

# **Lewis & Clark Elementary School**



## **Student/Parent Handbook 2023-2024**

**2901 Park Street Missoula, MT 59801**

**Phone: 542-4035**

**Attendance Hotline (24 hours)**

**728-2400 ext. 4362**

**Lewis & Clark Elementary School**

# **2023-2024 Handbook**

## **Lewis & Clark Mission**

The mission of Lewis and Clark School is to create a cohesive community, honoring individuality and diversity. We provide a research-based multidisciplinary education, promoting growth mindsets, curiosity, social-emotional regulation, and kindness. We are determined to help our students become balanced contributing members of our community and the world.

## **Lewis & Clark Vision**

International mindedness through inquiry.

**Principal:** Alanna Vaneps  
[amvaneps@mcpsmt.org](mailto:amvaneps@mcpsmt.org)

**Admin Assistants:** Angie Tranel & Shannon Ort  
[atranel@mcpsmt.org](mailto:atranel@mcpsmt.org) & [sortt@mcpsmt.org](mailto:sortt@mcpsmt.org)

**PTA Board** [www.lcpta.org](http://www.lcpta.org)

Keri McHugh-President  
TBD-Vice President  
Kyle Bocinsky & Staci Nugent-Co-Treasurers  
Jeff Lamson-Secretary

## **Missoula County Public Schools Administrative Staff**

Central Office  
909 South Avenue, Missoula, MT 59801  
Phone: (406) 728-2400

Micah Hill-Superintendent  
Vincent Giammona-Assistant Superintendent  
Amy Shattuck-Assistant Superintendent  
Trevor Laboski-Exec. Director of Human Resources  
Pat McHugh-Exec. Director of Business & Operations  
Burley McWilliams-Director of Operations & Maintenance  
Barbara Frank-Academic & Community Services Director  
Ginny Haines-Director of Special Education Services

Message from the Superintendent

*On behalf of Missoula County Public Schools, we welcome you to the 2023-2024 school year! We're excited to have you join us and we hope to make your educational experience the best that it can possibly be. It is my honor to serve as the superintendent of MCPS, and I am excited about the opportunities our schools will help provide to you to learn and grow in the months ahead.*

*This handbook contains important guidance for MCPS students and parents. The administration is required to enforce the rules described in this handbook and is given the discretion needed to address special circumstances as they arise. It is the student and parent's responsibility to know and comply with the policies listed in the handbook. If the student or parent has a question, we recommend you contact your school.*

*We strongly encourage students and parents to read the handbook. It is a great tool for navigating and understanding the resources that are available to you. Students and parents are required to sign the accompanying signature card and return it to the school office.*

