

# **MEADOW HILL MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024**

## **MEADOW HILL MIDDLE SCHOOL VISION:**

**Mustang Nation is a community of students, educators and families committed to inspiring and preparing student leaders for their future.**

**Meadow Hill Middle School  
4210 South Reserve Street  
Missoula, MT 59803  
(406) 542-4045  
Fax (406) 721-4418  
[www.mcpsmt.org](http://www.mcpsmt.org)**

**Principal: Susan Bageant  
[sbageant@mcpsmt.org](mailto:sbageant@mcpsmt.org)**

**Assistant Principal: John Stromberg  
[jstromberg@mcpsmt.org](mailto:jstromberg@mcpsmt.org)**

**Attendance Hot Line:  
728-2400, ext. 2010**

**Bell Schedule: First Bell 7:45 a.m. / Tardy Bell 7:50 a.m. /  
Dismissal Bell 2:45 p.m. (Thursday: 2:00 p.m.)**

**STUDENT NAME**

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## **SUPERINTENDENT'S MESSAGE**

*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*

## **BOARD OF TRUSTEES 2023-24**

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

## **NOTICE OF NON-DISCRIMINATION**

Meadow Hill Middle School does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Susan Bageant, Principal  
4210 South Reserve Street  
Missoula, MT 59803  
406-542-4045

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

## **VISITORS**

Parents/Guardians/Visitors must have a pre-arranged appointment with a staff member to enter the building during school hours. Please check in at the main front office. If you are looking to volunteer please visit the district webpage to submit an application to volunteer within MCPS schools.

Parents/guardians are permitted to visit their students during school hours in the office lobby. Please check in at the front office and we will call your student down to the office.

## **WIN**

Students will have WIN each day. During WIN, students will work on various academic areas which support the building Continuous School Improvement goals.

## **CLOSED CAMPUS**

Meadow Hill Middle School has a closed campus. Leaving the school grounds at any time during the day without permission is not permitted.

- If a student will be leaving with someone other than a parent/guardian, the parent must provide written permission stating the third party's full name and the time of the pick-up.
- If a parent/guardian wishes to have a student sign him/herself out and go home for lunch and/or to a specific appointment, a written permission from said parent/guardian must be presented at the office at the time of departure.
- Students are also required to sign in at the office if they are arriving late to school or if they are returning from an appointment.

## **HEALTH SERVICES:**

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.**

## **ALLERGIES:**

The District has procedures for the management of life threatening allergies of students. Information about these procedures may be found on the District's website under the student services then health services tab.

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

- **Mouth:** Itchy, swelling of tongue and/or lips
- **Throat:** Itchy, tightness/closure, hoarseness, trouble breathing/swallowing

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

On occasion, other students and parents may be asked to limit bringing in certain items due to another student's life threatening allergy. Your cooperation with these needed restrictions is greatly appreciated and important to keep all children safe.

### **EPINEPHRINE AUTO-INJECTORS IN SCHOOLS:**

Each district school maintains 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 Board Policy 3416. Emergency Medical Services (911/EMS) will be called immediately. The parent will be notified following all administration of epinephrine and EMS notification. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

### **MEDICATION:**

Most student medication can be taken at home either before or after school. Only those medications that your child must have while at school are permitted. "Medications" include prescription, over the counter and homeopathic or alternative medications such as vitamins. For the safety of all students, students are not allowed to carry any medication unless permitted by law (allergy and asthma medications) or by 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 then health services tab.

Medications during "lock downs", "perimeter lock-ins" or school evacuations: There are many reasons any of these events may occur during the school day including planned drills, "false alarms", fires, earthquakes, storms and real or the threat of a dangerous individual in the area. Schools are dynamic places. At the start of an event, your child may be in their classroom, on the playground, in a hall or bathroom or other area such as the lunchroom or cafeteria. When safe to do so during an evacuation, staff will retrieve emergency medications kept in the office. The safety of all students is always the priority. The reality is that the only way your child will always have ready access to their emergency medication, no matter the type of event, is to wear it on themselves at all times. You may choose to instruct your child to keep their emergency medication on them at all times and we will note that. If you choose to do this, it would be best to have your child do this at all times, in and outside of school, so that it becomes a lifelong habit.

