

2019-2020



Paxson Elementary School Student/Parent Handbook

Paxson Elementary School

101 Evans Avenue

Missoula, MT 59801

406-542-4055

Attendance Hotline (24 hours)

728-2400, ext. 4599

Please call the attendance hotline or the main school number
to report your child's absence to the secretary.

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Missoula County Public Schools

2019-2020 School Calendar

Elementary & Middle Schools

Forward Thinking. High Achieving.

July 2019 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2019 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2019 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2019 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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Calendar Dates

August 23	Professional Development-No School
August 24-27	Professional Development-No School
August 28	First Day of School
September 2	Labor Day
October 17-18	Professional Development-No School
November 14	Conferencing Day-1/2 Day of School
November 15	Conferencing Day-No School
November 27-29	Thanksgiving Vacation
December 23-31	Winter Vacation
January 1-3	Winter Vacation
January 20	Martin Luther King Holiday
February 10	Professional Development-No School
February 17	President's Day
March 12	Conferencing Day-1/2 Day of School
March 13	Conferencing Day-No School
March 14-20	Spring Break
May 22	Unscheduled Day-No School
May 23	Memorial Day
June 9	8th Grade Promotion
June 11	Last Day of School-1/2 Day

Early Release Dates

Every Thursday 1 Hour Early Dismissal

Exceptions

November 14	Parent Teacher Conferences 11:05 a.m. Grades K-3 11:35 a.m. Grades 4-8
March 12	Parent Teacher Conferences 11:05 a.m. Grades K-3 11:35 a.m. Grades 4-8

Trimester Dates - Elementary School

November 8	End of 1st Trimester
February 28	End of 2nd Trimester
June 11	End of 3rd Trimester

Quarter - Middle School

November 1	End of 1st Quarter
January 24	End of 2nd Quarter
April 3	End of 3rd Quarter
June 11	End of 4th Quarter

Symbol Codes

○	Holiday or Unscheduled Day/No School
□	Conferences - No School
◇	Staff Dev/Prep Day - No School
△	Half Day of School
▶	School Begins
◀	School Ends
▮	End of Quarter
⬢	End of Trimester

**Paxson Elementary School
Daily Schedule
2019-2020**

Morning Schedule

Breakfast	In the classroom
First Bell	8:25
Tardy Bell	8:30

School Day

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

Thursday Professional Schedule Dismissal

Grades K - 3	2:00
Grades 4 - 5	2:30

Recess

Grades 1 Grades K, 5 Grades 2, 3 Grade 3	9:45 to 10:00 (morning) 10:00 to 10:15 (morning) 10:15 to 10:30 (morning) 10:30 to 10:45 (morning)
Grades 2 Grades 1, 4 Grades 4 Grade K Grade 5	1:15 to 1:30 (afternoon) 1:30 to 1:45 (afternoon) 1:45 to 2:00 (afternoon) 2:00 to 2:15 (afternoon) 2:45 to 3:00 (afternoon)

Lunch Schedules

Kindergarten	11:00-11:45
Grade 4	11:15-12:00
Grade 1	11:30-12:15
Grade 2	11:45-12:30
Grade 5	12:15-1:00
Grade 3	12:45-1:30

Paxson Elementary School

Thursday Schedule

2019-2020

Morning Schedule

First Bell	8:25
Tardy Bell	8:30

School Day (Thursday)

Grades K - 3	8:25 – 2:00
Grades 4 - 5	8:25 – 2:30

Recess

Grades K, 4	9:15 to 9:30 (morning)
Grades 3, 5	10:00-10:15 (morning)
Grades 1, 2	10:20-10:35 (morning)

Lunch Schedules

Kindergarten	10:45-11:30
Grade 1	11:00-11:45
Grade 2	11:15-12:00
Grade 5	11:35-12:20
Grade 3	11:50-12:35
Grade 4	12:20-1:05



**Paxson Elementary
Adelante con Éxito**

El 19 de agosto del 2019

Estimados Padres de Familia,

¡Bienvenidos a un nuevo año escolar! Estamos esperando ansiosamente para que los estudiantes vengan.

Nuestros custodios Rayfer, Bill y Troy han hecho un trabajo increíble en alistar la escuela.

Nuestra secretaria, Sra. Phillips, ya ha puesto las listas de las clases en la entrada de la escuela y ha hecho un super trabajo en aclamarme a la escuela.

Ya he notado que tenemos una facultad de maestros muy dedicados y vamos a tener un buen año.

Estoy muy agradecida por la bienvenida que he recibido—gracias. Voy a asumir que, como familias, tienen curiosidad de quien es la nueva directora.