*We sincerely hope that each of you will have a successful and enjoyable year.*

*Micah Hill, Superintendent*

~~~~~

Message from the Principal

*Dear Families,*

*The staff of Lewis & Clark School offers a sincere welcome to the students and parents we will serve during the 2023-2024 school year. Our staff is committed to providing a high-quality education in a positive and professional school environment. We are dedicated to a quality instructional program, a caring atmosphere and open communication with our parent/guardian community.*

*The elementary school experience is designed for students to be exposed to a wide array of educational opportunities that are supported by an integrated curriculum and a collaborative learning approach. We have a dynamic cadre of talented teachers and staff who continue to provide meaningful and challenging learning activities within a safe, nurturing environment. Further, this is accomplished in a close partnership with family and community. We encourage your involvement in our classrooms, throughout the school, and through the Lewis & Clark PTA. Your comments, questions and suggestions are always welcome.*

*We are committed to providing a safe, structured and stimulating school setting for all of our students. Please read the handbook carefully to become familiar with opportunities and procedures to ensure student success.*

*Welcome to L&C! We look forward to partnering with you and wish you an enjoyable and successful school experience!*

*Alanna Vaneps, Principal*

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# LEWIS & CLARK FACULTY VOICEMAIL EXTENSIONS & EMAIL ADDRESS

Dial (406) 728-2400 plus extension

| Name                                                                                | EXT  | Email Address                                                                |
|-------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------|
| Alanna Vaneps – Principal                                                           | 4350 | <a href="mailto:amvaneps@mcpsmt.org">amvaneps@mcpsmt.org</a>                 |
| Angie Tranel – Secretary                                                            | 4365 | <a href="mailto:atrael@mcpsmt.org">atrael@mcpsmt.org</a>                     |
| Shannon Ortt – Secretary                                                            | 4395 | <a href="mailto:sortt@mcpsmt.org">sortt@mcpsmt.org</a>                       |
| Linsey Myers – Counselor                                                            | 4379 | <a href="mailto:lemyers@mcpsmt.org">lemyers@mcpsmt.org</a>                   |
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| Kari Henderson – 2nd                                                                | 4387 | <a href="mailto:khenderson@mcpsmt.org">khenderson@mcpsmt.org</a>             |
| Kieran Bergstrom – 2nd                                                              | 4391 | <a href="mailto:kbergstrom@mcpsmt.org">kbergstrom@mcpsmt.org</a>             |
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| Nicole Vanek – 5th                                                                  | 4370 | <a href="mailto:nvanek@mcpsmt.org">nvanek@mcpsmt.org</a>                     |
| New – 5th                                                                           | 4351 |                                                                              |
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| Scott Nordtome – Library                                                            | 4381 | <a href="mailto:jsnordtome@mcpsmt.org">jsnordtome@mcpsmt.org</a>             |
| Norel Swanson – Art                                                                 | 1128 | <a href="mailto:nswanson@mcpsmt.org">nswanson@mcpsmt.org</a>                 |
| Angelica Kalasz– Orchestra                                                          | 1127 | <a href="mailto:akalasz@mcpsmt.org">akalasz@mcpsmt.org</a>                   |
| Rory Genazzi – Band                                                                 | 1127 | <a href="mailto:rjzschaechner@mcpsmt.org">rjzschaechner@mcpsmt.org</a>       |
| Axel Yount - School Psych                                                           | 4380 | <a href="mailto:ayount@mcpsmt.org">ayount@mcpsmt.org</a>                     |
| Jessi Stabnau – Speech Path                                                         | 4389 | <a href="mailto:jastabnau@mcpsmt.org">jastabnau@mcpsmt.org</a>               |
| Theresa McGeary – Physical Therapist                                                | 4383 | <a href="mailto:tmcgeary@mcpsmt.org">tmcgeary@mcpsmt.org</a>                 |
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| Marc Aune – Resource Teacher                                                        | 4394 | <a href="mailto:mjaune@mcpsmt.org">mjaune@mcpsmt.org</a>                     |
| Matt Cosca – Resource Teacher                                                       | 4357 | <a href="mailto:mcosca@mcpsmt.org">mcosca@mcpsmt.org</a>                     |
| Heather Miller – Para                                                               |      | <a href="mailto:hmill@mcpsmt.org">hmill@mcpsmt.org</a>                       |
| Jessa Farseth – Para                                                                |      | <a href="mailto:jfarseth@mcpsmt.org">jfarseth@mcpsmt.org</a>                 |
| Jeremy Foster – Para                                                                |      | <a href="mailto:jfoster@mcpsmt.org">jfoster@mcpsmt.org</a>                   |
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| Kate Byrne – Teacher                                                                | 4349 | <a href="mailto:kbryne@mcpsmt.org">kbryne@mcpsmt.org</a>                     |
| Tom Diddel – Teacher                                                                | 4391 | <a href="mailto:tdiddel@mcpsmt.org">tdiddel@mcpsmt.org</a>                   |
| Kylie Barnes – Behavior Interventionist                                             | 4393 | <a href="mailto:kbarnes@mcpsmt.org">kbarnes@mcpsmt.org</a>                   |
| Clay Springmeyer – Para                                                             |      | <a href="mailto:cspringmeyer@mcpsmt.org">cspringmeyer@mcpsmt.org</a>         |
| Payton Petersen – Para                                                              |      | <a href="mailto:payton.petersen80@gmail.com">payton.petersen80@gmail.com</a> |
| Bryce Hartzell – Para                                                               |      | <a href="mailto:bhartzell@mcpsmt.org">bhartzell@mcpsmt.org</a>               |
| New – Para                                                                          |      |                                                                              |
| Jessica Moraca – Cafeteria Hostess                                                  | 4352 | <a href="mailto:jmoraca@mcpsmt.org">jmoraca@mcpsmt.org</a>                   |
| Ben Aucutt – Kitchen                                                                |      |                                                                              |
| Noon Duty Staff: Roberta Kerr, Christopher Craigwick, Linda Biando, Judy Cohen, NEW |      |                                                                              |
| Dan Falldorf – Day Custodian                                                        |      | <a href="mailto:dfalldorf@mcpsmt.org">dfalldorf@mcpsmt.org</a>               |
