

# Rattlesnake Elementary Handbook 2023-24



# Student Handbook

Dear Rattlesnake Elementary Families,

We are pleased to present to you Rattlesnake's Student Handbook for the 2023-24 school year. Our staff has worked hard to ensure that our school environment for learning, our instruction and schedules offer children the necessary tools for both present and future success.

The purpose of this handbook is to provide you with information on the policies and procedures of our school. Please read the handbook carefully to become familiar with opportunities and procedures to ensure your child's success. Using the Infinite Campus Online Registration tools, please acknowledge that you received a copy of the Rattlesnake Handbook for the 2023-24 school year.

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.

If you have any questions regarding any information in the handbook or any school related issues, please call us at (406)542-4050. We look forward to working and learning with you and your child.

Sincerely,



Pam Wright  
Principal, Rattlesnake Elementary

*In the event of any conflict between any provision in this handbook and the terms of any MCPS School Board policy, the terms of the board policy will control and take precedence. All students and parents/guardians are strongly encouraged to review the information found in this handbook and the MCPS policies found on the district website.*

# Rattlesnake Contact Information

1220 Pineview Drive  
Missoula, MT 59802  
(406)542-4050

Staff Member	Position	E-Mail	Phone ext. (406)542-4050
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Julie Jenkins	Secretary-Main Office	<a href="mailto:jjenkins@mcpsmt.org">jjenkins@mcpsmt.org</a>	4745
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Katelyn Scholle	School Counselor	<a href="mailto:kscholle@mcpsmt.org">kscholle@mcpsmt.org</a>	4710
Felicia Reynolds	School Counselor	<a href="mailto:freynolds@mcpsmt.org">freynolds@mcpsmt.org</a>	
Robin Chernoff	Behavior Interventionist	<a href="mailto:rchernoff@mcpsmt.org">rchernoff@mcpsmt.org</a>	4736
Lisa Flannagan	School Nurse	<a href="mailto:lflanagan@mcpsmt.org">lflanagan@mcpsmt.org</a>	4711



**MISSION:** Rattlesnake Elementary' s mission is to *ignite lifelong learning and inspire ALL students towards success.*

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## VISION

Rattlesnake is a Professional Learning Community that uses a multi-tiered system of supports, within an inclusive environment, providing data driven, differentiated instruction to enrich ALL students every day.

Rattlesnake students are creative, persistent and think critically. As learners they feel valued and safe to take risks in and out of the classroom.

## The Rattlesnake Way

**Be Respectful**  
**Be Responsible**  
**Be Safe**  
**Be Kind**

**These values guide our actions:**



*Courage, Respect, Perseverance*

*Gratitude, Honesty, Kindness*

*Empathy, Responsibility*

*Cooperation, Creativity*

# Handbook & Program of Studies

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## ADMISSION REQUIREMENTS

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

## ARRIVAL AT SCHOOL PROCEDURES

All children are encouraged to walk, bike or use bus transportation provided by MCPS. If your child walks, bikes or needs to be driven by car, he/she should not arrive/be dropped off prior to 8:10 as there is no supervision on the playground.

Students arriving by car, should use Pineview Drive. (Mountainview Drive is for buses only.) Please do not park in the spots along the curb during morning drop off. We ask that you pull up to the curb, drop off your child, pull away so the cars behind you may pull forward and keep traffic flowing. If you want to walk your child to the door, please find a parking spot that is not along the curb.

Staff will open the main office doors, as well as additional doors near the classrooms, at 8:10. Students arriving after 8:15 should use the main office doors.

## ATTENDANCE/TARDINESS

Regular school attendance is essential to student success. 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.

Students are expected to arrive at school on time each day. Being tardy means arriving any time after 8:15. At that time, the student must report to the office to receive a tardy slip.

Personal illness, family illness, death in the family, religious holidays, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices are accepted excuses for absence. To excuse an absence, the student's parent/guardian is required to call or email the main office. If we do not hear from the student's parent/guardian, the tardy or absence is recorded as unexcused.