Yo nací en Billings, Mt. Pasé el primer año de mi vida en Hysham. Luego, crecí en Billings en una finca hasta que me fui a la universidad en Salt Lake City, Ut. Siempre quería ser una maestra, entonces me mudé a West Sacramento, California para mi credencial la enseñanza bilingüe y enseñé por seis años. Regresé a Salt Lake City donde enseñé por cuatro años más. Completé mi maestría y doctorado en la Universidad de Utah. Tengo veinte años de experiencia en la educación bilingüe y mi hija siempre asistió a mi escuela. Ya va a asistir a la secundaria Hellgate y le encanta.

¡Por favor, pasen por mi oficina a saludarme!

Sinceramente,

Jana



**Paxson Elementary
Forward Thinking, High Achieving**

August 19, 2019

Dear Paxson Families,

Welcome to a new school year! We cannot wait to have your students in the building. Our custodial staff, Rayfer, Bill and Troy have done an amazing job of getting the school ready. Our secretary, Ms. Phillips, has class lists posted on the front doors and has done a tremendous job of acclimating me to the school.

I have already noticed that we have a very hard-working staff and we are going to have a great year.

I have been so grateful for the welcome I have received—thank you all. I assume that families are a little curious about me.

I was born in Billings, Montana and spent the first year of my life in Hysham. I then grew up in Billings on a family farm until I went to college in Salt Lake City. I always wanted to be an educator, so after completing my undergrad, I moved to West Sacramento, CA for my bilingual teaching credential. I taught in California for six years and then moved back to Salt Lake City, where I taught for another four years. I completed my Masters and Doctorate from the University of Utah. I have twenty years of experience in bilingual and dual immersion education and my daughter attended my school. She will be attending Hellgate and loves it here as well.

Please stop by my office and say hi!

**Warmly,
Jana**



Paxson Parent-Teacher Association (PTA)

Who we are:

- Everyone in our Paxson Elementary community is welcome! Our common goal is help our children thrive.

What we do:

- Coordinate volunteers to support school events and programs.
- Host extra-curricular activities encouraging family involvement and school spirit.
- Raise funds for programs, supplies, and equipment enhancing our children's educational experience.
- Support Paxson teachers and staff in achieving their goals.

How we do it:

- With your help!
- Volunteer your time, talents, and energy and get involved.
- Be a "room parent" in your child's class or attend monthly PTA meetings. (Every 2nd Thursday at 7pm)
- Simply spend an hour scooping ice cream at the social or serving pizza at Movie Night.
- Give more by joining or leading a committee for an event.
- Participate in fundraising by shopping at local stores that donate money to Paxson, buying local products during our holiday sale, attending fun events, or donating money directly. Any amount of time or money is very much appreciated!

Programs we support:

- Co-Motion Dance for grades K-2
- Poet-in-Residence for grades 3-5
- INSPIRE Teacher Grants
- Classroom Activity Support
- The Family Resource Center
- And more!

Fun events we sponsor:

- Back-to-School Ice Cream Social
- Harvest Party
- Family Movie Night
- Parent's Night Out
- Sock Hop
- Field Day

Want to learn more or be added to our "Help Wanted" volunteer list? Contact Rhett Hoff at rhett.hoff@gmail.com or check out our website at <http://www.mcpsmt.org/domain/1335>.