| Mohammad Shammaa – Night Custodian                                                  |      | <a href="mailto:mshammaa@mcpsmt.org">mshammaa@mcpsmt.org</a>                 |
| Wendall Hall – PT night custodian                                                   |      | <a href="mailto:whall@mcpsmt.org">whall@mcpsmt.org</a>                       |

# LEWIS & CLARK SCHOOL SCHEDULE

## Classes begin K-5:

- 8:13 a.m. – Line up Bell Rings
- 8:15 a.m. – Tardy Bell Rings

## Dismissal K-5:

- 3:15 p.m. – Dismissal Bell Rings

## Early Out K-5:

- 2:30 p.m. every Thursday
- Please **do not** enter playground before 2:20 as students are at recess and additional adults on the playground **impact student safety**. THANK YOU!

## Recess Schedule:

|                 |                         |
|-----------------|-------------------------|
| Morning K – 2   | 9:40 a.m. – 9:55 a.m.   |
| Morning 3 – 5   | 10:00 a.m. – 10:15 a.m. |
| Afternoon 3 – 5 | 1:45 p.m. – 2:00 p.m.   |
| Afternoon K – 2 | 2:05 p.m. – 2:20 p.m.   |

## Lunch Schedule:

|              |                         |
|--------------|-------------------------|
| Kindergarten | 10:55 a.m. – 11:40 a.m. |
| Grade 1      | 11:05 a.m. – 11:50 a.m. |
| Grade 2      | 11:15 a.m. – 12:00 p.m. |
| Grade 3      | 11:30 a.m. – 12:15 p.m. |
| Grade 4      | 11:40 a.m. – 12:25 p.m. |
| Grade 5      | 11:50 a.m. – 12:35 p.m. |

## Trimester & Conference Schedule

|                |                                                  |
|----------------|--------------------------------------------------|
| November 3     | Trimester 1 end                                  |
| Week of Nov 6  | Fall Conferences                                 |
| March 1        | Trimester 2 ends                                 |
| Week of Mar 11 | Spring Conferences                               |
| June 7         | Trimester 3 ends                                 |
| June 7         | Last Day of School ~~ Report Cards are sent home |

## No School for Students

|                         |                                 |
|-------------------------|---------------------------------|
| September 4             | Labor Day                       |
| October 19-20           | MEA Convention                  |
| November 9 (½ day) - 10 | Parent/Teacher Conference Break |
| November 22 - 24        | Thanksgiving Vacation           |
| Dec 22 - 29             | Winter Vacation                 |
| January 15              | Martin Luther King Holiday      |
| February 19             | Presidents' Holiday             |
| March 14 (½ day) - 15   | Parent/Teacher Conference Break |
| March 18 – 22           | Spring Break                    |
| May 27                  | Memorial Holiday                |
| June 7                  | Last Day of School              |

## COMMUNICATION

### Welcome to Lewis & Clark Elementary

Welcome! Our elementary school is structured to provide students with the opportunity to learn, to grow, and to have fun in a safe environment. Students are a part of a classroom, and most importantly a school community where we create exciting educational opportunities, provide consistent behavior expectations and supportive monitoring to foster their experience at L&C.

### ADDRESS CHANGES

Angie and Shannon, Lewis & Clark's Administrative Assistants, work 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 or there is an emergency. Please notify Angie or Shannon of any changes in your address, home or work phone numbers, or emergency contact numbers. You can contact the front office at 542-4035 or e-mail Angie at [atranel@mcpsmt.org](mailto:atranel@mcpsmt.org) or Shannon at [sortt@mcpsmt.org](mailto:sortt@mcpsmt.org)

### COMMUNICATION

The Lewis & Clark website will be updated regularly with school news and events. There is a monthly newsletter with events, resources, and activities sent by the FRC. The principal also sends a weekly informational email on the weekend.

### CUSTODY RECORDS

The safety of our students is of utmost importance to the school staff. Making certain the school has updated information is one way to ensure this happens. It is imperative that the school is kept up to date on any changes in custody information. Please make certain copies of the court order are provided to the office at the beginning of each school year. Unfortunately, we cannot follow custody agreements without legal paperwork.

### DELAY/EMERGENCY CLOSING OF SCHOOL

When winter weather conditions prompt a decision to delay or cancel the opening of school, schedule changes will be immediately posted to the [MCPS website](#) and an alert sent through the BlackBoard system. In addition, emergency information will be relayed via BlackBoard to local radio and television stations. A decision to close is generally made by 6:00 a.m.

### EMERGENCY & NON-EMERGENCY NOTIFICATION

MCPS uses BlackBoard notification system. We use a combination of voicemail, email and/or text to communicate information to families. Parent/Guardian contact information is entered in the system at the beginning of the year from the enrollment forms.

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

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

# ATTENDANCE

## SAFE SCHOOL PROCEDURE

Please **bring your student into** the **building** and **sign him/her** in at the office when dropping your child off after an appointment or if your student is late to school.

## ADMISSION REQUIREMENTS

According to School Board Policy 3110, a child must have turned five (5) or (6) six years old by September 10<sup>th</sup> in order to enroll in kindergarten or first grade. A parent or guardian may request a waiver ([see board policy](#)). MCPS requires a copy of the birth certificate, immunization records, and proof of residency prior to admission.

## AFTER- SCHOOL CARE

Campfire sponsors an after-school care program at Lewis & Clark. The program begins at afternoon dismissal on school days. Campfire operates this after-school program independently. If you are interested in registering, please call the Campfire office at (406) 542-2129. The YMCA, Boys & Girls Club, and Parks & Rec pick students up after school.

## ATTENDANCE LAW

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.

The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request.

## ATTENDANCE PROCEDURES

- Please call the attendance hotline (406) 728-2400 x 4362) or email [sortt@mcpsmt.org](mailto:sortt@mcpsmt.org) to report your student's absence. An automated attendance call will be sent to the primary contact number if an absence has not been received by the office and excused by 9:30 am.
- All entrances to Lewis & Clark are locked except the front door. If your child is not at school by the Tardy Bell (8:15 AM), your child will need to be brought to the main entrance on Park Street.
- Prompt arrival at school is valued at L&C. Students who arrive after 8:15 am will be considered tardy. To excuse a tardy, please call the attendance hotline or email [sortt@mcpsmt.org](mailto:sortt@mcpsmt.org)
- We encourage parents to schedule appointments for times outside of the school day, but understand that this is not always possible.
  - Please notify the office if your child needs to be picked up and at what time.
    - Teachers often do not read emails or answer phone messages throughout the teaching and may miss your message.
  - Please send a note or notify the office if someone other than an already approved adult will be picking up your child ~~ we will not release a child to adults who are not on your approved pick-up list
