



Meadow Hill Middle School

"Forward Thinking, High Achieving"

4210 S. Reserve Street

Missoula, MT 59804

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Main Office: 406-542-4045

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Alanna Vaneps
Beth Ann Chambers
Adam Schraeder
Melanie Griffith
Pat Scott

Principal
Assistant Principal
Guidance Counselor
Guidance Counselor
Secretary
Secretary

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WELCOME TO MEADOW HILL MIDDLE SCHOOL

Dear Meadow Hill Community:

We want to extend a warm greeting to all families for the beginning of a new school year. We are fortunate at Meadow Hill Middle School to have a dedicated and caring staff who spend countless hours this year serving your children. It is our deepest hope that you will become an integral part of the education team for your child. Please read through this handbook with an eye for opportunities where you can be involved in the planning and implementation of projects to meet the needs of each and every student. Graduation Matters Missoula is an initiative that can begin in your family this year. It truly does take a community to raise well educated, civil minded and socially adjusted adolescents who will not only graduate from high school, but will achieve their American dreams during the years beyond public school. Join us in this wonderful endeavor to make a difference in the lives of our students, and we wish for you the very best school year ever!

Respectfully,

Christina Stevens
Principal

Alanna Vaneps
Assistant Principal

VISION

Excellence through respect and responsibility

MISSION STATEMENT

The Meadow Hill Middle School community recognizes and respects the transitional nature and the intellectual, social, emotional and physical needs of all middle school students. We are committed to a progressive environment that respects the rights of others and enhances student and staff growth and development.

TABLE OF CONTENTS

INTRODUCTION	2
MESSAGE FROM ADMINISTRATION	
VISION	
MISSION STATEMENT	
STAFF DIRECTORY	
REPORT CARD, MIDTERM, AND NO SCHOOL DATES	
CALENDAR	
ATTENDANCE	13
ATTENDANCE - DAILY EXPECTATIONS	
ATTENDANCE INTERVENTION	
CLOSED CAMPUS	
EXCUSED ABSENCES	
FUNERAL ATTENDANCE	
MOVING	
REPORTING STUDENT ABSENCES	
TARDINESS TO SCHOOL	
TRUANCY POLICY	
UNEXCUSED ABSENCES AND TARDIES	
BEHAVIOR EXPECTATIONS	19
BEHAVIOR ~ UNIVERSAL EXPECTATIONS	
CHAMPS	
DISCIPLINE MATRIX ~ minor v major	
DISCIPLINE MATRIX ~ staff v office	
DISCIPLINE MATRIX DEFINITIONS	
STUDENT IN GOOD STANDING MATRIX	
STUDENT BEHAVIOR EXPECTATIONS	
COMMUNICATION	28
CHANGE OF ADDRESS OR EMERGENCY INFORMATION	
CUSTODY RECORDS	
DELAYS & CLOSINGS	
PARENT CONNECTION on "Q"	
PARENT NEWSLETTER	
PARENT ORGANIZATION: Parent Teacher Organization (PTO)	
PARENT COOPERATION IN TIMES OF EMERGENCY (Connect 5)	
CURRICULUM	31
HEALTH ENHANCEMENT	
INTERDISCIPLINARY STUDIES	
LIBRARY MEDIA CENTER	
TEAMING	
GENERAL INFORMATION	33
AGENDAS	
BICYCLE/SKATEBOARD SAFETY	
BUS TRANSPORTATION	
CAFETERIA: BREAKFAST AND HOT LUNCH PROGRAM	

CAFETERIA: BEHAVIOR EXPECTATIONS	
COUNSELORS	
DUE PROCESS	
EARLY RELEASE	
LOCKERS (7 th & 8 th GRADE)	
LOST AND FOUND	
PARENT / CITIZEN COMPLAINT PROCEDURE	
PARENT VOLUNTEER PROGRAM	
SCHEDULE CHANGES	
VEHICLE	
VISITING ANIMALS	
HEALTH SERVICES	
39	
ALLERGIES	
COMMUNICABLE DISEASE AND ILLNESS	
EPINEPHRINE AUTO-INJECTORS IN SCHOOLS	
HEAD LICE	
HEALTH SCREENINGS	
HEALTH SERVICES	
IMMUNIZATIONS	
MEDICATION	
SAFE & INVITING SCHOOLS	42
CELL PHONES AND OTHER ELECTRONIC DEVICES	
CHEATING AND PLAGARISM	
DISABILITY ACCESS	
DRESS CODE	
DRUG FREE SCHOOLS	
EMERGENCY DRILLS	
ENERGY DRINKS	
FERPA	
HARASSMENT, IMITIMIDATION, HAZING AND BULLYING	
OFFICE TELEPHONE USE	
SEARCH AND SEIZURE	
STUDENT RECORDS	
TITLE IX	
TOBACCO POLICY	
VISITORS	
WEAPONS-FREE SCHOOLS	
STUDENT ACTIVITIES & LEADERSHIP	50
ATHLETIC PROGRAM	
ACADEMIC ELIGIBILITY REQUIREMENTS	
ATHLETIC PARTICIPATION FEES	
ATHLETIC WAIVER	
EXTRACURRICULAR ACTIVITIES	
FIELD TRIPS	

STUDENT PERFORMANCE	52
DISTRICT WIDE TESTING	
GRADING SYSTEM	
STUDENT RECOGNITION	54
CELEBRATIONS (Holiday and Spring)	
HONOR ROLL AWARDS	
PIZZA WITH THE PRINCIPAL	
MUSTANG MUST AWARDS	
ROTARY CLUB STUDENT AWARDS	
WEEKLY POSITIVE BEHAVIOR DRAWINGS	
STUDENT SUPPORT SERVICES	56
BILINGUAL EDUCATION	
COUNSELORS	
ENGLISH AS A SECOND LANGUAGE (ESL)	
GIFTED EDUCATION PROGRAM	
MONTANA BEHAVIORAL INITIATIVE (MBI)	
NATIVE AMERICAN EDUCATION	
OCCUPATIONAL THERAPY	
PACE (PRACTICE ACTIVITY CHOICE ENRICHMENT)	
RESPONSE TO INTERVENTION (RtI)	
SPECIAL EDUCATION SERVICES	
SCHOOL PSYCHOLOGIST	
SPEECH, LANGUAGE AND HEARING SERVICES	

STAFF

OFFICE STAFF



Christina Stevens
Principal



Beth Ann Chambers
Counselor



Pat Scott
Secretary



Alanna Vaneps
Asst. Principal



Adam Schraeder
Counselor



Melanie Griffith
Secretary

GRADE 6 PROFESSIONAL LEARNING COMMUNITY TEAM



Molly Beck



Kim Butler



Michael Fisher



Natalie Hotchkiss



Mary Pat Malerk



Tamara McDermott

GRADE 7 PROFESSIONAL LEARNING COMMUNITY TEAM



Wendy Wilson



Sarah Skarsten



Tyler Bowen



Judy O'Reilly



Charlie Struna



Michael Yager

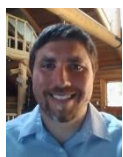


Katy Karels

GRADE 8 PROFESSIONAL LEARNING COMMUNITY TEAM



Cathy Fischer



Dan Beaudin



Britney Nearpass



Don Griffith



Terri Daniels



Tim Bolten



Ann Pinsoneault

EXPLORATORY PROFESSIONAL LEARNING COMMUNITY TEAM



Kasey Dirnberger
PLTW &
keyboarding



Erin Ensley
Choir



Mike Johns
Orchestra



Randy
Zschaechner
Band



KaCee Ballou
PLTW



Robin Gray
Visual Art



Kim Olson
Spanish

SPECIAL EDUCATION TEACHERS



Mary Pat Malerk
6th Grd Special Ed



Jessica Wilsey
Life Skills



Tyler Bowen
7th Grd Special Ed



Dianne McBride
Life Skills



Terri Daniels
8th Grd Special Ed

SPECIALISTS



Brenda Gillhouse
Librarian/Media
Specialist



Paula Ryan
School
Psychologist



Amanda Dellwo
FIT Coordinator



Bailee Guisti
Speech
Pathologist



Katanya Morse
Speech
Pathologist



Kate Byrne
Sign Language



Aloni George
Nurse



Angie Gulick
Nurse

PARA EDUCATORS



Patti Folk
6th Grade



Jane Yungmeyer
7th/8th Grade



Sam Rasmussen
7th Grade



Sandra Johnson
BIR Specialist



Jodi Todd
Life Skills



Bina Gandhi
Life Skills



Jennifer English
Life Skills



Whitney Guthrie
Life Skills



Leslie Hiller
Life Skills



Beverly Toft
Life Skills



New Para
Life Skills

LUNCH STAFF



Ramona Last Star



Sharon Williams



Diane Enger



Nikki Denman



Kathleen Smith



Lauri Wothe



Connie Bone



Julie Umbro

CUSTODIANS



Steve Haas



Wendy Curtis



Jim Crowley



Glenda Batistelli

CSCT TEAMS



Julienne Reid-
Stickney
Therapist
Team 1



James Thompson
Behaviorist
Team 1



Anne Lane
Therapist
Team 2



Erin Bley
Behaviorist
Team 2

REPORT CARD, MIDTERM, AND NO SCHOOL DATES

Parents may request a Parent-Teacher Conference at any time during the school year by simply contacting the child's teacher or counselor. The middle school has scheduled times for district wide conferences during the school year. The district conferences scheduled for this year are as follows. Parents will be contacted by teachers or notified by the school to schedule conference times during these days.