Paxson Faculty and Staff

- Kindergarten: Mikell Fox, mfox@mcps.k12.mt.us
- Kindergarten: Julie Line, jline@mcps.k12.mt.us
- Kindergarten: Tyler Grogan, tgrogan@mcps.k12.mt.us
- Kindergarten: Britt Sonsalla, basonsalla@mcps.k12.mt.us
- 1st Grade: Rocio Muhs, rmuhs@mcps.k12.mt.us
- 1st Grade: Whitney Maddox, wmaddox@mcps.k12.mt.us
- 1st Grade: Lily Schell, lschell@mcps.k12.mt.us
- 1st Grade: Heather Roos, hjroos@mcps.k12.mt.us
- 2nd Grade: Jane Doherty, jedoherty@mcps.k12.mt.us
- 2nd Grade: Wendy Lofthouse, wlofthouse@mcps.k12.mt.us
- 2nd Grade: Jen Deubler, jdeubler@mcps.k12.mt.us
- 2nd Grade: Peggy Manning, pcmanning@mcps.k12.mt.us
- 3rd Grade: Austin Tootell, atootell@mcps.k12.mt.us
- 3rd Grade: Julie Gwinn, jgwinn@mcps.k12.mt.us
- 3rd Grade: Ted Muhs, tlmuhs@mcps.k12.mt.us
- 4th Grade: Autumn Johnstone, adjohnstone@mcps.k12.mt.us
- 4th Grade: Nicté-Ha Corona, ncorona-aguirre@mcps.k12.mt.us
- 4th Grade: Petrea Parkey, pmparkey@mcps.k12.mt.us
- 5th Grade: Lori Grant, lagrant@mcps.k12.mt.us
- 5th Grade: Tamra Reschke, treshcke@mcps.k12.mt.us
- 5th Grade: Mercedes Roberts, mroberts@mcps.k12.mt.us
- Sarah Norton: Resource, smnorton@mcps.k12.mt.us
- Brigitte Hendrix: Resource, bjhendrix@mcps.k12.mt.us
- Jessica Stabnau: Speech Therapist, jastabnau@mcps.k12.mt.us
- Sandy Finch: Para Educator, sjfinch@mcps.k12.mt.us
- Michelle Mori: Para Educator, mlmori@mcps.k12.mt.us
- Samantha Rasmussen: Para Educator, sjrasmussen@mcps.k12.mt.us
- Monica Roscoe: School Counselor, mfroscoe@mcps.k12.mt.us
- Jacquelyn Burgstrom: School Psychologist, jeburgstrom@mcps.k12.mt.us
- Melanie Matelich : Family Resource Specialist, frcpaxson@mcps.k12.mt.us
- Glenn Moffatt: Health Enhancement (P.E), gmoffatt@mcps.k12.mt.us
- Erin Ensley: Music / Choir, ekensley@mcps.k12.mt.us
- Nancy Peterson: Librarian, nspeterson@mcps.k12.mt.us
- Randy Zschaechner: 5th Grade Band, rjzschaechner@mcps.k12.mt.us
- Ryan Belski: 5th Grade Orchestra, dbelski@mcps.k12.mt.us
- Norel Swanson: Art, ncswanson@mcps.k12.mt.us
- Karl King: Day Custodian, kking@mcps.k12.mt.us
- Bill Janacaro: Night Custodian, wjanacaro@mcps.k12.mt.us
- Troy Callihan: Night Custodian, tcallihan@mcps.k12.mt.us
- JoAnn Kleckner: Food Service Hostess, jkleckner@mcps.k12.mt.us
- Scott Westfall: Food Service Hostess, swestfall@mcps.k12.mt.us
- Thomas Plovanic: Noon Duty Aide
- Karen Edwards: Noon Duty Aide
- Sarina Reinhard: Noon Duty Aide/ Crossing Guard
- Kersten Phillips: Secretary, kmphillips@mcps.k12.mt.us
- Dr. Jana Edward: Principal, jedward@mcps.k12.mt.us

Attendance Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

1. leaving school premises without authorization from the nurse, the attendance office or the principal's 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 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 extracurricular 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 four (4) or more absences in a trimester 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 fourth 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 six (6) or more absences in a trimester will be considered chronically absent. The school principal or designee will contact the student's parent/guardian to confer regarding attendance interventions. High school students accruing excessive absences may have class credit placed on hold until an appropriate attendance intervention plan has been developed and implemented. Chronic absenteeism may result in a referral to Child and Family Services or to the Missoula County Attorney as a child truant from school in accordance with Section 20-5-106, MCA.

Paxson Policies and Procedures

Accessibility

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

Address Changes

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

After-School Care

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

Annual Notifications

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

Attendance

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

Bicycles, Skateboards, Roller Skates, and Scooters

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

Busing

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

Cell Phones and Walkie-Talkies

As a general rule, students are not to bring cell phones and/or walkie-talkies to school with them. However, we understand that there may be circumstances where a student may need to communicate with a parent/guardian after-school on their way home from school. If this is the case for you and your family, please talk with Dr. Jana Edward to set up a plan for your child to have a cell phone or walkie-talkie with them to and from school. If a child misuses the phone or walkie-talkie while at school, they will lose the privilege of having it with them.