  - A parent/guardian must **come into** the school office when picking up and dropping off a student, and sign them out and back in.
  - Angie or Shannon will call the student to the front office for you.
  - Children may not be picked up from the classroom or playground.
- For extended absences, please contact your student's teacher to request any work that can be completed. Teachers will attempt to provide work for students but may not be

able to provide work ahead of time. Student's are responsible for requesting and completing all missed work upon their return.

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.

**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*

- Personal illness
- Family emergency
- Medical or dental treatment
- Bereavement
- parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices

*School authorized excused absences*

- Approved field trips
- Interscholastic competitions and events
- Other activities approved by the school or district

**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:

- Leaving school premises without authorization from the nurse, office or the principal
- Refusing to attend class without advanced permission
- Family trips/vacations without prior arrangement with the school
- Other absences not authorized by the school or parent/guardian

## **ATTENDANCE INTERVENTION**

### **AT-RISK**

- Missing **5 days**
- Considered At-Risk for academic, social, and/or behavior challenges
- Students experience significant loss of instruction, interruption of daily routine, and miss critical developmental time in school
- Families will receive a notification letter and be contacted by the student's teacher or counselor

### **INTENSIVE**

- Missing **10 or more** days
- Considered Intensive for academic, social, and/or behavior challenges
- Families will receive a notification letter and be contacted by the principal
- Principal will set up an attendance planning meeting with parent/guardian, teacher, and counselor
- School Resource Officer and/or Child Protective Services may be contacted

## **DROPPING OFF AND PICKING UP STUDENTS**

During arrival and dismissal times we ask that you use Agnes Street at the south side of the playground to drop-off and pick-up students.

- Do not use Benton Avenue, this is the bus lane and is not safe for students.
- Do not drop students off in the parking lot on Benton. There is limited space for staff to park, impacting their ability to park and arrive to work on time
- Do not park 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.

### **TELEPHONE CALLS AND CLASSROOM DISRUPTIONS**

- In an effort to minimize classroom disruptions, we ask that you please make any arrangements with your student prior to the school day. We understand that plans change and emergencies may arise, and we ask that you contact the office and we will relay the message to your student.
- If your student has forgotten their lunch and/or an item necessary for their school day, please drop the item off at the front office lobby. We will contact your student to let them know they have an item to retrieve.
- Please leave food or drinks for your child at the office. Office staff will contact the teacher for an appropriate time to deliver or have your child pick up the item(s). Delivering items to the classroom during instructional time is distracting to the learning environment.
- Cell phones and other personal electronics including earbuds are not allowed for use during school hours including the lunch period, unless being used for educational purposes under teacher direction. If a student needs to contact their parent/guardian, please ask for permission to use their cell phone from a teacher or staff member prior to use. There is also a phone available in the front office for students to use.

### **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 for teachers to recreate them, or have enough time after a student has returned, to get him/her caught up quickly.

### **VISITING FAMILY/FRIENDS**

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. Please follow Volunteer Procedures to be in the building.

### **WITHDRAWALS**

If you are planning to withdraw your child from Lewis & Clark, 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.

## **GENERAL INFORMATION**

### **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 8<sup>th</sup> 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).

### **BIRTHDAY CELEBRATIONS, TREATS, & INVITATIONS**

We recognize the special time a child’s birthday is for family and friends; however, we request that families do not bring treats, balloons/flowers, or professional birthday greeters (i.e. clowns, etc.) to visit classrooms. There are a variety of safety and instructional reasons for this request. Individual teachers recognize students in various formats throughout the year, ensuring all students are acknowledged and recognized for their special day, talents, and interests. Your child’s teacher will share his/her routines at the beginning of the year.

Please do not send birthday invitations to school for teachers or your child to hand out. This creates hurt feelings amongst students and puts staff in an awkward position to disperse invites to some of their students but not others.

### **CELL PHONES/PHONE WATCHES**

As a general rule, students are not to bring cell phones or phone watches 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 Principal Alanna Vaneps to set up a plan for your child to have a cell phone with them to and from school. If a child misuses the phone while at school, they will lose the privilege of having it with them.

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. If you have an emergency, please contact the office to relay information to your child.

### **CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS**

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any “Listen-In” feature is disabled during school hours due to privacy concerns.

### **CLASS PLACEMENT/CHANGE OF PLACEMENT**

Assignment of students to a classroom is a very important decision. The student placement process begins in the spring and is completed after final enrollment over the summer, by the principal. Requests for specific teachers or pairing with specific friends cannot be equally and fairly accommodated; therefore, **such requests will not be accepted**. Please do not ask or pressure teachers. The principal will determine class lists balancing all factors to provide fair educational opportunities for all students.

In August, class placement information is made available to all parents and students.

## **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 to attend through Sign-Up Genius. During the conference, parents/guardians and teachers have the opportunity to discuss student progress and school programs. It is very important that parents/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.

## **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 Open House to learn more about what their student(s) will learn in each academic area, behavior expectations, and other opportunities. Teachers will also provide parents with the specifics of their classroom routines and instruction.

## **DANGEROUS ITEMS**

The following items must not come to school under any condition: Any tobacco product, matches, lighter, knife, firearm, slingshot, water pistol, propellants of any kind, or any item that is used in a threatening or dangerous manner