### **COMMUNICABLE DISEASE AND ILLNESS:**

If your child feels too ill to participate in school or needs more care than is reasonable in the classroom, the child should stay home until he/she feel better. A complete list of symptoms or illness when students must stay home can be found on the District website under the student services then the health services tab. 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 outbreaks of contagious illnesses.

### **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.

### **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.

### **HEALTH SCREENINGS:**

Hearing screening is done for preschool, kindergarten, 1<sup>st</sup> and 10<sup>th</sup> grade students. Additional students may be screened when referred for concerns. Vision screening is done for Pre-school 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.

### **IMMUNIZATIONS:**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. 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.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her guardians. The District's Attendance Officer may request a meeting with the truant student's guardian or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's guardian, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy [3120](#) & [3122](#).

### **Attendance Procedures:**

1. Please call the attendance hotline (728-2400, ext. 2010) 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. Subsequent absences from later class periods that are not excused will also generate an automated message.
2. All entrances to Meadow Hill Middle school are locked after the 1<sup>st</sup> period bell (7:50 AM). Students who arrive after 7:50 AM will need to come in through the main entrance.
3. Prompt arrival at school is valued at MHMS. Students who arrive after 7:50 am will be considered tardy.
4. Students may leave during the school day for appointments with parental permission. This can be in the form of a written note or a call to the front office (406-542-4045). Students must check out at the front office for appointments and check back in at the front office upon returning to school. They are not allowed to use any other doors to leave campus.
5. For extended absences, please contact your student's teachers 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 are responsible for requesting and completing all missed work upon their return.
6. Part-time enrollment of a nonpublic or home school student will be recognized at the request of a parent/guardian as long as the student is of school age and is a resident of the district. Tardiness and absence policies are modified for students enrolled part-time.

### **Types of Absences**

- **Excused Absences:** These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences: a) Family authorized excused absences: b) Personal illness c) Family emergency or death in the family d) Medical or dental treatment e) Other activities as approved by the school f)

School authorized excused absences g) Approved field trips h) Interscholastic competitions and events i) parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices j) Other activities as approved by the school.

- **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: a) Leaving school premises without authorization b) Failing to attend class (while remaining on the premises) without advanced permission c) Other absences not authorized by the school or parent/guardian.

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

1. 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.
2. If your student has forgotten their lunch and/or an item necessary for their school day, please drop the item off at the table in the front office lobby. We will contact your student to let them know they have an item to retrieve.
3. Food and drinks delivered outside of breakfast and lunch times are distracting to the learning environment. Any food or drinks dropped off for students will remain at the office until scheduled lunch or end of the day. DoorDash or similar food delivery systems are not allowed at school.
4. 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. Failure to comply with this policy will result in an office discipline referral and electronic confiscation (see cell phone policy). 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.

### **COMPUTER AND INTERNET ACCESS**

MCPS Board Policy 3612 provides computer systems and Internet access for staff and students as an educational tool. Students will be instructed on safe and appropriate usage and will be supervised by MCPS staff while using computer resources. In addition, all use is electronically monitored and Internet access is limited by use of age appropriate filters. The use of these resources is a privilege and access may be revoked due to inappropriate use or abuse. Non-educational use, attempts to circumvent network protocols, knowingly attempting to harm others or to destroy their work is considered inappropriate and abusive, and will be subject to District disciplinary or legal action as appropriate. A full description of usage policies and regulations can be found at the MCPS website at [www.mcpsmt.org](http://www.mcpsmt.org). Please go to the "Board Policies" link under the "School Board" header at the top of the webpage. A current Acceptable Use Policy (permission form) for each student must be signed by the student and parent/guardian of minors and will be kept on file at the school. A copy of this form is also available online.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences may be requested at any time during the school year by contacting your student's WIN teacher or counselor. Parents will be contacted by the student's WIN teacher to schedule specific conference times during the scheduled days with the homeroom teacher. District wide conferences for the middle schools have been scheduled for the 2023-2024 academic year.