Class Placement/Change of Placement

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

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

Conferences

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

Connect 5

If your child is going to be absent from school please call the attendance hotline (406)728-2400, ext. 4599 or the school office at (406)542-4055 before 9:00 a. m. You can access the hotline 24 hours a day. When reporting an absence, please give your name, your child's name, their teacher and the reason for the absence. If your child is marked absent in class, and the school has not received a message from you, an attempt will be made to contact you by phone. However, if no contact can be made with you, your child may be marked as unexcused. Please keep in mind that mornings can be rather hectic at school, and the attendance hotline may be the easiest way to report an absence. Missoula County Public Schools will notify parents as early as possible if severe weather or other circumstances require that schools delay their starting time or schools are closed and cancelled for the day. District officials work closely with the bus company and city/county transportation staff to monitor the condition of local roads and highways during severe weather or when other circumstances arise. The District will use the Connect 5 system to communicate with parents by telephone and email should school be cancelled or delayed. A recorded phone message and email will be generated to each household as early as 6:15 a.m. It is the responsibility of parents to ensure that the school has their most current phone and email information on file. Parents may also find information at the following:

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

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

Counselor

The Paxson Elementary School counselor is Monica Roscoe. She can be reached at 728-2400 extension 4552.

Curriculum

Missoula County Public Schools has a standards based curriculum in all the major areas of learning. In September, families are encouraged to meet with teachers at the Parent Information Night to learn more about the Common Core Curriculum. Teachers will also provide parents with the specifics of their classroom program and curriculum.

Directory

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Missoula County Public Schools (MCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally

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

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

- Missoula County Public Schools follow state and federal laws concerning the publishing of directory information. Student information including name, address, telephone number, grade and school are considered non-confidential information and may be publicly released without parent/guardian permission. Paxson PTA uses this information to compile our school directory which is made available to families when they purchase a PTA membership. Extra copies can be purchased at a nominal cost. ***If you do not want Paxson Elementary to disclose directory information from your child's education records without your prior written consent, you must complete the OPT-OUT form by Friday, September 6th, 2019, or upon registration.***

Footnotes:

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

Dress Code

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

Dropping Off and Picking Up Students

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

Early Release Days/Professional Schedule Days

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

Emergency Drills

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

Fines

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

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 or see the district website under the student services/health services tab at <http://www.mcpsmt.org/domain/845>.

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

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.

EPINEPHRINE AUTO-INJECTORS IN SCHOOLS:

Each district 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.

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>.

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.

IMMUNIZATIONS:

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.

HEALTH SCREENINGS:

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.

Inclement Weather

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

It is very rare, but hazardous weather may cause school to be cancelled prior to the start of or during the school

day. During these weather emergencies it is very important that our telephone lines be kept open. We ask that you do not call school for information, but rather listen to the radio or television. The local radio and TV stations will carry all information concerning school closure and what procedures will be followed to get children home safely.

Leaving School During the School Day

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

Lost and Found

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

Lunch Away from School

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

MCPS Website www.mcpsmt.org

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

Meals

Breakfast is offered in the classroom each day. Hot lunch is available for purchase. Please see the handout on page 26 & 27 for more information on our lunch program. Students are more than welcome to bring lunch from home as well.

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

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

Medications at School

School personnel are not allowed to give medications to students. Only medication brought from home in the

original container and marked with the student's name may be made available to a student.

To ensure the safety of your child, and the safety of others, all medications, prescription and non-prescription must be transported to and from school by a parent/guardian. Students are not to have any type of medication with them during the school day, nor bring medication to and from school. All medications must be brought to school in the original

prescription bottle or original packaging labeled with the student's name. Any exceptions to this policy must be made through Mr. Halloran and the District school health nurse.

- **Prescription Medications**

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

- **Over the Counter Medications**

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

Nurse

A school health nurse is employed by Missoula County Public Schools and is on call for emergencies and consultation with school personnel. She, or an assistant, monitors programs, compliance and school-wide health issues. She does not provide on-site health care for students who are ill. She is available to answer parent questions. You can reach her through voice mail at 728-2400 ext. 1073.

Out of Area Residence

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

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

Playground Use Before and After School

The Paxson playground is supervised by MCPS employees during the scheduled recess breaks and during the lunch period. Paxson School does not provide supervision before 8:22 a.m. or after 3:00 p.m.

PTA

The Paxson Community Association has a long history of dedication to, and involvement with our students and staff. PTA plans and supports activities throughout the year to extend and enrich student learning. Many volunteer opportunities are handled through PTA. You will receive information early in the school year on

how to sign up to help with various events and activities. If you would like more information about our PCA please leave a message at the school office and one of the officers will be in touch with you.

School Phone: (406) 542-4055

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

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

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

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

School Pictures

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

Tardiness

Students are expected to be on time for school, and in their classroom by 8:25 a.m. Students arriving late to class cause disruptive interruptions to the learning process for your child and for the other children in the class. When a student arrives at school late, and cannot be in class by 8:30 a.m., they must check-in at the front office and take a tardy slip to their teacher. Not checking in at the front office may result in a communication breakdown between the front office and your child's teacher, and could result in your child being marked absent from class for that day. If you know that your child will be late to school for some reason, please call the attendance hotline at 728-2400, ext. 4599 or the school office at 542-4055 before 9:00 a.m.