Failure to follow this rule will result in notification of parents and may result in notification of law enforcement authorities.

## **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 the annual MCT production, 5<sup>th</sup> grade yearbook, honor roll or other recognition list, music programs, etc.

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. Lewis & Clark PTA uses this information to compile a school directory, made available to families with purchase of a PTA membership. Extra copies can be purchased at a nominal cost. ***If you do not want Lewis & Clark to disclose directory information from your child's education records without your prior written consent, you must complete the OPT-OUT form.***

## **DISABILITY ACCESS**

Anyone wishing to attend a meeting or event at Lewis & Clark who requires special accommodations is asked to call our office at 542-4035 three days prior to the meeting or event, to prepare appropriate accommodations.

## **DOGS**

Our four-legged friends are loving members of the family and enjoy the walk to and from school with you and your child. However, even the friendliest dog can become over stimulated on a playground full of active, running and shouting children. Please help keep all students, family members and staff safe by leaving your dog at home if easily stimulated, or on a leash and monitoring him/her at all times. We also provide doggy clean up bags on both sides of the playground for your convenience to keep the playground clean for students to play.

## **DRESS CODE**

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

### Dress code Guidelines:

- Shoes must be worn at all times.
- Underwear will be covered.
- Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
- Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.
- Hats may be worn in or outside; however, the teacher may adjust this policy for their specific room.

## **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 Alanna Vaneps at 542-4035.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered, subject to the student's eligibility as set out by Missoula County Public Schools. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity. Parental permission must be obtained for the student to participate in the extracurricular activity.

## **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 & Clark Elementary reserves the right to prohibit students from attending field trips because of disruptive or unsafe behavior. Parent permission slips will be signed in advance. Students will travel by school vehicles.

## **GUARDIAN INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's guardian, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every guardian is urged to:

- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A guardian with questions is encouraged to contact the school principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions.
- Monitor the child's academic progress and contact teachers as needed. guardians have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406) 542-4025 for an appointment. A teacher will usually arrange to return the call or meet with the guardian during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.

## **LOST & FOUND**

Please label your child's lunch box, coat, boots, mittens, etc. with their full name to ensure a child's lost items can be returned. If you notice that an item of your child's is missing, we encourage you to check the lost and found box across the hall from the Family Resource Center as soon as you realize it is missing. We donate a dozen or so unclaimed large bags of clothing to charitable organizations. Please check lost and found frequently!

## **MEALS**

Breakfast is offered FREE to all students each morning through a grant program called Breakfast in the Classroom. Your child can participate every day, or as you would like.

Lunch is offered daily with a choice of a hot dish, peanut butter & jelly, or a ham/turkey sandwich. Students are more than welcome to bring lunch from home as well.

Parents are welcome to join their child for lunch in the cafeteria. 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.

- Breakfast      FREE
- Lunch            \$3.00
- Milk              \$0.60

### **OPEN HOUSE/ICE CREAM SOCIAL**

Open House and orientation are a great time to connect with our school community. Open House for Lewis & Clark is scheduled for September 14, 2023 (more details will be shared in the fall).

### **PARENT TEACHER ASSOCIATION (PTA)**

The Lewis & 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 will be published by the PTA and in fall newsletters). 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!

### **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 8:00 a.m. or after the last bus picks up at 3:25 p.m.*

Children should arrive at school as near to **8:15 a.m.** as possible. Our morning bell will ring at 8:13 am, and the Tardy Bell rings at 8:15 am. Students are to line up at their respective doors when the morning bell rings. If students are late, please escort your child to the school office to safely check them in. All doors are locked during the day except the front office.

Children wanting to play after school, need to check in at home/care provider and return back to campus **after** 4:00 p.m.

### **PROTECTION OF STUDENT RIGHTS**

#### **Parent Rights**

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

#### **Surveys**

Guardians have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

#### **Instructional Materials**

Guardians have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Materials can be accessed at the MCPS District Curriculum and Assessment office.

## **RECESS**

It is not recommended for students to bring equipment from home to use during recess. Often items are lost or damaged, resulting in upset students. However, if your child brings an item from home it will 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.

All students are expected to go outside for recess. 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 doctor's note outlining the support your child needs.

## **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see [Policy 2460](#).

## **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:

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

## **TOYS, GAMES, VALUABLES AT SCHOOL**

Students are not permitted to bring toys, electronic games, excessive cash or valuables to school, unless approved by the principal or for a special event in the classroom approved by the teacher. Toys and games can present a safety hazard as well as a distraction from learning. When toys, games, money get broken or lost/taken, or valuables are damaged the school will not be held liable.

## **USE OF SCHOOL FACILITIES**

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

## **VIDEOTAPING OF STUDENTS**

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is available.

## **VOICEMAIL**

All staff members have voicemail, which can be accessed by calling the main school number: 542-4035 and being transferred, or by calling (406) 728-2400 and entering the staff member's extension. Voicemail box numbers are available on the Lewis & Clark website Staff Directory and at the beginning of the handbook. Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

## **VOLUNTEERING**

There will be many volunteer opportunities at Lewis & Clark and we are excited to have you in the building. Parents, senior citizens, students, and community members are encouraged to volunteer in the school. Please call the office to get set up to volunteer. More information can be found at [Volunteering in MCPS](#).