## **FALL CONFERENCE**

Wednesday, November 8, 2023

Thursday, November 9, 2023

## **MIDTERM AND QUARTER REPORTS**

At the middle of each quarter, teachers will assign midterm grades. This may include comments about daily work, tests and work ethic. Midterm reports will be available on-line. A report card for Quarter 1 will be given to parents/guardians at the Fall Conference. Quarter 2 & 3 report cards will be sent home with students. Quarter 4 report cards will be mailed home. (Note: If a parent/guardian does not have internet access, please contact the office at the beginning of the academic year.) If parents have questions concerning the grades or comments, they may contact the teacher by phone or set up an appointment.

**1<sup>st</sup> Quarter Midterm** September 29, 2023

**End of 1<sup>st</sup> Quarter** November 3, 2023

**2<sup>nd</sup> Quarter Midterm** December 8, 2023

**End of 2<sup>nd</sup> Quarter** January 19, 2024

**3<sup>rd</sup> Quarter Midterm** February 9, 2024

**End of 3<sup>rd</sup> Quarter** March 15, 2024

**4<sup>th</sup> Quarter Midterm** May 3, 2024

**End of 4<sup>th</sup> Quarter** June 7, 2024

## **HONOR ROLL**

A student must have a grade point average (G.P.A.) of at least 3.0 for Honor Roll and 4.0 for High Honor Roll.

## **BREAKFAST/HOT LUNCH**

Breakfast will be free for all students for the 2023-2024 School Year.

Students will need to pay for lunch for the 2023-2024 School Year. The cost is \$3.25 per meal.

Breakfast will be held in the classroom. Students can grab it as they enter the building and eat in class.

Meadow Hill Middle School also offers a hot lunch program with several different entrees to choose from and various a' la carte items. A student's money is deposited into his/her computerized account and may be used to purchase a regular hot lunch and/or a' la carte items. The hot lunch consists of a main entrée, milk and dessert. Notices are printed weekly and given to those students whose accounts are overdrawn. There is a "no charging" policy. It is suggested that at least one week of lunch is paid for at any one time. Checks should be written to the *MCPS Meal Program*.

A student may choose to use cash to make a selection from the a' la carte line. **Students are asked not to bring anything larger than a \$5.00 bill.**



- A monthly lunch calendar is available from homeroom teachers, on-line or at the office upon request.
- Students may bring a sack lunch.
- Food delivery services (Uber Eats, Doordash, etc.) are not permitted. We cannot screen the delivery staff entering our school.
- Each grade level is scheduled separately for time in the lunchroom and on the fields.

Meal benefits are available to families that qualify. The Meal Benefits Application is available at the office. A family must fill out a new application at the beginning of each school year.

### **PARENT VEHICLES AND BUS ZONES**

Pick up and drop off is located on Reserve Street.

Meadow Hill Middle School has two bus loading zones.

- The primary bus zone is located south of the school. Please avoid this area.
- There is a second bus zone located on Reserve Street at the main entrance.

Student safety is our highest priority.

### **BICYCLE SAFETY/SKATEBOARDS**

Bicycles and skateboards may be used for transportation to and from school.