Fall Conferences:

Wednesday November 9, 2015 – 4:00 pm to 8:00 pm

Thursday November 10, 2015 – 1:00 pm to 5:00 pm (Students are dismissed at 11:35)

Spring Conferences:

Wednesday March 15, 2016 – 4:00 pm to 8:00 pm

Thursday March 16, 2016 – 1:00 pm to 5:00 pm (Students are dismissed at 11:35)

Quarter Reports and Conferences

September 30	Midterm 1 Progress Reports
November 4	Quarter 1 ends
December 14	Midterm 2 Progress Reports
January 27	Quarter 2 / First Semester Ends
February 23	Midterm 3 Progress Reports
April 7	Quarter 3 ends
May 9	Midterm 4 Progress Reports
June 9	Quarter 4 / Second Semester Ends

No School for Students

September 5	Labor Day
September 26	PIR Day for Staff – No School
October 20-21	MEA Convention
November 10 (½ day) -11	Parent/Teacher Conference Break
November 23-2	Thanksgiving Break
Dec 23-Jan 2	Winter Break
January 16	Martin Luther King Day
February 20	resident's Day
March 16 (½ day)	Parent/Teacher Conference Break
March 17-26	Parent/Teacher Conf. & Spring Break
April 24	PIR Day for Staff – No School
May 26-29	Memorial Day
June 9	Last Day of School

CALENDAR

Take page out and insert School Calendar

ATTENDANCE

Education is a cooperative venture to which the student, the teacher and the parent/guardian contribute. Prompt, regular attendance in school is an important factor in determining a student's academic success, including success in meeting state and local requirements for graduation. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have greater success academically.

Missoula County Public Schools recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions and abide by Montana Law and MCPS policies stated in 20-5-106, MCA. Legal References: § 20-5-104 – 20-5-106, MCA Attendance Officer, Truancy § 41-5-103, MCA Youth Court.

ATTENDANCE - DAILY EXPECTATIONS

Student's Responsibility:

- Attend all assigned classes and other instructional activities on time every day that school is in session
- Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity
- Request any missed assignments due to an absence
- Complete assigned work in a timely manner

Parent or Guardian's Responsibility:

- Ensure the student is attending school
 - Inform the school in the event of a student absence
 - Be aware of and follow the correct procedures for reporting student absence
 - Work cooperatively with the school and the student to resolve any attendance issues that may arise
 - Check students out by coming in the building and signing him/her out from the office
- We apologize in advance that students will not be called out of class until a parent arrives and signs them out. No exceptions. Students will be in class until parents arrive.*

Teacher's Responsibility:

- Take daily attendance and to maintain accurate attendance records in each assigned class and other instructional activities
- Be familiar with all procedures governing attendance and to apply these procedures uniformly in classroom assignments and for all assigned students
- Provide any student who has been absent with any missed assignments upon request
- Work cooperatively with the student's parent/guardian and the student to resolve any attendance issues that may arise
- Work cooperatively with the student's parent/guardian when the student's attendance record impacts academic performance

Administrator's Responsibility:

- Require students to attend all assigned classes and other instructional activities
- Be familiar with statutes, policies and procedures governing attendance and
- Apply them uniformly to all students
- Ensure that all teachers properly account for student attendance in a timely manner
- Maintain accurate records on student attendance and respond to the previous day's absences by determining the status of each
- Inform the student's parent/guardian of the student's attendance and work cooperatively with the student and parent/guardian to solve attendance problems
- Work collaboratively with the teaching staff to develop and implement uniformly administered attendance procedures
- Work with students and parents/guardians to develop and implement a plan for recovery of credit

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

ATTENDANCE INTERVENTION

Meadow Hill Middle School's Attendance Intervention Committee has created a school attendance policy in accordance to Montana State school attendance laws and MCPS attendance policy. At the beginning of each school year, the attendance intervention committee will confer regarding students who have had attendance issues in the past. This will provide an opportunity for proactive intervention by the school and the family of the student.

Students accruing more than five (5) absences in a semester will be considered at-risk for developing chronic absenteeism. A fifth absence in a semester will result in an attendance letter to the parent, the counselor will meet with the student, and a referral to the attendance intervention committee for review. Unexcused absences may result in a referral to the attendance intervention team prior to the sixth absence. The attendance intervention committee or administration may, at any time, intervene on behalf of student considered to be at-risk as a result of attendance issues. This student will have an attendance meeting with counselor, administration, and include the parent or guardian.

A student accruing ten (10) or more absences in a semester will be considered chronically absent. The school principal or designee will contact the student's parent/guardian to confer regarding attendance interventions. Chronic absenteeism may result in a referral to Child and Family Services or to the Missoula County Attorney as a child truant from school in accordance with Section 20-5-106, MCA. A student who is attending Meadow Hill as an 'out of district' or 'out of area' student will return to their neighborhood school at semester time.

Prompt and regular attendance is a criteria for students to remain in "Good Standing". To provide for reasonable consistency with accounting for absences, administration has developed the following **exemptions** for student absences:

- Illness – if a student is running a fever or is throwing up, that student should remain home until they have been symptom free for 24 hours. The criteria for Good Standing

allows for 10 days per semester for occurrences such as these. If your child becomes ill with a long-standing illness, a medical excuse from the doctor will prompt the attendance clerk to record your child's absences as "medically excused" which will exempt the absence from being counted as part of the 10 day absentee policy. The same procedure will be used for doctor/dentist appointments.

- **Parent Request** – when parents establish plans for family trips during a school day, students need to obtain a **Pre-Arranged Form** from the office. After the document has been completed, the principal will verify if the student is academically in Good Standing. For students who are academically successful, their absence will be recorded as "pre-arranged" which will exempt the absence from being counted as part of the 10 day absent policy. Failure to follow the procedure, or family trips for students who are academically struggling will be recorded a "parent request" which will not exempt the absence from being counted as part of the 10 day policy.
- **Bereavement** – all absences due to a death in the family will be exempt from Good Standing criteria.

CLOSED CAMPUS

Meadow Hill Middle School has a closed campus. Upon arrival students may not leave campus for any reason. Leaving the school grounds without permission at any time during the day is not permitted.

- **Medical appointments:** Students will be released to parents in person or by written request only, and must sign in and out of school at the office when leaving and returning.
- **Eating Lunch at home:** Students who eat lunch at home every day must provide the office a written permission letter. This letter must be updated every year. This allows student to eat at home **only** and does not grant permission to go to a friend's home, to a local business, or bring a friend home with.
- **Leaving with someone other than a parent or guardian:** Students planning to leave campus must have written permission from their parent/guardian (**handed in to the office the morning**) in order to leave with someone other than their parent **Last minute phone calls for lunch are not acceptable**. Student may only leave with approved adult.
- **Fresh Market or Jay's Mart BEFORE School:** Students who enter school grounds may NOT leave the property in the morning to go to Fresh Market, Jay's Mart, or other business prior to the bell ringing in the morning or at lunch. This violates the Closed Campus policy, and is a safety concern. Students may be considered truant and receive consequences according to the truancy policy.

EXCUSED ABSENCES

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

- Family authorized excused absences:
 - Personal illness
 - Family emergency or death in the family
 - Medical or dental treatment
 - Other activities as approved by the school
- School authorized excused absences
 - Approved field trips

- Interscholastic competitions and events
- Other activities as approved by the school

FUNERAL ATTENDANCE

Parents need to accompany students to funerals held during school hours. Only a parent or guardian may check out students to attend a funeral during the school day. Generally for students of middle school age funeral attendance is outside of the norm. For those rare occasions, parents are asked to talk with their children about what to expect and how to be respectful to the family.