Should a special absence be necessary for travel or other urgent family needs, a [Family Educational Tour or Trip form](#) must be completed in advance. This form is available on the school website and should be completed at least two weeks prior to the absence. The classroom teacher will determine how missed classroom work should be handled as a result of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two (2) weeks after his/her return.

## BEHAVIOR GUIDELINES

We believe in a positive approach to student behavior. The Rattlesnake Way is our school-wide positive behavior support system. Students are taught and practice expectations in a variety of settings (Classroom, Hallway, Bathroom, Lunchroom, Bus, Playground, Assemblies). The staff at Rattlesnake Elementary holds its students to high standards and expects the student body to be respectful, responsible, safe and kind.

## BEVERAGES FROM OUTSIDE

Open beverages from local establishments should not be brought to school. Food items should be finished prior to entering the building or packed away until the student's snack/lunch time. Breakfast is free and available in the classroom each morning.

## BULLYING//HARRASSMENT/INTIMIDATION PREVENTION

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. 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. 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. For additional information, please see MCPS Policy 3225.

## BUS TRANSPORTATION AND CONDUCT

Bus transportation is provided for students who live farther than one mile from school. Bus routes and any subsequent changes are posted on [Infofinder](#). Please contact Beach Transportation at 406-549-6121 if you have any questions or concerns.

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 expected behavior on the bus (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.

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.

## BUS PASSES

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

## CELL PHONES

Bringing cell phones/smart watches to school is strongly discouraged. If it is essential that a child bring a cell phone/smart watch to school, the phone/smart watch must be **turned off** and stored in a backpack from the time the student steps onto school grounds until the student leaves school grounds. Any student who is using the cell phone/smart watch during the school day will have the phone/smart watch confiscated until the end of the student day (first time). If a student continues to use the cell phone/smart watch during the day it will be confiscated and held in the office. It will be the responsibility of the parent/guardian to come to the office to retrieve the phone/smart watch.

## CHILD SAFETY GPS AND AUDIO TRACKING/MONITORY 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.

## COMMUNICATIONS

Rattlesnake Elementary uses the school website, an e-newsletter system and Blackboard Communication App to send emails, text messages and phone calls. The website and newsletter include news from the school and our PTA. If you have not been receiving messages, or would like to change your communication preferences, please log in to [Campus Parent](#) to adjust communication settings. Please be sure to keep your email and phone number information up to date with the front office.

## CUSTODY ISSUES

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

## DELAY/EMERGENCY CLOSING OF SCHOOL

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

## DELIVERING ITEMS TO STUDENTS DURING THE SCHOOL DAY

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

## DISCIPLINE CODE

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

## DISMISSAL/END-OF-DAY PROCEDURES

Dismissal time is 3:15 on M, T, W, F and 2:30 on TH. Students are encouraged to use the school bus transportation system, walk or bike on a regular basis. Parent pick up is on the Pineview Drive side of the school. Mountain View Drive is for buses only during dismissal.

For car rider students, parents are required to park and meet their students in the following areas. K-2 students will be dismissed by classroom teachers.

- Kindergarten pick-up spot: four-square courts inside the playground
- 1<sup>st</sup> grade pick-up spot: end of covered walkway (main entrance)
- 2<sup>nd</sup> grade pick-up spot: South entrance/flag pole
- 3<sup>rd</sup>-5<sup>th</sup> grade pick-up spot: Bike racks near pull-through

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

Please make sure to send a note to school in the morning if there are changes to a student's dismissal plan.

## DRESS

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

### Dress code Guidelines:

- Clothing and hair should be clean and not disruptive to the learning environment
- Shoes must be worn at all times.
- Underwear will be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
- Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
- Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.

## EARLY DISMISSALS

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

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

## ELECTRONIC DEVICES

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

Electronic readers are acceptable for students with teacher permission.

