code is committed, the student may be recommended for expulsion from school. 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.

4. Student Due Process

Students should be afforded the right to explain the situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., if a teacher assigns a detention you do not agree with, discuss it with the teacher. If the principal recommends expulsion, discuss it with the principal.) The "chain of command" to appeal (in general): teacher, principal, regional director, superintendent and, finally, the MCPS School Board.

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).

Student Safety

The following information has been placed in the handbook to help you, as parents, assist your child in safe passage to and from school.

To be safe:

1. DO NOT go with a stranger no matter what he/she says to you.
2. DO NOT get in a car with a stranger.
3. DO NOT ever accept gifts or food from a stranger.
4. If you have a problem coming to school or going home, go
5. immediately to your own home, to the home of a neighbor you know, to your teacher, principal or to a policeman.
6. ALWAYS let your parents know where you are going and
7. where you will be.

Telephone/Cellular Usage and phone watches

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school. Each child must learn to accept the consequences of his/her actions. Cellular phones are to be turned off, kept in backpack, and not used during the school day or on the bus ride to or from school. Students with a phone watch (gismo) must adhere to the same rules as a cell phone and must have approval to make their phone call at the office.

The staff of Lewis and Clark greatly values their instructional time. If you need to leave a message for your child's teacher, please use his/her voice mail. Students will only be called from the classroom in case of an emergency.

TITLE IX

Missoula County Public Schools does not discriminate on the basis of sex in programs, activities, or employment as required by Section 86.9 of the regulations of Title IX of the Education Amendment of 1972. Inquiries concerning Title IX may be referred to the Title IX coordinator of the Missoula County Public Schools or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. Title IX complaint forms are available in the office of each school and at the administration building.

The District's Title IX, Section 54 coordinator is David Rott, Human Resources Director-Personnel, Administration Building 215 South 6th Street West, Missoula, Montana. The Lewis and Clark building officer is Mrs. Vaneps, Principal.

Valuable Property

Valuable property such as radios, CD and tape players, expensive jewelry, electronic games, cell phones, virtual pets, iPods, etc. may not be brought to school by students. The school will NOT accept responsibility for the loss of personal property. We recommend that students who ride bicycles and/or scooters to school lock them to prevent theft. Students are not permitted to ride motorized scooters to school.

Visitation

Due to COVID-19, visitation inside the building could look different than in past years. It is always our goal and priority to provide the most safe and secure learning environment for your child(ren). Please anticipate that visitation to Lewis and Clark will look different this year. We will update families later in August as we finalize our plans and “phased” reopening.

Lewis & Clark Faculty and Staff Voice Mail Extension & Email Address

(dial (406) 728-2400 plus extension)

Name	Extension	Email Address
Principal , Alanna Vaneps	4350	amvaneps@mcpsmt.org
Secretary , Bridget Allen	4365	bcallen@mcpsmt.org
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