MOVING

Please notify the office if you are moving to another school or school district. We will need to complete a transfer form prior to your student's last day. This will allow us to send your child's records to his/her new school. Your child will need to complete an un-enrollment form, signed by his/her teachers, to ensure all books assigned to your student have been returned.

REPORTING STUDENT ABSENCES

When a student must be absent from school, the parent/guardian is requested to notify the school's attendance office, whenever possible, in advance of the absence. **We encourage you to use our Attendance Hotline to report absences (728-2400 ext. 5499).** It is available 24 hours a day. The office is also open for phone calls beginning at 7:30 a.m. **(542-4045).** If the school attendance office does not receive advance notice, the school will make a reasonable effort to contact a parent/guardian to verify the student absence. If the school is unable to contact a student's parent/guardian after a reasonable effort has been made, the absence will be recorded as unexcused. Single or multiple absences that are not verified by a parent/guardian, or which have been recorded as unexcused may result in the student being out of "Good Standing" and violate truancy laws.

- Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the individual teacher.
- Absences necessitated by student participation in field trips or extra-curricular activities must be excused in advance. The participating student is responsible to secure each teacher's signature on a pre-arranged absence slip and request homework assignments prior to the date of the absence.

TARDINESS TO SCHOOL

- **SCHOOL:** Being on time is a very important habit. If you arrive at school late in the morning you should first sign in at the office and get a pass before going to your locker or first class. Doctor/Dental appointments and illness will be considered an **Excused Tardy** if you are accompanied by your parents and they personally sign you in at the office. You will be considered **Tardy** to class if you are not in your seat when class begins or the bell rings. Students are expected to be in their first period classroom by 8:20a.m. or it will be considered an **Unexcused Tardy**. Tardy to school is an attendance issue. Please refer to the Parent and Student Responsibilities listed under the Attendance Policy on previous pages in this handbook.

- CLASS: Tardy to class is an instance when the student is at school on time and late to class. Late to class is a behavior issue and the consequence on the 4th “late to class” will be a detention assigned by administration with additional consequences for repeated offenses.
- If you have a reason that your child is tardy in the morning and should be excused, please call the office within 24 hours of your child being late. If we do not hear from you within this time frame the tardy will be unexcused. More than 5 tardies to school excused or unexcused, may jeopardize student’s “Good Standing.”

TRUANCY POLICY

Students are considered truant if they leave the school premises during the school day without permission for any reason. A student is also considered truant from class if he or she leaves class without permission, does not go to class, hides in or goes to another location of the building without permission. Truancy is a ‘major’ behavior violation and may result in calling the police and the student being ticketed in addition to or in place of a school consequence.

A parent or guardian may be held responsible for a child’s truancy. Truancy is defined by Montana Revised Code, Section 20-5-104, 20-5-106, and 41-5-103, MCA, as “the persistent or nonattendance without excuse, as defined by district policy, for all or any part of a length of one class period of a child required to attend a school under 20-5-103.

If there is a history of truancy for a previous school year, the school administration may waive the required 9 absences and place the student on doctor’s excuse only at the start of the current school year.

Definition of Truant:

- Any period of time a student leaves school grounds without permission upon entering school property throughout the end of the school day
- Any day or period of the day the student does not come to school and is considered unexcused
- 5 or more consecutive school days (or a single class period)
- 7 or more school days in one school month (or a single class period)
- 10 or more school days in a school year (or a single class period)

Habitual Truancy:

- Habitual truancy” means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.
- “Missoula County Public Schools has appointed the superintendent as the Attendance Officer of the District. The Attendance Officer is vested with police powers and shall have the following authority to:
 - Serve warrants
 - Enter a student’s place of employment in order to enforce the compulsory attendance provisions of the State
 - Make reports in the manner and to whomever the Board designates

UNEXCUSED ABSENCES AND TARDIES

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

- Leaving school premises without authorization from the nurse, the attendance office or the principals' offices
- Failing to attend class (while remaining on the premises) without advanced permission
- Family trips/vacations for which no prior arrangement have been made with the School
- Other absences not authorized by the school or parent/guardian

BEHAVIOR EXPECTATIONS

The student behavior management system at Meadow Hill Middle School is meant to encourage responsible behavior. Responsible behavior includes setting the conditions for students to self-correct their own behavior and become self-disciplined in their dealings with people and property. Students are encouraged to keep their hands to themselves; thus, the school has a hands-off policy.

BEHAVIOR ~ UNIVERSAL EXPECTATIONS

MEADOW HILL MUSTANGS MUST BE...

RESPECTFUL
RESPONSIBLE
SAFE
ACTIVE LEARNERS

In an effort to be proactive and effective, behavior expectations for all common areas, will be specifically taught during scheduled times at the beginning of the school year, after winter break, and then repeatedly reinforced throughout the school year. Common areas include: hallways, playground, cafeteria, restrooms, bus stops, and assemblies. The MBI Leadership team has created posters as a visual representation and reminder for all students and staff of these expectations. Meadow Hill has established a safe and positive learning environment in which all students can grow academically and socially. Research has shown for a number of years that tougher punishments do not equate with better school discipline; rather having a Comprehensive School-wide system in place with strong stakeholders, will enhance a positive and supportive school culture.

- **Advanced** : (0 ODRs) Students are outstanding, displays leadership, and is a great role model
- **Tier I Benchmark (Universal Intervention for all students)**: (1 ODR) Students are compliant with CHAMPS classroom expectations and the behavior expectations outline in the “Universal Matrix” with few teacher-managed interventions.
 - Interventions may include:
 - Individual reminder of CHAMP Behavior expectations
 - Student conference with teacher.
 - Classroom adaptations: seat change, alternate location for short time (may include BIR if supervision is necessary)
 - Directed to complete a “Refocus” form
 - Parent Contact
 - Counseling referral
- **Tier II - Strategic (Targeted Interventions)**: (2-4 ODRs) Student behavior has accumulated more than few teacher-managed interventions and is referred to Professional Learning Community (PLC) Team and/or administration for considerations of the following.
 - Tier II Interventions may include:
 - Check In/Check Out, Educational Group
 - Parent meeting

- CSCT referrals
- Determination of Good Standing status
- Administration Conference
- Simple Functional Behavior Assessment (FBA)
- Discipline consequences may result in a detention or In School Suspension (ISS)
- Support class: behavior, academic, attendance, social skills, organization, etc.
- Out of Good Standing
- **Tier III – Intensive (Individualized Interventions):** (5+ ODRs) Student behavior has accumulated five or more Office Discipline Referrals. The student is “Out of Good Standing” and is referred to the Student Intervention Team (SIT) meeting and/or administration to determine an Intensive plan to reduce behavior incidents.
 - Tier III Interventions may include:
 - Tier III Team Referral
 - Tier III Check in/Check Out
 - Check and Connect
 - Out of Good Standing
 - Parent meeting
 - CSCT referrals
 - Administration Conference
 - Support class: behavior, academic, attendance, social skills, organization, etc.
 - Functional Behavior Assessment (FBA)
 - Behavior Contract
 - Discipline consequences may result in a detention or In School Suspension (ISS) or Out of School Suspension (OSS)

CHAMPS

No two teachers have exactly the same set of expectations for their classrooms. That is why we have adopted a school wide protocol referred to as CHAMPS to help teachers define for students their behavior expectations during major classroom activities, (teacher-directed instruction, independent seat work, class discussions, cooperative group work, and common transition times). The foundation for completing the tasks is the CHAMPS acronym, which reflects the major issues that affect student behavior. The issues incorporated in CHAMPS and the basic questions to be addressed for each issue are:

C	Conversation	Can students talk to each other?
H	Help	How do students get their questions answered? How do they get the teacher’s attention?
A	Activity	What is the task or objective? What is the end product?
M	Movement	Can students move about?
P	Participation	What does the expected student behavior look and sound like? How do students show they are fully participating?
S	Success	If students follow the CHAMPS expectations, they will be successful.

DISCIPLINE MATRICES

Minor

Inappropriate verbal language- not directed at others.

Unprepared for class / Lack of Supplies

Physical contact- Non-serious, but inappropriate physical contact.

Defiance/Disrespect- Failure to respond to requests or re-directs

Disruption- Inappropriate interruptions.

Property misuse- Use of school property that could be unsafe and/or inappropriate.

Misuse/Unapproved use of Electronic Devices

Sleeping in Class

Refusal to work

Dress Code – may include gang, tobacco, drug, alcohol, or sexual content, gang related accessories, bra straps, length of shorts, etc.