- Students should use the crosswalks when crossing streets.
- Students should walk their bicycles and skateboards when crossing streets to/from the school grounds.
- A bicycle rack is provided for students to use. It is located on the east side of the gym.
- Students are strongly encouraged to use a bike lock to prevent theft during the school day.
- Students are encouraged to use helmets. Remember, a helmet can save your life!
- **Skateboards, roller blades, shoes with wheels, and scooters are not allowed to be ridden on school property before, during or after school.**
- **Skateboards, roller blades, and scooters are not allowed on the Beach buses.**

### **BUS TRANSPORTATION**

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

- Classroom conduct is the accepted behavior (Be Respectful, Responsible, Safe and Kind).
- This looks like: following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.
- Obscenities and profanity will not be tolerated on the school bus.
- Bullying/harassment (teasing, shouting, pushing, intimidation or fighting) is not acceptable.
- Students who do not follow the rules may be suspended from the bus.
- Students are only allowed to ride their assigned bus. Students must have a parent-signed Permission-to-Ride slip BEFORE the day of requested ride. Permission-to-Ride slips are at the front office.

### **Seatbelt Expectations**

If seatbelts are available on your bus:

- All students are required to wear seatbelts as designed.
- Students are expected to buckle themselves in once they have taken their seat. If a student needs assistance, students may ask the bus driver for help.
- Students refusing to use seatbelts as designed will be subject to a Bus Conduct Report and/or a phone call from the principal.
- Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

All Washington bus routes are posted on the Beach Transportation website. ([www.beachtrans.com](http://www.beachtrans.com))

### **LOCKERS**

**Students will not use lockers to begin the school year. Students will carry belongings in a backpack. Locker use will be optional and they will be given as the year progresses.**

Students are expected to use their lockers appropriately. Students should not share locker combinations in order to keep personal items safe. **Students will only be allowed to access lockers at the beginning of the day, before & after lunch, and at the end of the day.**

### **WEBSITE**

To view our website, go to [www.mcpsmt.org](http://www.mcpsmt.org), find schools, scroll down to Meadow Hill Middle School and select it. Our website includes a calendar of events, team/teacher news, athletic information, Parent Information System and Student Information System. Copies of MCPS policies may also be found on the website, including the Uniform Grievance Procedure and other applicable grievance procedures. Parents/guardians may obtain a written copy of the Uniform Grievance Procedure by contacting the MCPS Superintendent's Office.[MM1]

### **P.T.O.**

The goal of the *Meadow Hill Middle School Parent/Teacher Organization* is to bring into closer relation the home and the school so that parents and teachers, school administrators and the community may cooperate mutually in the education of children.

To provide those resources to the school that are not provided or not provided sufficiently for in the school budget and are deemed necessary or desirable by the staff and the PTO for the support and education of the children at the school.

### **EXTRA-CURRICULAR ACTIVITIES**

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.

## **ATHLETICS**

Students may also elect to participate in sport activities. Athletics are supervised by the assistant principal. The calendar of dates for the various sport activities is available in the fall.

- Wrestling and track are open to all students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.
  - Soccer and Cross Country are open to all students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.
  - Boys' basketball, girls' basketball and volleyball are open to 7<sup>th</sup> grade and 8<sup>th</sup> grade students.
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- Soccer: 9/5-10/14
  - Cross Country: 9/5-10/14
  - Volleyball: 9/5-10/14
  - Girls Basketball: 01/17-3/8
  - Boys Basketball: 10/17-12/15
  - Wrestling: 2/13-4/5
  - Track: 4/1-5/21

Students electing to participate in interscholastic sport activities are required to pay a participation fee for each activity and a parent/guardian must also sign a sport waiver and concussion protocol prior to the student participating in each sport activity. The participation fee is \$25.00 per sport, with a maximum of \$75.00 per individual and \$125.00 per family. There is no charge for intramural sports. (Note: A parent should contact the assistant principal if there is a financial hardship. Scholarships are available.)

### **Academic eligibility requirements for participating in athletic activities are as follows:**

No student athlete may have an "F" in any subject during an athletic season. Grade checks will occur to determine eligibility. A student, whose grade point average is below 2.0 and/or has an "F" in any subject, will be ineligible for the following 5 school days. Weekly grade checks will occur on Friday. If the student has raised their failing grades, the athlete will regain eligibility for the following week.