## **WEAPON-FREE SCHOOLS**

MCPS prohibits the presence, possession or use of weapons on school property or at any school-sponsored event unless authorized in writing by the District Superintendent.

Any student who is found to bring, possess, or have a weapon on school property or at school-sponsored events shall be suspended. Weapons include but are not limited to guns, knives, pepper spray, explosives, clubs, or any object that may be used as a weapon. Upon investigation, the student may be recommended for expulsion for a period of not less than one year unless modified by the Board of Trustees, upon recommendation from the District Superintendent.

## BEHAVIOR STRUCTURE & SYSTEMS

***As a Staff, we want you to be a partner in helping us make our school a more positive place for our children to learn. We pride ourselves in a collaborative and inclusive approach to supporting students and fostering relationships. The past couple of years we have experienced an increase in behavior, like most schools across the nation, due to some of the challenges of the pandemic. This summer a team of teachers and support staff gathered to refine our procedures and develop new strategies and approaches to support students and strengthen their peer and social skills. Our approach has been, and will continue, to be positive and proactive. We look forward to partnering with you to develop and grow a strong school community where all students thrive.***

### BEHAVIOR GUIDELINES

Guidelines have been developed to encourage a positive learning environment and an atmosphere free of physical and emotional harm. In all student interactions, teachers will model respect for the dignity of others. Students will receive periodic guidance and consistent reminders and support as they develop skills.

It is the student's responsibility to know and practice the following expected behaviors:

- 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 will be safe at school and show kindness to myself and others

Staff will provide guidance and instruction, while implementing policies and rules in and outside the classroom. Generally, teachers handle transgressions themselves; however, the principal may become involved with serious or repeated infractions. Every staff member has the authority and responsibility to supervise and support students.

### WHAT IS MTSS

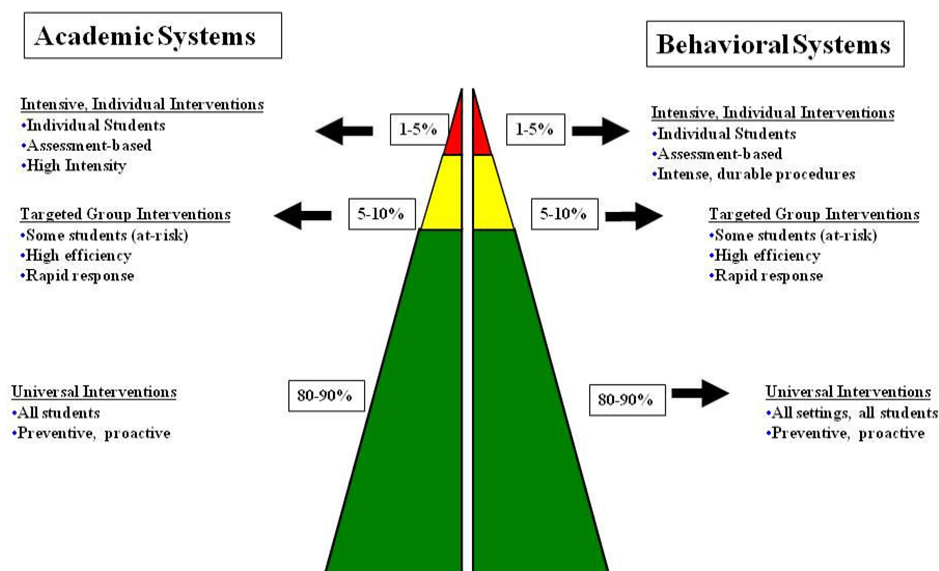
A Multi-Tiered System of Supports is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. This is a positive plan for academic and behavior practices which include data-based programs and decisions that enhance students' education.

### MTSS BRAIDING ACADEMIC & BEHAVIOR SUPPORT

Core features of braiding academic and behavior support include:

- Effective and delivery of instruction in both academic and behavior lessons.
- Address social, emotional, and behavioral content within academic lessons.
- Differentiated instruction and support matched to student needs, with consideration of the potential interaction of academic, social, emotional, and behavioral needs.

# Designing School-Wide Systems for Student Success



## MTSS ESSENTIAL COMPONENTS

- Evidence-based Curriculum and Instruction
- Ongoing Assessment
- Collaborative Teaming
- Data-based Decision Making
- Fidelity of Implementation
- Ongoing Training and Professional Development
- Community and Family Involvement
- Strong Leadership
- Emphasis on Relationships

## MTSS PRINCIPLES

- Teach all children effectively
- Intervene early
- Tiered approach of support
- Problem-solving team

## MTSS PROCESS MODEL

- School-wide Screening: Screening all children in a school helps identify students who may need extra help.
- Progress Monitoring: Monitoring the child's progress and examining what changes, if any, need to be made in the method of instruction.
- Tiered Instruction: Tiered models of support are used to efficiently differentiate instruction for all students.
- High Quality, Researched-Based Instruction and Interventions: This ensures that the materials and instruction methods are proven to be effective.
- Collaboration Among School Staff Members: Input from various perspectives and backgrounds to provide a well-rounded approach to assisting a struggling student.
- Fidelity of Implementation: Instruction and materials are being used appropriately to ensure the highest level of efficiency.

Through school wide expectations and classroom expectations for both academics and behavior, your student will be set up for success.

You will find more information on MTSS at: <https://www.pbis.org/school/mtss>

## **BEHAVIOR CODE & EXPECTATIONS**

### **EXPECTATIONS**

**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 8:15 a.m. Students are not to enter the building prior to 8:15 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 by a parent or guardian.

**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 student misbehavior. The individual teachers will establish classroom rules. Generalized classroom rules include:

- Arrive on time and prepared for class.
- Follow directions the first time they are given.
- Complete assignments.
- Contribute creatively, productively and responsibly.
- Respect your own and others' property and life spaces.

**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.

**DISRUPTION OF SCHOOL** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district when under the authority of school personnel. Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Students must respect the rights and feelings of others.

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.

**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. 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.

Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

This includes cyberbullying, which 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.

### **LUNCHROOM BEHAVIOR**

- Treat everyone with respect and follow lunchroom expectations.
- Enter the lunchroom in an orderly manner.
- Speak quietly at all times.
- Pick up all trash and put it in the proper container.
- Ask permission to leave your seat or to leave the cafeteria.
- Do not throw anything.
- Do not take food or drink outside of the cafeteria for any reason, except with staff permission.
- Keep hands, feet and other objects to themselves.

**PLAYGROUND BEHAVIOR** The primary concern governing the establishment of playground rules is to insure the safety of the students.

- Show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
- Follow the accepted games/activities rules.
- Use playground equipment appropriately & the manner which is intended.
- Walk when entering or leaving the building.
- All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, electronic games, or toys are not allowed. Playground equipment from home is not recommended due to theft or damage (any damage or loss is not the responsibility of the school).
- The throwing of stones, snowballs, dirt, etc. is not permitted.
- There is to be no fighting or rough games that include tackling, pushing, shoving, karate kicks or crack-the-whip.
- Swings and slides are used in a safe manner. No standing up, lying down or doubling up.
- Use the restroom and drinking fountain prior to exiting the building for lunch recess and do not reenter without permission.
- Do not retrieve balls or other items that go outside the playground. Find an adult to help.