Late to class/Tardy

Public Displays of affection – holding hands, kissing, being overly affectionate, etc.

Energy Drinks – includes Red bull, Rockstar, Monster, etc.

Dishonesty

Bus Violations

Major

Abusive/Threatening language/Behaviors
Language directed towards others/Harrassment

Abusive/Threatening Use of Electronic Devices – Misuse of social media that harrasses or bullies directed towards others

Bullying- Repetative harrassment of others on purpose by words/or actions, excessive teasing

Physical aggression/Fighting - Serious physical contact; may result in injury.

Overt Defiance- Continual refusal to follow requests or directions.

Severe Disruption- Behavior causing major interruption of teaching and learning.

Vandalism/Property Damage- Substantial destruction or disfigurement of property.

Weapons/Tobacco/Alcohol/Drugs – In possession of real or look alike weapons; and/or under the influence of a controlled substance, including vaping, electronic cigarette, etc.

Truancy – leaving class without permission, leaving campus

Misuse/Unapproved of Electronic Devices – excessive, cronic, illegal use of technology devices, including pornography

Sexual Misconduct, Harassment, or Assault

Gang affiliation

Theft

Cheating, Plagiarism

Arson

Possession of lighters, matches, propellants explosives, etc.

<u>Staff Managed</u>	<u>Office Managed</u>
<ul style="list-style-type: none"> • Inappropriate verbal language • Unprepared/ Lack of supplies • Sleeping in class • Refusal to work • Dress Code • Excessive teasing • Off task • Out of seat • Not following teacher directive • Throwing things • Late to Class/Tardy • Misuse of electronic device • Cheating, plagiarism • Physical contact – non-serious/horseplay • Defiance/Disrespect • Disruption • Misuse of property • Public display of affection • Energy Drinks • Dishonesty 	<ul style="list-style-type: none"> • Abusive, threatening language behaviors • Threatening use electronic devices (social media) • Bullying • Physical Aggression/Fighting • Overt Defiance • Severe Disruption • Vandalism/Property Damage • Weapons and illegal substances • Violation of closed campus, truancy, walking out of class • Chronic misuse or unapproved use of Electronic Devices or pornography • Sexual misconduct, harassment, or assault • Gang affiliation • Theft • Arson • Possession of lighters, matches, propellants, explosive • Bus violations • Chronic minor

DISCIPLINE MATRIX DEFINITIONS

Arson Or The Possession Of Lighters Or Matches - lighting a fire on school property or having items such as lighters, matches, propellants, explosives at school

Assault - a verbal, physical or social media attack injuring another person or causing a person to have a reasonable fear of injury

Bus Violations - any activity the bus driver determines to be unsafe is prohibited

Cheating - obtaining information or material to use as one's own without proper permission of instructor or original owner. This includes the person supplying answers as well as the person copying answers or material. A call home by the teacher. Possible "0" for both parties on the test or assignment.

Cell Phone/texting/electronics in class – personal electronics should not be used for non-educational purposes during (including lunch) the school day. Devices should be turned off when entering the school building, safely stored, and not turned on again until leaving the school property unless during a school approved activity. Any confiscated cell phone **will only be**

returned to a parent. By state law, any device which may be used for photography is restricted from use in the restroom or locker room.

Defiance/Disrespect – The intentional non-compliance of a given and understood directive and/or a lack of concern or regard to other students, school personnel, parents, or visitors to school.

Disruptive Behavior - (major) Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/ or sustained out of seat behavior. (minor) Low intensity but inappropriate disruption for which a teacher responds to and handles in the classroom.

Fighting/Physical Aggression - Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, spiting etc.) Participation in cheering, watching, or taking video of a fight.

Energy Drinks - Students should eat during the lunch period or when school personnel authorize it. Gum/Candy is allowed only at permission of the classroom teacher. Students should not leave open containers of beverages or food inside their lockers. Any drink that claims to boost one's energy or alter one's feelings, is not allowed at school or any school-related function see definitions for energy drinks listed in GENERAL INFORMATION.

Harassment/Intimidation/Bullying of Students – A student or group of students directly or indirectly targets an individual repeatedly and intentionally over time using physical or psychological aggression to dominate the victim; one-sided involves the abuse of power verbal or non-verbal. See the School Board Policy.

Students who believe that they may have been harassed, intimidated, or bullied should contact their parent, a counselor, teacher, or administrator, who will assist them in receiving assistance.

Inappropriate Displays Of Affection - hugging, kissing, holding hands, or other displays of affection are inappropriate on campus

Inappropriate Dress - immodest or disruptive dress; garments that advertise or condone the use of tobacco, alcohol or other drugs; inappropriate slogans, vulgar language or innuendoes; hoodies with hoods on or bandanas; body paint; any item that may be deemed gang related. Please refer to dress code in SAFE AND INVITING SCHOOLS.

ISS – OSS – EXPULSION

In-School Suspension (ISS). A student may be placed in ISS for continually disrupting classes or for more severe behavior. Students in ISS are required to do their schoolwork and complete assignments. A parent may be asked to pick up their student while they are in ISS if their behavior is not appropriate.

Out-of School Suspension (OSS). Students may be assigned OSS for up to ten school days. OSS is assigned for the accumulation of severe or potentially harmful behavior. If assigned, students will be out of school and under the supervision of parents. If a student is suspended, the school may require the parent to bring the student to school to make

arrangements with the principal for re-admittance. Students may be suspended by the Principal, Assistant Principal or Superintendent. Schoolwork can be obtained during OSS for more than one day.

Expulsion is the exclusion of a student from school by action of the Board of Trustees. The principal recommends expulsion of a student. The superintendent notifies the student and his/her parent(s)/legal guardian(s) of the recommendation and of the student's right to request a hearing before the Board of Trustees. If a student requests a hearing in a timely manner, he/she may be represented at the hearing and may present witnesses and information in opposition to the recommended expulsion. Refer to MCPS Policy #3300 for details on hearings and deliberations.

Late – arriving to class up to 10 minutes after the stated time. Students will meet with a teacher and/or counselor when they have accumulated four (4) “Late” arrivals to any class. After this conversation if they accumulate additional they will be assigned lunch detention and a class during PACE as an intervention for arriving to class on time.

Laser pointers – Students are prohibited from possessing or using laser pointers during any time period where they are under the supervision of the school.

Paraphernalia Possession - use or possession of items which may be used to consume or transport illegal drugs, tobacco or alcohol

Refocus – A teacher-managed behavior intervention which occurs after a verbal reminder of CHAMPS expectations but before an office referral. Students are asked to complete a reflection survey concerning the inappropriate behavior which is followed by a teacher/student conference. Repeated REFOCUS will be referred to the Teacher PLC team and upon continued offenses, administration (at least three different interventions have been attempted without change in behavior.)

Substance Abuse - Alcohol, Drugs, Tobacco - use or possession of alcoholic beverage, illegal substance, tobacco products or facsimile

Tardy - arriving to school after 8:20AM. This is an attendance issue and not a behavior issue. Please refer to attendance policy in ATTENDANCE.

Technology Violation (Inappropriate Computer Use) - unauthorized use or violation of use protocol of hardware or software including pirating software and Internet abuse. The acceptable use form will be sent home with your child at the beginning of the school year and will need to be signed by you and your student and returned to the school.

Theft - taking or removing a person's property or school property with the intent to deprive the rightful owner of it or harming someone else's property

Truancy - Student leaves class/school without permission or stays out of class/school without permission. (also includes being more than 10 minutes late to class)

Vandalism - willful or malicious destruction or defacement of public or private property

Weapons - possession of but not limited to gun, knives, clubs, chemical agents, explosives, or any other object that might be used as a weapon to include any facsimile of the above mentioned objects.

STUDENT IN GOOD STANDING MATRIX

TAKE THIS PAGE OUT AND REPLACE WITH GOOD STANDING MATRIX

BEHAVIOR EXPECTATION TABLE

COMMUNICATION

CHANGE OF ADDRESS OR EMERGENCY INFORMATION

It is extremely important that emergency information is kept up-to-date at all times for the safety of your child. If, at any time during the school year, you change your address, daytime phone number, or preferences for emergency contacts please contact the school **immediately**. For change of address within Meadow Hill, please contact the office at 406-542-4045. Any necessary transportation changes will be made at this time.

CUSTODY RECORDS

It is important that we have an up-to-date copy of custody papers on file at Meadow Hill Middle School. If you have not given a copy of your documentation to the school, or have had a change, please contact the office at 406-542-4045.