1. During the 5 days of ineligibility, the student/athlete may practice.
2. Extenuating circumstances for students will be taken into account.

A student athlete who is in a prescribed special education class or 504 program and is not meeting academic eligibility will have his/her grades reviewed to ensure all accommodations are being implemented. This review will be comprised of an administrator, parent, special education teacher and the teacher from the class the student is failing.

## **STUDENT IN GOOD STANDING**

- Academics: **Students in Good Standing earn passing grades (D or higher) in all classes.** The eligibility of students earning a failing grade in one or more subjects will be reviewed.
- Attendance: **Students in Good Standing have prompt, regular attendance.** The eligibility of students who have missed five or more days of school in one quarter or have been tardy five times or more in one quarter will be reviewed. Any student who qualifies as a student with "Chronic Absenteeism" (missing 10 percent or more of their total days enrolled in school) as per the 'ESSA Chronic Absenteeism Calculation' from the

state Office of Public Instruction will be reviewed by the administration of Meadow Hill Middle School.

### **BEHAVIOR**

The eligibility of students who have received one or more major ODRs (Office Discipline Referral) in a quarter will be reviewed. Four minor ODRs equal one major ODR.

Students who receive an out of school suspension for any infraction will be ineligible for the activity that quarter.

Students who receive an ODR that results in a citation from law enforcement or receives a major Office Discipline Referral for possession of an illegal substance or weapon will be automatically ineligible to attend any major field trip or any end of year trip/activity.

### **FAMILIES IN TRANSITION (FIT) PROGRAM**

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services (regardless if in a Title I school), all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

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

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

- Living in an emergency shelter, domestic violence shelter, or transitional housing. Examples in Missoula might include: Carole Graham, Mountain Home Montana, YWCA Gateway Program, YWCA Pathways Shelter, Family Promise, Missoula Youth Homes, etc.;
- Living in a motel, hotel, trailer park, or campground due to economic hardship;
- Abandoned in a hospital;
- Awaiting foster care placement;
- 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; is an unaccompanied youth living in a situation that meets one of the definitions listed above or due to extreme conflict, unsafe or unsupportive living conditions.

### **How does the McKinney-Vento program work at MCPS?**

Missoula County Public Schools employs a Families-in-Transition (FIT) liaison to advocate for families and to assist them in coordinating academic support for their students. The FIT liaison works closely with Family Resource Center or FIT coordinators at each building in the district to assure eligible families receive needed support. The FIT liaison assists families with immediate school enrollment for eligible students (regardless if missing immunization or academic records),

arranges for busing or transportation assistance, and refers students for Title I services for those in grades K-8.

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

Colleen Lehman  
MCPS FIT Liaison  
215 South Sixth Street West  
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; and
- Crisis/personal support.

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

### **Contact Information for FRC/FIT Coordinator:**

Laura Reardon –Meadow Hill Middle School – 542-4045

### **CURRICULUM**

#### **Exploratory and Music class changes:**

Any student wanting to switch music classes or year-long Spanish must have teacher and parent signatures. These classes can only be changed at the start of the year and end of the semester. Students will have the first five school days at the beginning of the year to switch music or year long Spanish.

Students will only be allowed to change music class at the semester (Only 5 days before the second semester starts). No switches will be allowed after the semester has started.

### **HUMAN SEXUALITY INSTRUCTION ABSENCE**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

## **MEADOW HILL MIDDLE SCHOOL BEHAVIOR PLAN**

### **Possible Interventions**

- Student conference with the teacher, team or administrator
- Phone call to parent/guardian
- Detentions (at lunchtime or after school)
- Community service
- Parent/Team conference
- Positive behavior contracts
- Parent/Teacher/Team conference
- Counseling
- In-school suspension
- Out-of-school suspension
- Classroom adaptations/accommodations
- Police action
- Due process/expulsion

### **Important Terminology and Definitions**

#### **MHMS Classroom (Minor) and Office (Major) Definitions 4 minors = 1 major (per quarter)**

This list is not intended to be either inclusive or conclusive. Administrators reserve the right to adjust progressive consequences at their discretion pending determination of special circumstances.