- Jumping from the playground equipment is not permitted.
- Bicycles, scooters, skateboards, rollerblades, etc. are not to be ridden on school grounds. Walk to the bike rack, properly store and lock up. 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.

**TECHNOLOGY MISUSE/ABUSE** Computers/technology is provided for student use for teacher-assigned work. Students will sign a Technology Usage Agreement annually.

**THEFT** Students shall respect the personal ownership rights of others. Students shall not take items of others. Theft of items may be reported to local authorities or school resource officers.

**WEAPONS** 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.

## DEFINITIONS OF BEHAVIORS

(some examples, but not exhausted)

| <u>Minor Behaviors</u>                                                                                                                                                                                       | <u>Examples</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bullying-</b> Is hurting others on purpose by words/or actions.                                                                                                                                           | False reporting, passing notes, name calling, teasing about possessions, dirty looks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Defiance/Disrespect</b> - 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                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Disruption-</b> Inappropriate interruptions.                                                                                                                                                              | Yelling in class, continuous talking after warning, continuous tapping of pencil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Inappropriate verbal language</b> - Inappropriate language <u>not directed</u> at others.                                                                                                                 | This is stupid, this homework sucks, swearing, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Physical contact</b> - Non-serious, but inappropriate physical contact.                                                                                                                                   | Shoving with hands on another person's torso out of frustration or competitiveness, kissing, hugging, tripping, pushing even in play.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Vandalism/Property misuse</b> - Use of school property that could be unsafe and/or inappropriate.                                                                                                         | Throwing a ball purposely on roof, going up the slide, tag on/around equipment, damage school property due to a poor choice, accident/unintentional act.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Other-</b> Any other minor problem behaviors that do not fall within the above categories.                                                                                                                | Sliding on ice, jumping into water under swings, throwing snowballs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <u>Major Behaviors</u>                                                                                                                                                                                       | <u>Examples</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Abusive/Threatening language-</b> Inappropriate messages directed towards others                                                                                                                          | Comments about race, religion, gender, age, disability. Verbal or gestural messages that include threats, intimidation, pictures or written notes.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Bullying-</b> Is hurting others on purpose by words/or actions                                                                                                                                            | Intimidating through continued gossiping, teasing, encouraging group exclusion, sexual harassment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Overt Defiance</b> - Continual refusal to follow requests or directions.                                                                                                                                  | Talking back, arguing, socially rude interactions, ignoring authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Physical aggression/Fighting-</b> Inappropriate serious physical contact that may result in injury.                                                                                                       | With an intent to hurt another: hitting, punching, scratching, kicking, spitting. Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.                                                                                                                                                                          |
| <b>Severe Disruption-</b> Behavior causing a major inappropriate interruption.                                                                                                                               | Loud talking, yelling, screaming; noise with materials, horseplay, sustained out of seat behavior.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Vandalism/Property Damage</b> - Substantial destruction or disfigurement of property.                                                                                                                     | Deliberately destroying school property or property of another.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Weapons/Tobacco/Alcohol/Drugs-</b> 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. Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping). |

## CONSEQUENCES

Most behavior infractions are handled in the classroom by the teacher. When repeated behaviors continue over time or a major behavior situation occurs, the principal will handle incidents. Major incident behavior consequences may include loss of a privilege, restorative practice, and in some cases in or out of school suspension.

### **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**

Lewis & Clark 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 creates an intimidating, hostile or offensive learning environment.
- Examples of racial and sexual discrimination/intimidation/harassment include, but are not limited to:
  - Racial or sexual slurs and/or jokes
  - Verbal abuse of a racist or sexual nature
  - Demeaning characterizations of racial or ethnic groups
  - Graphic, verbal commentary about an individual's body or color, sexual prowess or deficiencies
  - 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 the principal. A student or staff member who observes harassment of a student similarly should report the conduct to the principal. 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.

## HEALTH SERVICES AND INFORMATION

First aid for injuries and illness response is provided by school staff and if present and available, 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 then health services tab. <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.