DELAYS AND CLOSINGS

It is important that parents plan ahead for how your family will proceed if there is a school delay or cancellation, or an emergency closing after students have arrived at school. Your student(s) will adjust to the immediate situation better if you have reviewed your plans ahead of time. Below are the District's cancellations and delay guidelines.

Inclement Weather Communication General Guidelines: As soon as a decision is made to delay or close school, a message is immediately posted through Connect 5 (automated phone call). Local radio and television stations are also notified with updates.

PARENT CONNECTION on "Q"

Missoula County Public Schools is pleased to make "Q" ParentConnection available to parents/guardians of middle school and high school students. This system provides direct access to a **student's grades, assignments, transcripts, attendance and other information** via the Internet. Each "Q" Parent Connection user is assigned a unique PIN number and password that enables viewing of student information.

You can track your student's grades, behavior and lunch account information on "Q". Please make sure if you are new to Meadow Hill that you sign up for a Parent Connect account. A link to this website is located on the school website at: www.mcpsmt.org. If you are not currently set up for "Q" please call 542-4045 and speak with Melanie, office secretary. She will get you a log in and password. Our counselors will work with all incoming 6th graders and new students to ensure students have their own student login so they can check their grades from home.

PARENT NEWSLETTER

There is a weekly newsletter published and emailed home to parents by the principal weekly. If you are not getting this email please call the school at 542-4045 and ask one of the secretaries to add you to my newsletter list. The newsletter includes a schedule of upcoming events, articles about grade level team and exploratory activities, and other important information regarding Meadow Hill Middle School. You also may visit our school website to learn about what is taking place at our school. Please keep your email address current by calling the school office with contact information when a change occurs.

PARENT ORGANIZATION: Parent Teacher Organization (PTO)

The goal of our PTO is to provide parents with an opportunity to be involved in their child's middle school experience. PTO wants parents to feel welcome at school and not to be intimidated by the transition from elementary school into this new environment. In order to accomplish this, we would:

- Encourage parents to attend monthly meetings. Meeting dates, times, and agendas are printed in the Parent Newsletter each week. PTO meetings are a forum for voicing opinions and concerns. By attending PTO meetings, parents are also able to learn about upcoming events and the needs of the school, teachers and students. These meetings are held the first Tuesday of each month beginning in August. These meetings are held at Meadow Hill in the 6th grade Computer Lab beginning at 7:00 pm and ending promptly at 8:00 pm.
- Encourage parents to volunteer to help with PTO and school sponsored activities (Dance/socials, picture day, 4.0 luncheon, hearing and vision screening, PACE activities, etc. In the Parent newsletter and again at the fall Open House, volunteer sheets will be circulated and parents will have the chance to sign up to help with any one of a dozen activities.
- Encourage parents (and students) to join PTO. Membership dues are an important part of fund-raising each year and PTO needs parent support. Dues are \$5.00 and businesses can become members for \$25.00.

Here is a list of the PTO officers for the 2016-2017 School Year:

Lisa Mecklenberg Jackson, President
lisameckjack@gmail.com

Amy Dupras, Treasure
a_dupras@hotmail.com
underscore between the 'a' and 'd'

Molly Stockdale, Co-Vice President
mollystockdale@yahoo.com

Kelley Hirning, Co-Vice President
kelleyhirning@yahoo.com

Sherri Howe, Secretary
jeffandsherrihowe@yahoo.com

PARENT COOPERATION IN TIMES OF EMERGENCY (Connect 5)

Missoula County Public Schools will notify parents as early as possible if severe weather or other circumstances require that **schools delay their starting time or schools are closed and cancelled for the day.** District officials work closely with the bus company and city/county transportation staff to monitor the condition of local roads and highways during severe weather or when other circumstances arise. **The District will use the Connect 5 system to communicate with parents by telephone and email should school be cancelled or delayed.** A recorded phone message and email will be generated to each household as early as 6:15 a.m. It is the responsibility of parents to ensure that the school has their most current phone and email information on file. Parents may also find information at the following:

- Visit the District's website at www.mcpsmt.org (information will be posted)
- Visit the Missoulian website at www.missoulian.com (information will be posted)

- Call **728-2400** and listen to a pre-recorded message announcing any closures or delays.
- Tune into one of these radio or television stations: KMSO (FM 102.5), KYSS (94.9 FM), KLTC (107.5 FM), KBAZ (96.3 FM), KGGL (FM 93.3), KZOQ (FM 100.1), KXDR (98.7 FM), KBQQ (106.7 FM), KECI (local NBC Television Affiliate), KPAX (local CBS Television Affiliate).

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

CURRICULUM

HEALTH ENHANCEMENT

Health Enhancement is designed to be a fun and enjoyable class for students. Requirements are as follows:

- Wear appropriate clothing: shirt, shorts and or sweats, and tennis shoes.
- Give your best effort.
- Respect your classmates and teacher.
- Follow behavior expectations outlined by CHAMPS and our Meadow Hill Universals.
- A student may be excused from activity for up to five (5) calendar days with a note from the parent or guardian. A medical doctor's written excuse is needed for more than five days.
- If a student fails to dress out for reasons not related to health, a behavior intervention may be implemented.

The District Health Enhancement Curriculum emphasizes the growth and development of a student's emotional, mental and physical health through prevention. Areas of special importance are as follows:

- Addiction prevention
- HIV/AIDS prevention
- Incest and sexual assault prevention (personal safety)
- Human sexuality

Parents are informed in writing by the school when the students will begin instruction in these areas. Parents may exclude their children from these components of the curriculum by informing the principal of the school in writing.

INTERDISCIPLINARY STUDIES

Middle schools are designed so that teachers can work in teams and occasionally set aside regular class schedules so that interdisciplinary projects can happen. The projects combine all subjects into one and link them to the real world. Students understand that what they are learning is relevant to life and regular curriculum requirements are met. This method of teaching is endorsed by the National Middle School Association.

LIBRARY MEDIA CENTER

Our library is staffed by a full-time, certified library media specialist. To thrive in the 21st Century, Missoula County Public Schools' students must employ a process of inquiry that can be adapted to any information need. By using information literacy skills in all aspects of learning, our students become empowered and engaged lifelong learners. By learning to access and evaluate information, our students gain an appreciation and respect for diverse ideas and creative expressions. By learning strategies to manage and ethically use information, our students open the door to the world in all of its diversity. MCPS library media specialists, in collaboration with classroom and content area teachers, empower all students to become information literate.

TEAMING

All students at Meadow Hill Middle School are assigned to grade level teams. Teams consist of a group of students and their teachers. Meadow Hill Middle School teams provide students with consistent behavior expectations and a variety of creative instructional opportunities. Parents can communicate with teams by contacting teachers or grade level guidance counselor.

GENERAL INFORMATION

AGENDAS

Meadow Hill Middle School students do not have agendas. However, this is an important tool and will assist students in organization, provide a vehicle for parent/teacher communication, and help students set and meet goals. You are welcome to send one with your student.

BICYCLE/SKATEBOARD SAFETY

Students are to use the crosswalks when crossing streets and to walk their bikes/skateboards when crossing intersections or on the school grounds. A bicycle rack is provided for student use. Students are strongly encouraged to bring a bike lock and lock up their bike/skateboards during the school day in an effort to prevent theft. All students riding bikes/skateboards to and from school are asked to wear helmets. Students should not leave their bicycles/skateboards overnight.

BUS TRANSPORTATION

Bus transportation to and from school is a privilege provided to students by the MCPS school district. In addition to our regular bus routes, Meadow Hill also provides activity buses for students who are involved in after school activities. The buses run every day before school to pick students up and again after school to deliver students to their neighborhood elementary school area. Bussing services are provided through Beach Transportation and work in collaboration with MCPS schools. Behavior expectations for all Meadow Hill students utilizing Beach buses are the same as the behavior expectations at school. Students who are not conducting themselves in a respectful, responsible and safe manner will be subject to a four step process which may result in the loss of bus riding privileges. The four step process consists of conduct reports written by bus drivers and delivered to the Assistant Principal at Meadow Hill. Gross misconduct may result in immediate loss of bus riding privileges. Misbehavior on the bus may also include consequences at school.

- 1st Conduct Report: Warning and letter sent home
- 2nd Conduct Report: Loss of bus riding privileges for three days
- 3rd Conduct Report: Loss of bus riding privileges for two weeks
- 4th Conduct Report: Loss of bus riding privileges for the rest of the school year
- All Meadow Hill bus routes are posted on the Beach Transportation website (www.beachtrans.com).