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

## 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.

## FIRE DRILLS/EMERGENCY WEATHER DRILLS/LOCKDOWN

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

All MCPS schools conduct at least eight drills each year, four of which are fire drills, one earthquake drill, and at least one lockdown drill.

## FOOD SERVICES

The monthly breakfast and lunch menu is posted on the MCPS [Food and Nutrition Services web page](#).

### *Meal Program*

The school cafeteria is maintained as a vital part of the health and wellness of our students. The District participates in the [National School Lunch and Breakfast Program](#). Well-balanced meals offering a selection of healthy items are offered daily at the following prices.

- Universal Breakfast in the Classroom is FREE for all students
- K-5 Student Lunch \$3.00
- Adult Lunch \$4.25

Free & Reduced Meals are available to eligible families. Families must re-apply each year for eligibility. Applications are accepted any time during the school year. Visit <https://www.mcpsmt.org/domain/849> for details.

### *Paying for Cafeteria Purchases*

A computerized debit system is used for all purchases. Students use their 5-digit student ID number at the register. Parents have options to monitor and make payments to their student's meal accounts.

You can check your child's meal account balance through our [Infinite Campus Student Information System](#)).

Parents may make payments to students' lunch accounts by sending cash or a check. If paying with a check, make payable to **MCPS Food Service**. Please make sure to list your student's name/homeroom or student ID number on the check. Parents with multiple students may write one check.

## 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.

## GUM/HATS

Gum is not permitted in the school setting. No child should be sent to school with chewing gum. Hats may be worn outside during recess. Hats, scarves, bandanas, and other head coverings are not permitted to be worn inside the school building. They may be worn on the playground and to and from school; however, they must be removed upon entering the building. Exceptions may be granted by the principal for special circumstances.

## HEALTH SERVICES

### *Health History*

Please fill out the form completely and always make sure that the school has the current phone numbers to reach a parent. If your child has a significant health concern such as diabetes, needs tube feedings or assistance with breathing treatments, please call the school nurse at 728-2400 ext. 4711. If they have a life-threatening allergy, ask the K-8 school secretary or nurse for a packet of information. If you have questions or concerns after reviewing this information, feel free to call the nurse.

## *Health Screenings*

Vision: Students have their vision screened in preschool and K-5th. You will be notified of the results if they “fail” the screening. Screening may be done other years if requested.

Hearing: Hearing screening is coordinated by the speech therapists / audiologists. All kindergarten, 1st and 10th graders are screened as well as new students from out of state and students upon referral.

## *Illness*

Not all illnesses or symptoms of potential illness require exclusion from school. When in question, staff and parents may directly consult [Communicable Disease: A Guide for Schools in Montana](#). A paper copy is available in the school office or school nurse office. Consult the school nurse for further assistance or questions. The school nurse may use additional evidence based and most current resources, including consulting with the local health department when needed. Additionally, the local or state health department may direct more stringent exclusion criteria in times of disease outbreaks.

Please consider the following guidelines when making the decision to send your child to school:

- Fever of 100 degrees or higher: children should be fever free (<100°) for 24 hours without fever –reducing medication.
- Uncontrollable coughing.
- Vomiting/Diarrhea: children should be free of symptoms for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well.

## *Immunizations*

All students must have written proof from a health care provider or previous school of adequate immunization before they may attend school as per state law. The only exceptions are for current medical or religious exemptions or a signed conditional attendance form. For more information, see the [Immunization webpage](#).

## *Medications*

Parents are always welcome to administer their own child’s medications during the school day. However, please do not ask school staff to do so without a health care provider's order.

For your convenience, there is a “standing order” form that is already signed by a physician for recommended doses of Tylenol, ibuprofen (Motrin, Advil) Tums and Benadryl. If your child needs to have these medications, a parent needs to bring a supply to the school and sign the permission form.