### 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.

### CONCUSSIONS

A strong impact, force or blow that causes the brain to move back and forth within the skull may produce a concussion. These incidents can occur from athletic activity in school or out of school, car or biking accidents or other types of falls or collisions. The District encourages use of a graduated "Return to Learn" protocol based on symptoms for concussed students and requires a "return to play" protocol for student athletes. All student athletes must have an annual STUDENT-ATHLETE AND PARENT/LEGAL GUARDIAN CONCUSSION STATEMENT. For additional

information, see the district website at [www.mcpsmt.org](http://www.mcpsmt.org) > student services > health services > Concussion.

### **EPINEPHRINE AUTO-INJECTOR IN SCHOOLS**

Each school may maintain a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis (life-threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and district medication policy 3416. 911 will be summoned and parent/guardian will be notified immediately following 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 plans.

### **HEAD LICE**

Head lice are pests that occur in all communities throughout the year. Lice are transmitted by head to head contact with an infested person. Head to head contact can occur in school but is not typical. Schools tend to be the place that identifies infestations then educates about head lice. For further information see the district website at [www.mcpsmt.org](http://www.mcpsmt.org) > student services > health services > head lice.

### **HEALTH SCREENINGS**

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

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

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

- A child should not be sent to school hoping that he or she will feel better after arriving at school.
- A child should be kept home following a nighttime bout of nausea, vomiting, or diarrhea and watch for further symptoms.
- A child should have a normal temperature for 24 hours before returning to school
- Do not send your child if he or she is taking prescription pain medicine or fever reducing medicine.

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

### **IMMUNIZATIONS**

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

## **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 an 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> .

### **PRESCRIPTION**

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 MEDICATION**

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.

## **NURSE**

A school health nurse is employed by Missoula County Public Schools and is on call for emergencies and consultation with school personnel. **Sara Manning** is the Lewis & Clark nurse who 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. 1061.

## TRANSPORTATION AND SAFETY

### **BIKES/SCOOTERS/SKATEBOARDS/ROLLER BLADES**

Bikes, scooters, skateboards, and roller blades are to be parked in the school bike racks upon arrival to school (portable items can be placed inside the building per teacher direction). Between 8-4:00, transportation equipment is not allowed on the playground and cannot be ridden during the school day. All students are encouraged to wear helmets. If your child needs a bike helmet, please contact our FRC @ ext. 4355.

#### **A good and safe transportation rider will...**

- Ride bike on the right side of the road
- Obey all traffic lights and signals
- Use hand signals to stop and turn
- Get off and walk across busy streets and in school crosswalks
- Leave bike at home when streets are icy or snow covered
- Walk bike on the school grounds and park it immediately.

### **BUS CONDUCT**

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

- Classroom conduct is the accepted behavior -- Be Safe, Respectful, Be Responsible.
  - 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 prohibited.
- Students who do not follow the rules may be suspended from the bus.

#### **SEATBELT EXPECTATIONS**

Most buses now have seatbelts:

- 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.

### **BUS PASSES – bring a friend home or going home with a friend?**

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

### **BUS TRANSPORTATION**

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

Bringing cell phones to school is strongly discouraged. If it is essential that a child bring a cell phone to school, the phone must be turned off and stored in a backpack for the school day. Any student who is using the cell phone during the school day without school permission will have the phone confiscated and it will be the responsibility of the parent to come to the office

to retrieve the phone. These rules apply on the bus as well. Your child should keep the phone in a backpack until he/she is off the bus.

### **SAFETY/SECURITY**

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

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

### **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 909 South Avenue, Missoula, Montana. The Lewis and Clark building officer is Alanna Vaneps, Principal.

# STUDENT SERVICES AND ADDITIONAL PROGRAMS

## BILINGUAL EDUCATION

Students from other countries who attend MCPS are provided support 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.

## EMPOWER PACKS

The **Missoula Food Bank** coordinates distribution of healthy, nutritious food to children free of charge through Missoula County Public Schools. Food is delivered on Fridays throughout the school year. Parents/guardians can simply call to add their student(s). Please call the Family Resource Center at 406.728.2400 ext. 4355 with questions or to sign up.

## FAMILY ENGAGEMENT

Please join us on September 8<sup>th</sup> for our annual Ice Cream Social and Open House event. Throughout the year we will have other family engagement events as well as the PTA sponsoring fundraisers and other activities for students and families to be engaged at school. Watch our weekly newsletter or check the school website to stay up to date on these fun events.

## FAMILY IN TRANSITION (FIT) PROGRAM

The McKinney-Vento Homeless Assistance Act affords eligible students the right 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 support with 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, Family Promise, Missoula Youth Homes, etc.
- Living in a motel/hotel, trailer park, or campground due to lack of adequate housing
- 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 for those in grades K-8. For more information or assistance with determining eligibility, contact the MCPS FIT Liaison:

MCPS FIT Liaison

909 South Avenue  
Missoula, MT 59801  
406-728-2400 ext. 1080

### **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
- 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**

Tracey Cravy or Lisa Hayhurst at (406) 728-2400 ext. 4355 [frclewis@mcpsmt.org](mailto:frclewis@mcpsmt.org)

### **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. An individual education plan is designed to support learning needs. For further information contact Shirley Lindburg at 728-2400, ext. 1057.

### **NATIVE AMERICAN EDUCATION**

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

### **SPECIAL EDUCATION SERVICES**

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

Most students with special learning needs receive supportive services at their neighborhood school. In some cases, special programs are at other schools to give focused service to students.

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 Alanna Vaneps at (406)728-2400 ext. 4350.

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