CAFETERIA: BREAKFAST AND HOT LUNCH PROGRAM

Meadow Hill Middle School offers a FREE breakfast and FREE hot lunch program. This is made possible for all students due to a 4 year grant. This is year 2 of our grant so no need to worry about sending money for lunch or breakfast. Breakfast is served daily from 7:45-8:10. The regular hot lunch will consist of a main entree, milk, and dessert. There is a salad bar included with the hot lunch every day.

A student also will have several choices from the ala carte. The ala carte line is NOT FREE. Parents have 24 hour access to their student's account balance on "Q" Parent Connect. Students

may not share or allow other students to use their computer lunch number for lunch, breakfast or ala carte. Checks should be written to Meadow Hill Middle School for the ala carte program.

Breakfast and lunch calendars are available in the office. Students may bring a sack lunch if they would prefer.

CAFETERIA: BEHAVIOR EXPECTATIONS

- Students are to walk to the cafe in an orderly fashion.
- Students are to engage in quiet conversation during lunch and exit through the designated door.
- Students will pick up after themselves at lunch tables and dispose of leftovers and trash.
- Food and beverages are allowed only in the lunchroom and must be finished there. Nothing may be taken outside!
- Students are expected to follow the directions of the lunchroom staff.
- Students are to remain in designated areas.
- Bathroom passes are available from administrator on duty and lunch staff.

COUNSELORS

There are two counselors at Meadow Hill Middle School. They meet regularly with their teacher PLC teams, facilitate small groups, see students individually and meet with parents. The contact information for our counselors is:

- New Counselor – Counselor for 6th Grade and 7th Grade last name N - Z
 - Name@mcpsk12mtus
 - (406) 728-2400 ext -----
- Beth Ann Chambers – Counselor for 7th Grade last name A – M and all of 8th Grade
 - bachambers@mcps.k12.mt.us
 - (406) 728-2400 ext 4473

DUE PROCESS

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

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

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

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

EARLY RELEASE

Meadow Hill Middle School is dismissed one hour early every Thursday at 2:30p.m. Buses run one hour early on early-out days (also called professional development days). The early-release days each week allow time for the following:

- Planning and professional development for teachers
- Participation in curriculum and assessment development

LOCKERS (7th & 8th GRADE)

Each student will be assigned a locker. Each locker has a different combination and only the assigned student should know it. It is the student's responsibility to see that the locker is kept locked and organized. No private locks are to be used for security reasons. Students are expected to keep the locker clean. Some decorations are acceptable as long as they agree with the mission statement of our school. Students are charged for damage to lockers. There may be inspections throughout the year. Missing numbers or jammed lockers may result in loss of the use of a locker, a fine or both.

Students should not bring costly electronic items to school. If a special item must be brought for class, make arrangements to keep it at the office or with a teacher for the day. The school is not responsible for personal electronics brought to school by students. There are lockers located in the gym dressing rooms. Students should not leave their personal possessions in gym lockers because they do not have locks and due to high volume of students in the dressing rooms, they are a common area of theft.

Student cell phones should remain in lockers during the school day. If students have their phones out between 8:20- 3:30 they will be taken away and parents must come get them. Sixth grade students will turn off their phone and turn into their first period teacher at the beginning of the day. These parameters will be strictly enforced due to increased challenges with inappropriate student cell phone use.

LOST AND FOUND

Lost articles are put on the lost and found table in the main hallway. Smaller items like watches, glasses, and jewelry are kept at the office. At the end of each semester the school delivers lost and found items to charitable organizations if they are not claimed.

PARENT / CITIZEN COMPLAINT PROCEDURE

In general, a problem should first be addressed with the party(ies) with whom there may be a problem, which is usually the classroom teacher. If things are not resolved at that level then the party takes the complaint to the next level, which is usually the assistant principal/principal. Generally speaking these two steps are informally handled with confidence of resolution. If resolution is not reached, the person filing the complaint may be asked to put such in writing and begin the formal complaint process which is initiated at the first level, where the problem originated. If not resolved at the first level (generally the teacher), then the complaint may be taken to the next level (generally the principal), then to the Executive Regional Director, Julie Robitaille, ext. 1074 or 7120, then to the Superintendent, Mr. Mark Thane and ultimately to the Board of Trustees. If a person has a complaint that he/she believes should be pursued on a formal basis, the person should submit the complaint in writing at the onset of the process. A

complete copy of the complaint procedure is available from the Superintendent's Office at the Administration Building, 215 S. 6th W., and at the school.

PARENT VOLUNTEER PROGRAM

Meadow Hill Middle School has a Parent Volunteer program. Early in the school year, a volunteer program survey will be distributed to parents and collected by our volunteer coordinator. Our goal is to provide an opportunity for parents to get involved in the education of their children. If you wish to volunteer at any school please fill out the volunteer form on our district website. Go to MCPS home page and click on the left click On I want to volunteer in a classroom or school. The link is <http://www.mcpsmt.org/Page/9033>

SCHEDULE CHANGES

Students at each grade level are given some choice regarding their schedule. Students and their parents choose electives in the spring or, with new students, when they enroll at Meadow Hill Middle School. Students and parents are encouraged to select these courses with care! Courses chosen during the scheduling process are considered to be final selections unless changes are necessary due to: 1) computer error or 2) counselor, parent, and administrator agreement that a change is educationally beneficial for the student.

The first week of school schedule changes can be made for music classes and must be requested by the parent with the student's counselor. If parents have additional schedule change requests, these requests must be made by the parent through administration within the first week of school. Schedule changes will not be

VEHICLES

Meadow Hill Middle School students are strongly encouraged not to drive to school even if they have a driver's license. Parents please comply with the following safety precautions:

- Entry to the parking lot is only to occur in the middle driveway. This driveway is posted "Enter."
- Exit the parking lot only through the north driveway. This driveway is posted "Exit."
- Do not use the south driveway during school arrival or dismissal time. This is for school buses only.
- Students should not cross the parking lot during the morning arrival or afternoon dismissal while moving cars are present.
- Parents should not park on the street requiring students to cross the parking lot or Reserve Street during the morning arrival or afternoon dismissal while moving cars are present. This is most problematic in the afternoon. An alternative park & wait parking lot is provided on 24th street. Parking spaces are provided the entire width of the school grounds which allows convenient and safe access to all parked cars.
- When transporting students to school in the morning, please pull as far forward into the parking lot as possible. This procedure will reduce other cars from pulling around you, and provide a faster flow to the morning routine.

VISITING ANIMALS

In order to ensure the safety of our students, any animal brought to classes for presentations, should follow these guidelines:

- Prior communication between the teacher, principal and parents to discuss:
 - Appropriateness of animal
 - Specific behavior of animal
- A parent must be in charge of the animal
- Length of visit will be prearranged
- Animals must be on a leash or in appropriate confinement

HEALTH SERVICES

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.

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.

EPINEPHRINE AUTO-INJECTORS IN SCHOOLS

Each district school may maintain a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis (life threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and 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.

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 typically does not. 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 ⇒ student services ⇒ health services ⇒ head lice.

HEALTH SCREENINGS

Hearing screening is done for preschool, kindergarten, 1st and 10th grade students. Additional students may be screened when referred for concerns. Vision screening is done for Pre-school through 5th grade students. Parents are notified if there are concerns. Screenings are not meant to take the place of professional exams.

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.

IMMUNIZATIONS

Montana State Law requires that all students preschool through grade 12 have a record of four DPT (at least one dose after the fourth birthday), three Polio (at least one dose after the fourth birthday), and two MMR immunizations before they are enrolled in 7th grade. **By law, students must have a tetanus booster within 5 years and a second MMR prior to starting 7th grade.**

There is a waiver available from the school office for religious or medical reasons.

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.

The procedure for handling medications in the school is as follows:

- Most medications, prescription and non-prescription, can and should be administered at home

- If a child must take medication at school, it should be:
 - Brought in by a parent or guardian
 - In the original container
 - Labeled with the student's name
 - Accompanied by a form filled out and signed by a parent and a doctor
 - (Forms are available at the school office.)
 - Kept at the office, not in the classroom or on their person
 - Inhalers may be carried by students with written orders from a doctor and a parent

SAFE & INVITING SCHOOLS

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other personal electronics may not be used after 8:20 a.m. or before 3:30 p.m. without specific permission from teacher/administrator for educational purposes only. We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use will result in confiscation of the device by school staff, including classroom teachers and supervisory aides. Confiscated devices will only be returned to the parent or guardian. Repeated unauthorized use of such devices may result in disciplinary action.