Vacation during the School Year

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

Visiting Friends/Family

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

Withdrawals

If you are planning to withdraw your child from Paxson, please notify the office staff as well as your child's

teacher at least one week in advance so that we can prepare grades, etc. All library books and textbooks must be returned and any lost or damaged book fines paid before the student's last day of school.

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

Student Safety and Behavior Guidelines

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

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

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

Beach Transportation Expectations:

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.

• **In-School/Out-of-School Suspension**

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

1. Vandalism
2. Physical or verbal assault

3. Possession/use of a controlled substance (alcohol, tobacco or drugs)
4. Possession of a weapon (may result in expulsion)
5. Insubordination
6. Defiance/Disrespect

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

Expulsion

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

Student Due Process

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

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

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

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

Discrimination/Intimidation/Harassment

Paxson Elementary School is committed to providing a positive learning and working environment for students and staff free of discrimination, intimidation and harassment. Each individual has a right to learn and work in an atmosphere that promises respect and dignity and prohibits discriminatory and/or harassing practices. Moreover, members of the school community have the corresponding responsibility to report those acts that they believe have violated their rights.

Definitions

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

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

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

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

which may include suspension or expulsion from school.

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

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

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.

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:

Melanie Matelich - 728-2400 Ext. 4590

Free and Reduced Meal Information

- There are many families in the community that qualify for free or reduced price school meals, but may not be receiving these financial benefits.

Children in households that receive SNAP (formerly known as food stamps), TANF or FDPIR, and most foster children, can receive free meals by completing a program application. We treat your student's participation in the free or reduced price meals program as highly confidential. Any family who qualifies (by income) can receive free or reduced priced meals. For example, a household of four with an annual income of \$45,510 or less will qualify for reduced price meals at a cost of 30 cents for breakfast and 40 cents for lunch.

Even if you do not wish to have your child participate in the free or reduced price meals program, we encourage you to complete and submit an application as this can benefit the district through at-risk funding. If your income changes, at any time, you are welcome to re-apply for free or reduced price meals. If your student is approved for free or reduced price meals, we encourage you and your family to take advantage of this valuable benefit, which helps stretch your family budget.

The free and reduced price meal applications are mailed to every student household in the MCPS district in August of each year, but you may apply at anytime during the school year. We encourage families completing the application to the [online application](#) as the process reduces the potential for errors on the application and therefore reduces processing time. ([Free and Reduced Application](#) pdf)

For more information please visit the [United States Department of Agriculture website](#).

IMPORTANT NOTE: Applications for this program must be completed every school year. If your student was approved for free and reduced meals in our school district last year, we automatically extend the free and reduced status for the first thirty operating days of the next school year. You must re-apply within those thirty days to continue receiving benefits.

Student information related to this program is highly confidential. All students eating school meals receive the same lunch cards, meals, etc. Students on the program will not be identified as they gather their meals and go through the lunch line. If you have questions or need help completing the application, please contact your school directly or call Stacey Rossmiller at 728-2400, ext. 3023.

2019-20 Rates

Grade Level	Breakfast	Lunch
K-5	\$1.75	\$2.75
6-12	\$2.00	\$3.00

Does your child eat school meals? If so, please check their meal account balance...

If your child is eating breakfast and/or lunch prepared at school, there's a good chance they are putting those meals on a meal account. Please take a moment to ensure your child's account balance is in good standing (*you can check your child's meal account balance through our Q Student Information System*). The District will be using the

Connect 5 messaging system - via a recorded phone message - to notify parents that their child has a negative meal account balance. If you feel you may have received an Connect 5 message in error, please contact your child's school directly to inquire about his/her account balance.

Additional Programs Available to Students at Paxson

Bilingual Education Students from other countries who attend MCPS are given help learning English and American customs. They are tutored in academic subjects at our school. For further information contact Shirley Lindburg at 728-2400, ext. 1057.

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

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

Spanish Immersion We offer a 50/50 Dual Language Program for all students grade K-2. Students in grades 3-5 will spend 90 minutes of their day in the Spanish Immersion classroom. During this time they will study Spanish Language Arts, and some portions of the Social Studies and Science Curriculum. For more information contact Dr. Jana Edward, (406)728-2400 ext. 4550.

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 Dr. Jana Edward at (406)728-2400 ext. 4550.

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