All other medications, including prescribed medications, over the counter medication (like Tylenol) and CAM (Complementary Alternative Medications; like vitamins or herbs) need to have a permission slip signed by your child’s health care provider and yourself prior to any staff administering the medication OR allowing your child to take the medication themselves. Please hand-deliver any medication in the pharmacy or manufacture labeled bottles directly to the school secretary. Students are not allowed to carry medications unless they are life-saving

medications, please ask for correct forms. Please read about our medication procedures (see link on main health page).

- [Standing Order Form for grades K-8 students](#)
- [Standing Order Form for grades K-8 students](#) (ada)

#### *Nursing Staff:*

Elementary schools do not have a nurse who stays in each school building. Nurses come to the buildings intermittently mainly for screenings and administering some medications.

### HEALTHY SNACKS AND CLASSROOM CELEBRATIONS

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

### HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

### LOST AND FOUND

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

### PARENT-TEACHER CONFERENCES

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

### PARTY INVITATIONS

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

invitations to the home.

## PERSONAL BELONGINGS

All sweaters, jackets, lunch boxes and other personal belongings should be clearly labeled with the child's first and last name. Do this before items get lost. Children are encouraged to check the lost and found for any lost items. Unclaimed items are given to charity at the end of each trimester.

## PETS

Pets are not permitted on the campus on Rattlesnake Elementary during the school day.

## PROGRESS REPORTS (REPORT CARDS)

Formal reports of student progress are provided at the end of each trimester. A hard copy will be sent home with students. Report cards are also posted to [Campus Parent](#) at the end of each trimester for parent review.

## 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.

## RATTLESNAKE WAY

Rattlesnake Way provides an opportunity, on a school-wide basis, to provide an intentional and proactive approach to creating a positive school climate. Procedural and behavioral expectations will be intentionally communicated and taught at appropriate developmental levels.

- Staff members will model, teach, practice, and reinforce expectations for the hallways, cafeteria, bathrooms, buses, playground and classrooms.
- A school-wide acknowledgement system positively reinforces the expectations.
- Common language will be used across all areas of the school to engage students in being **Respectful, Responsible, Safe, and Kind**.

## RECESS

All students participate in three supervised recesses each day, weather permitting. When the Real Feel temperature is 0 degrees or below, the students will participate in recess in their classrooms. Students do not go outdoors during the winter months and should come to school prepared for outdoor recess. Please send hats, coats, gloves, and boots to school with your child during the winter months, as well as rain gear when rain is in the forecast. Students should have appropriate footwear on at all times when on the playground equipment. For safety purposes, athletic shoes or enclosed shoes are preferred. Flip-flops and high heels are strongly discouraged.

## 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](#).

## RULES FOR SAFETY

- Playground equipment should be used properly and safely (i.e. No playing tag on the equipment; No running up the slides).
- Children should demonstrate respect for the staff members whose job it is to ensure the safety of everyone while enjoying fun physical activity during recess.
- Failure to follow the rules for safety may result in consequences for the student.

## SAFETY/SECURITY

The safety of the students is a primary concern of the Rattlesnake staff. 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 are locked. Rattlesnake Elementary also has the capability to use electronic surveillance equipment on the grounds. Parents and students walking to and from the bus stops/school should determine the shortest and safest route of travel. Please emphasize with your child the necessity to cross at the intersections and walk on the correct side of the road. Students arriving by bike should dismount once they are on school property and walk their bikes to the bike racks. All street signs should be obeyed. It is also important to remind your child to be alert to wildlife and to stay with others when walking to and from school.

MCPS and Rattlesnake Elementary review the Building Crisis Plan annually and initiate multiple drills throughout the year. Missoula Police Department also maintains a weekly, visible presence at all schools which includes walk-throughs at each school. We encourage responsible reporting by all stakeholders including parents and students who can report to a trusted adult at MCPS.