The school may discipline students who misuse electronic communication devices away from school on their own time if either of the following is true:

- The student's use of the electronic communication device causes significant disruption at school or serious harm to the school, other student(s), or school personnel,
- The student knew, or should have known, that the disruption or harm would happen.
- The student knew, or should have known; that the behavior was inappropriate based on district behavior guidelines.

The appropriate use of electronic devices requires everyone to do their part.

- No cell phone use from 8:20-3:30
- Cell Phones are to be in lockers for all 7th and 8th graders unless for use of educational purposes and teachers ask students to go get them.
- Sixth graders will turn in their phones to their 6th grade first period teachers.

Student's Responsibility:

- Know and follow each teachers and school-wide expectations.
- Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teacher's Responsibility:

- Articulate and communicate classroom policies to students and families in a variety of formats.
- Guarantee equal access to electronic devices if they are required for an assignment.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Parent or Guardian Responsibility:

- Understand that contacting their child during class time is disruptive to the classroom environment.
- Know their child's schedule so that student is not using electronic communication during class time.
- Know that the appropriate method of contact during instructional time is through the Main Office, which will contact the student with a message.

- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration Responsibility:

- Provide education to students regarding legal issues surrounding inappropriate electronic communications.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
- Create, communicate and implement school-specific and District policies and procedures.

CHEATING AND PLAGIARISM

Any of the following actions will be considered cheating:

- Any form of plagiarism.
- Using the work of someone else as your own.
- Copying homework, quiz or test answers from another student's paper.
- Allowing someone else to copy your work.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Deliberately communicating to other students the questions that were on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your flash drive or password to access your work or account.

Consequences for cheating may include any of the following: parent contact by the teacher; failure on the assignment, test or quiz, detention, additional assignment, In-School Suspension, and/or Out-of-School Suspension.

DISABILITY ACCESS

Anyone needing accommodations for a disability to facilitate attendance at meetings or school-related activities hosted in the building is asked to call the school in advance of the meeting.

DRESS CODE

As we move into the school year we would like to remind everyone of our expectations in terms of the dress code. For the most part, students are very cooperative by wearing clothing that is appropriate for school. We also appreciate parent support regarding this issue. As a reminder, please review the dress code below.

Clothing that can be interpreted as offensive will not be tolerated. A clean neat appearance gives a good impression. Students must wear neat, clean and tasteful clothing that is appropriate for school and school activities. Footwear is required for safety and sanitation. We would ask that the following guidelines be followed:

- No midriff showing – the bottom of the shirt, blouse or top should touch the top of pants, shorts, or skirt throughout normal activities.
- No low cut tops- No cleavage showing
- Skirts should be of modest length

- Shorts need to be of modest length with no underwear showing. If a student is not dressed appropriately we will ask parents to bring a change of clothes or grab something from the lost and found.
- Clothing promoting drugs, alcohol, gang related or that is interpreted as offensive will not be tolerated.
- When wearing jeans, underwear may not be showing (this is the same for cut-offs or shorts)
- Tank tops must be appropriate with no spaghetti straps. Bra straps or the sides of the bra from low cut arm holes cannot be seen. If students are wearing a tank top and you can still see the bra straps then they will need to layer with another tank top. Inappropriate dress affects the learning of others.
- Hats are allowed as long as eyes and ears are visible. Hoods cannot be worn at school. Hats may be taken away from students if used inappropriately. Hats may not be worn in any exploratory classes such as Band, Orchestra, Choir, PLTW/Keyboarding, Art, and Spanish. These classes do not allow hats as they are distracting and due to the lack of room in these large classes. If a hat is taken away, a parent must come into the office to retrieve.
- Any item that may be deemed gang related is prohibited. This includes bandanas.
- When attending field trips students should dress according to the weather and possible weather changes. Tennis shoes or snow boots are required. Flip flops may not be worn on field trips.
- Slippers are not appropriate footwear for any field trip. Any slipper like shoe worn at school must have a hard rubber sole.

DRUG FREE SCHOOLS

In keeping with the school's concerns about substance abuse, the taking of all medications in the school setting is closely monitored.

EMERGENCY DRILLS

The safety and preparedness of all students at Meadow Hill Middle School is extremely important. To be sure that everyone knows what to do in case of an emergency we will have Fire, Lock Down and Earthquake and Evacuation Drills throughout the year. Be sure to pay attention. You never know when it could be a real emergency and not just a drill. We hope that it never happens. However, to insure your safety, remember these two simple rules:

- Check the drill procedures posted near the door in each of your classroom.
- Walk quickly and quietly with your class to the designated area.

ENERGY DRINKS

Any drink that claims to boost one's energy and/or alter one's feelings is not allowed at school or any school-related function. These include Monster Energy, Red Bull, Mio with energy, 5 hour energy shots, AMP, Rockstar and all other energy brand drinks. This also includes any sodas larger than 20 oz. Liters, 2 liter or gallon drinks are not allowed at Meadow Hill. We know students drink coffee in the mornings but they be asked to throw them away before entering class and limit this to 12 oz.. This includes but is not limited to field trips, dances and individual student lockers or backpacks.

FERPA: Family Education Rights and Privacy Act of 1974, Public Law 93-980.

The Board of Trustees of Missoula County Public Schools has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Student records maintained by the district may include, but are not necessarily limited to identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior problems.

These records are collected and maintained in the administrative office of each school under the supervision of the building principal. They are available for review by you, and by teachers and staff working with the student. Information is not released to others unless (1) written consent of the parent permits disclosure, (2) it is directory information, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review any and all records related to your child including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel are available when it is not practical for you to inspect and review the records at school. A reasonable fee is charged for copies.

If you believe the information in the record file is inaccurate or misleading you have the right to request a correction be made and to add comments of your own to the record. When an agreement between the parent and principal cannot be reached, you have a right to a hearing. A hearing officer, one who does not have direct interest in the outcome, is assigned by the school to resolve the matter within the guidelines set forth in the district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the District Special Education Office. Federal law permits a parent to file a complaint with the US Department of Education in Washington, D.C., if you feel the school is violating public school records statutes.

Missoula County Public Schools follows state and federal law concerning directory information. This is considered non-confidential information and may be publicly released without permission of parents. Directory information includes data such as: student's name, address, telephone number, grade and school attended.

If you do not wish any or all of the above information released about your child, you may request nondisclosure by sending a written request to the school office by September 15, 2016.

HARASSMENT, INTIMIDATION, HAZING AND BULLYING

The Board will strive to provide a positive and productive learning and working environment (Policy 3005). Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment; or
- Supporting another who is bullying a student or staff member ('cheerleading', 'taunting', 'egging on', etc.).

Harassment, intimidation and bullying can take many forms - verbal, written, electronic, visual, physical and psychological - and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment.

No person, including a district employee or agent, or student, shall harass, haze, bully or intimidate another based on the provisions of applicable local, state and federal laws and regulations that prohibit discrimination. It is the policy of the board to comply with all nondiscrimination laws.

Complaints of harassment/intimidation, hazing and bullying will be handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, by including appropriate language in school handbooks.

OFFICE TELEPHONE USE

To protect the instructional time for teachers, we try hard not to interrupt classes during the day. However, please be assured that **IN CASE OF EMERGENCIES**, the staff will deliver messages to students. To prevent routine interruptions, students are not to receive telephone messages at school. Parents should make sure before their child leaves home in the morning what the arrangements are for after school. When messages are necessary, messages for students at the end of the day should be reported to the school office by 2:50 p.m. (on early out days by 1:55 p.m.) Parents please do not give your student permission to use their cell phone during the school day as it is against school and district policy. The school does have a phone available in the front hallway for students to call parents.

- Use limited to 2 minutes
- Use is for communication to parent or guardian
- Must have a pass from teacher or permission from office to use phone
- Lunchtime use is prohibited or strictly for emergencies only.

SEARCH AND SEIZURE

Students have right of individual privacy and a right to be free from unreasonable searches and seizures under the Constitution of the United States and Montana. Students' rights are not unlimited, however, and must be balanced against school officials' substantial need and responsibility to maintain order and to protect the health, safety and welfare of the school population.

School administration may conduct searches and seize property when they have a reasonable suspicion that a student has engaged or is engaging in a violation of a school rule or a criminal statute. Searches and seizures must be reasonable under the circumstances. School officials observe the following guidelines in making searches and seizures.