<b>Minor Infraction</b>	<b>Definition</b>	<b>Possible Consequences: Consequences will increase with multiple offenses.</b>
Defiance/Non Compliance	Refusal to comply with directions. For example, talking back or refusing to sit when requested. Use of school areas for non-intended purposes (bathrooms, hallways, closets, common-areas)	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Disrespect	Verbal or non-verbal displays of rudeness or discourtesy. For example, inappropriate gestures, mocking, heavy sighing, rolling eyes.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Disruption	Making distracting sounds or having distracting behavior.	Parent notification, Conference with student, after school or lunch detention, loss of privilege,

		restitution/community service or removal from class (BIR for remainder of period)
Dress Code Violation	Wearing clothing that is not within the guidelines as defined by the school/district. Clothing with derogatory slogans or logos, hats, etc.	Parent notification, Conference with student, after school or lunch detention, provided alternative clothing, loss of privilege, restitution/community service or removal from class (BIR for remainder of period),
Inappropriate Language	Minor profanity and/or offensive language not directed at others. Saying “this is stupid,” “this sucks,” swearing, etc.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Inappropriate Display of Affection	Non-threatening, but physical contact- kissing, hugging or other forms of displays of affection not suited for the school environment.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Physical Contact/ Aggression	Shoving, pushing, tripping, throwing objects, roughhousing (even in play), or out of competitiveness. Exception: 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.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Selling for Profit	Students are not allowed to sell items or collect money from other students for profit under any circumstance. Board Policy #3530	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution. May result in major infraction for repetitive actions.
Tardy	Student has had 4 or more tardies in a quarter.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, camera, earbuds and/or computer at school. Students are not allowed to video or take pictures of students or staff without consent.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), loss of technology use.
Cell Phone/Smart Watch/Headphones and airpods	Student’s phone or smart watch is used without staff permission or in an area where phones are not prohibited. (ie during lunch, bathroom or hallway)	<p><b>First Offense Minor:</b> Phone/Smart watch taken and left in the office until the end of the day. Parent contact.</p> <p><b>Second Offense Minor:</b> Phone/Smart watch taken and left in the office until the end of the day. Lunch Detention. Parent contact.</p> <p><b>Third Offense Minor:</b> Phone/Smart watch taken and left in Administrator’s office. Parents will be required to come to school and pick up the phone. Lunch Detention. Parent contact.</p> <p><b>Fourth Offense Major:</b> Phone/Smart watch taken and left in Administrator’s office. Parents will be required to come to school for a meeting with the administration and student before the</p>

		phone can be picked up. Lunch Detention. Parent contact. (All offenses reset each quarter. ie a First offense in quarter one would not roll into a second offense in quarter 2)
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Major Infraction	Definition	Possible Consequences: Consequences will increase with multiple offenses.
Defiance/ Noncompliance	Continual, chronic, or extreme refusal to follow requests or directions. Talking back, arguing, or ignoring authority.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Disrespect	Verbal or non-verbal displays of rudeness or discourtesy. For example, inappropriate gestures, mocking, flipping someone off.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Disruption	Student engages in behavior causing an interruption on the bus, classroom, or common spaces. Sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Cheating/Forgery	An effort to improve your grades or help another student improve grades by copying notes, papers, looking at another's paper or test, plagiarism, use of electronics or pictures etc.	Parent notification, zero on work, possible replacement test/assignment, ISS, OSS.
Harassment / Bullying	<b>Harassment</b> - Disrespectful behavior (verbal or gestural) toward another student which is intended to disturb or upset including negative comments based on age, gender, race, ethnicity, disabilities, sexual orientation or other personal matters. <b>Bullying</b> – Harassment that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Inappropriate Language	Student delivers verbal messages that include swearing or name-calling. Verbal or gestural messages that include threats, intimidations, pictures or written notes with the intent to harm or upset another.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Theft	Student is involved by being in possession, having passed on, or being responsible for removing someone else's property. This includes the theft of lost or mislaid property.	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Physical Aggression / Fighting	Students engage in serious physical contact where injury may occur. Intent to hurt another (hitting, punching, scratching, spitting, kicking, biting, hair	<b>First Offense:</b> Student will receive 1-3 days ISS/OSS and have a loss of unstructured time during the day and increased supervision