## SMOKING AND USE OF TOBACCO

The Missoula County Public School District, inclusive of all its building and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school. Use of tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) by school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

## SPECIAL ABSENCES

Families are strongly urged to plan vacations around the school calendar. As reflected in [MCPS School Board Policy 3122](#), it is imperative that students be in school daily. The Smarter Balance State assessments are administered in the spring and this time should be avoided when planning for a family trip. Should a special absence be necessary for travel or other urgent family needs, a [Family Educational Tour or Trip form](#) must be completed in advance. This form is available on the school website and should be completed at least one week prior to the absence. The classroom teacher will determine how missed classroom work should be handled as a result of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two (2) weeks after his/her return.

## STUDENT INFORMATION UPDATES

Parents/guardians are required to review and sign a packet of documents called Annual Notices for each student every year. Parents must provide their contact information, including alternate telephone numbers to be used in the event of a student health issue or school emergency.

The Infinite Campus Parent Portal is a way for parents to view important student information, such as grades and school announcements. Schools will provide parents and legal guardians with a username and password to access the portal, where parents can update their phone and email information as needed. Parents can customize what types of messages they receive (phone call, text, or email) by going to the MCPS website at [www.mcpsmt.org](http://www.mcpsmt.org), clicking on Web Connect and then clicking on ParentLink Help under the PARENTS menu.

However, it is very important to inform the school office and school nurse directly of any changes in your student's address or medical information throughout the school year.

## STUDENT PLACEMENT

Assignment of students to a classroom is a very important decision. The student placement process begins in early spring when parents are invited to complete a Parent Input Form (posted on school website) that identifies the environment best suited for their child. This form is

not required; however, if parents feel they have special concerns for their child, it is available. Requests for specific teachers or pairing with specific friends cannot be accommodated and are not accepted.

In late spring, the principal, elementary counselor, teachers, and support staff meet to discuss the best possible class placement to meet the needs of each student. Consideration is given to number equality and gender balance. Other factors such as addressing special academic needs of students, and providing the overall best match between student and teacher are also considered. This is a complex, comprehensive, multicriteria based process that is completed with great care by school personnel. In August, class placement information is made available to all parents and students.

### TECHNOLOGY/COMPUTER USE

Rattlesnake Elementary uses technology as a tool to improve and enhance student learning. With the use of technology throughout the school, students are expected to use computers in a responsible manner. Students and their parents/guardians are expected to abide by the guidelines set forth in the "Acceptable Use of Technology Agreement." This agreement outlines a student's responsibility for using technology at school. Please refer to the [MCPS Board Policy #3612](#) for additional information regarding appropriate use of technology.

### TOYS AND GAMES

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

### VALUABLES AT SCHOOL

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

### 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.

## VISITING THE SCHOOLS

MCPS has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the main office. Visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the building or on school premises. Upon conclusion of the visit, return to the office, sign out with the front desk and dispose of visitor's badge.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## VOICEMAIL

All staff members have voicemail, which can be accessed by calling the main school number: 406-542-4050. [Voicemail box numbers](#) are available on the Rattlesnake Elementary website. Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

## VOLUNTEERING

There are many volunteer opportunities at Rattlesnake Elementary. Parents, senior citizens, students, and community members are encouraged to volunteer in the school. All individuals who desire to donate their time must follow the [MCPS Volunteer Application Process](#) and adhere to [MCPS Volunteer Procedures](#). Please contact Stacy Jehle, Family Connection Center Coordinator ext. 4723, with any questions

# District Office Contacts

<a href="#">Micah Hill</a>	Superintendent	1022
<a href="#">Vinny Giammona</a>	Assistant Superintendent K-8	1025
<a href="#">Ginny Haines</a>	Director of Special Education	1036
<a href="#">Burley McWilliams</a>	Director of Operations & Maintenance- Facilities	3032

# MCPS School Board

## Board of Trustees 2023-24

The Board of Trustees would like to extend an invitation to students, guardians 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. Please find trustee contact information on the [MCPS Website](#).

- Jeffrey Avgeris
- Grace Decker
- Nancy Hobbins
- Koan Mercer
- Wilena Old Person
- Karen Sherman
- Jennifer Vogel
- Arlene Walker-Andrews
- Meg Whicher
- Keegan Witt
- Rob Woelich