	<p>pulling etc.) Or inappropriate verbal and/or physical gestures/contact of a sexual nature. Exception: 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.</p>	<p>(lunch/recess/transitions). SRO Contact and re entry meeting. <b>Second Offense:</b> Student will receive 4-6 days OSS and a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting to discuss an alternative learning program temporarily.  <b>Third Offense:</b> Student will receive 6-9 days OSS and placement in an alternative learning program long term.</p>
Inappropriate verbal and/or physical gestures/contact of sexual nature.	Students engage in inappropriate verbal and/or physical gestures/contact of sexual nature.	<p><b>First Offense:</b> Student will receive 1-3 days ISS/OSS and have a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting. <b>Second Offense:</b> Student will receive 4-6 days OSS and a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting to discuss an alternative learning program temporarily.  <b>Third Offense:</b> Student will receive 6-9 days OSS and placement in an alternative learning program long term.  ***Title IX investigation will take place.</p>
Technology Violation	Student engages in inappropriate use of cell phone, music/video players, camera, and/or computer as per district tech agreement and/or individual classroom expectations. Students are not allowed to video or take pictures of students or staff without consent.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS, Loss of technology use.
Truancy / Campus violation	Student receive an “unexcused” absence for the entire period. Or student leaves school grounds during the school day, or in a location within the building without permission.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, increased supervision/restrictions, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Use/Possession of Tobacco, Alcohol, Drugs	<p>Student is in possession of or using Tobacco, alcohol, or is using illegal drugs/substances or imitations or possession of paraphernalia (pipe, vape pen, etc.) 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,</p>	Parent notification, conference with student, loss of unstructured time, School Resource Officer action, ISS, OSS.

	marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping).	
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Possession of Weapons	Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Property Damage	Deliberately destroying Bus property, school property or property of another.	Parent notification, conference with student, loss of unstructured time, School Resource Officer action, ISS, OSS.
Refusal to be Searched	Any student who will not consent to search of belongings by administration for a suspected violation of code of conduct. (ie. Refusal to search backpack for a vape pen.)	Student will receive the consequence as though they are found to have the item the school staff would have been searching for. (ie. Student will receive major office discipline referral and two days of ISS.)

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

**Other:**

Meadow Hill Middle School Dress Code
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- Clothing and jewelry which causes a disruption of the learning environment for others is prohibited. (Old Language; *Clothing and jewelry which bears graphics or speech that display profanity, bias/hate/racism, chemical substances, gangs, or sexual connotations are not allowed*).
- Clothing or jewelry which present a safety hazard to self and/or others are not allowed.
- Hoods are not allowed to be on in the building with the exception of school directed dress-up day.
- Underwear beyond shoulder straps should not be visible.
- Clothing must cover your buttocks.
- Shirts must have shoulder straps and cover areas from one armpit across to the other armpit.
- Shoes are required at all times.
- Blankets may not be used throughout the day or carried out at recess.
- Costumes are allowed only on special occasions. Guidelines for costumes will be defined prior to the event.

### **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.

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. 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.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

For additional information, please see [Policy 3225](#).

### **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:

- 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 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.
- 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 542-4005 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.
- 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.

## **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 Instruction office.

## **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](#).

### **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.