- School officials may conduct general searches of school property, including personal items located on school property, whenever they have a reasonable suspicion that an object or item violating a school rule or a criminal statute is on the property. They may search without the student being present.
- School officials may seize illegal items such as firearms, weapons, drugs and other objects that pose a threat to the health, safety, welfare or security of the school population.
- School officials may temporarily remove from a student's person, items used to disrupt or interfere with the educational process or with the maintenance of order in the school.
- School officials may search a student if they have a reasonable suspicion that the student has in his/her possession illegal items or items that may interfere with the maintenance of order in the school
- The school owns student lockers and school officials may search them on a periodic basis to protect the health, safety and welfare of the school population.
- School officials may search a motor vehicle parked on school property if they have a reasonable suspicion that an object or item in or on the vehicle jeopardizes the health, safety or welfare of the school population.

STUDENT RECORDS

MCPS, in conjunction with Meadow Hill Middle School, recognizes that the public has a right to complete information. It also recognizes the right of privacy of the students, school officials and employees. Administrative procedure provides a method whereby information will be made available to those having a right and need to such information as long as rights of privacy also are considered. The procedures are consistent with the Family Education Rights and Privacy Act of 1974, Public Law 93-980. Meadow Hill Middle School does not seek prior consent from parents to send school records to another school system in which the student has enrolled, but rather sends records as requested by the receiving institution.

TITLE IX

Missoula County Public Schools does not discriminate on the basis of sex in programs, activities, or employment as required by Section 86.9 of the regulations of Title IX of the Education Amendment of 1972. Inquiries concerning Title IX may be referred to the Title IX coordinator of the Missoula County Public Schools or to the Director of the Office of Civil Rights, Department of

Education, Washington, D.C. Title IX complaint forms are available in the office of Meadow Hill Middle School and at the administration building.

The District's Title IX, Section 54 Coordinator is the Director of Human Resources, Administration Building, 215 South 6th Street West, Missoula, MT. The Meadow Hill Middle School building officer is Christina Stevens.

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 District FIT Liaison: **Trish Kirschten**, Email: takirschten@mcps.k12.mt.us, or by phone at 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 to serve families seeking help with life's transitions, challenges and changes. The coordinators assist with accessing resources and services:

- McKinney-Vento services for families and youths experiencing homelessness (as defined by the McKinney-Vento Homeless Assistance Act);
- Additional academic supports;
- Housing and employment – options and information;
- Clothing, food and toiletries – supplies and resources;
- Information, referrals and paperwork assistance;
- Connections to community supports and programs; and
- Crisis/personal support

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

Meadow Hill's FIT Coordinator is **Amanda Dellwo**, Email: amdellwo@mcps.k12.mt.us, or by phone at 728-2400 Ext. 4469

TOBACCO POLICY

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 other activities not associated with, or sponsored by, the school. Possession or 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 employees on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times. Exceptions to this include in a classroom or on other school property as part of a lecture or demonstration or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with use of a tobacco product or involving Native American use of traditional tobacco for ceremonial purposes under the supervision of a faculty member or other responsible adult. The use of tobacco products by all students on school district property is prohibited. This includes non-school hours and all events sponsored by the school or others. Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications.

VISITORS

Parents and other adults are always welcome to visit our school. We request that you contact the school office in advance of your visit if you would like to observe a particular activity. Visitors and volunteers are required to sign in at the office upon arrival, present a valid form of identification, and wear an identification badge while in the building.

WEAPONS-FREE SCHOOLS

The presence, possession or use of weapons on school property or school-sponsored events is prohibited, unless authorized in writing by the Superintendent. Weapons include guns, knives, pepper spray, explosives, clubs or any object that may be used as a weapon. Students found to bring, possess or have a weapon on school property or school-sponsored events shall be suspended. The student may be recommended by the Superintendent for expulsion by the Board of Trustees for not less than a year, unless modified by the Board of Trustees.

STUDENT ACTIVITIES & LEADERSHIP

ATHLETIC PROGRAM

Athletic program includes 6th, 7th and 8th grade students. Seventh and eighth grade students may participate in the “sports-in-session” program. Sixth graders are permitted to compete in specific programs. In addition, the sixth grade students have the opportunity to participate in a variety of intramural sports. There is an activity fee for all competitive sports. Athletic schedules and information pertaining to athletics will be found on the school website <http://mcpsmt.schoolwires.net/domain/886>

Sport	Grade	Gender	Season
Soccer	7 & 8	Boys and Girls	Sept. 6 – Oct. 11
Girls' Basketball	7 & 8	Girls	Oct. 12 – Nov. 15
Boys' Basketball	7 & 8	Boys	Nov. 16 – Jan. 5
Volleyball	7 & 8	Girls	Jan. 9 – Feb. 17
Wrestling	6, 7 & 8	Boys and Girls	Feb. 21 – April 7
Track & Field	6, 7 & 8	Boys and Girls	April 25 – June 1

ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS

- All student athletes will be required to achieve a **grade point of 2.0 or higher** in all classes or a minimum of a “D”.
- **No student athlete may have an “F”** in any subject during the grade check period.
- Grade checks will occur the end of the first week of practice and again if a grading period has ended. Any student athlete, whose grade point 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.
 - Incomplete (I) may be given additional consideration for extenuating circumstances.
 - During the 5 days of ineligibility, the student/athlete may practice but is not able to participate in contest events.
- A student athlete who is in a prescribed special education class or 504 programs and is not meeting academic eligibility will have 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.

ATHLETIC PARTICIPATION FEES

Fees are essential to help fund the cost of the athletics program; transportation to athletic events, game officials, tournament entry fees and supplementary equipment and supplies. The participation fees will not be refunded due to a student athlete receiving ISS or OSS.

- Student athlete: \$25 per sport with a maximum of \$75 for the school year if playing multiple sports
- Family with multiple athletes: \$125 per family for the school year

ATHLETIC WAIVER

For a student to be allowed to participate and practice with a team, he/she must have a current Participation form and Medical Waiver on file in the office prior to the **first practice** of each season. You can acquire these forms from the Middle School website or the in each Middle School office. Middle School athletics are not required to obtain an athletic physical for participation.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular opportunities vary from year to year and are offered throughout the school year. Activities may include Student Council, Yearbook, Chess Club, Math Counts, Native American Club (Dreamcatchers), Robotics, Game Room, and various intramural and Parks and Recreation activities. Students are encouraged to get involved. Students and parents must pay attention to the daily announcements for all activities. A student must be in Good Standing to participate in extra-curricular activities. Students out of Good Standing will collaborate with staff to use a variety of opportunities, including PACE, to improve grades so that students may return to the extra-curricular activities as soon as possible.

FIELD TRIPS

- Students must be in Good Standing to attend any field trip. Please refer to the inside back cover for Good Standing criteria.
- In order to attend a field trip, a student must have turned in the field trip consent form on time and signed by a parent/guardian. Failure to get a consent form signed and in on time will remove student from participation. Field trip consent forms will be sent home one week in advance or more.
- Students out of Good Standing will attend an academic lab during the regularly scheduled instruction time to improve their grades.
- Field trip costs are figured on the number of students, bus costs and participation costs of the trip. If a student is absent on the day of the field trip and has paid all costs, all costs will be returned except the bus cost. Parents must request the refund.
- Appropriate dress for field trips is important. This includes, but is not limited to, coats, jackets, pants, shorts and footwear. Flip flops, sandals, and in some instances tennis shoes, are not appropriate for field trips.
- Movies and games must have prior approval.

STUDENT PERFORMANCE

DISTRICT WIDE TESTING

SBA: Students at the middle school level participate in the statewide test called Smarter Balanced Assessment (SBA). This statewide SBA assessment is completed in the spring, online, and focuses on Math and English Language Arts. The results of this assessment is used by teachers, principals, state and national education researchers to evaluate the growth and progress of students on adopted state standards.

NAEP: Every other year, 8th grade students participate in the National Assessment of Educational Progress or commonly referred to as NAEP. This assessment is the “Nation’s Report Card” and is congressionally mandated to evaluate what our student’s know in core subjects. The data collected from this assessment is used by teachers, principals, parents, policymakers, and researchers to assess progress and develop ways to improve education in the United States. NAEP is taken on even years.

MY VOICE: Students also participate in My Voice survey twice a year; once in the fall and once in the spring. Parents and Guardians are also asked to participate in the My Voice survey is it provides valuable information and feedback regarding the Meadow Hill community, culture, staff interactions, and various topics we use to improve the experiences of all families at Meadow Hill.

English Language Learner (ELL)/English as a Second Language (ESL): Students identified as speaking another language other than English as their native or first language will be screened to determine as if they qualify as an English language learners (ELL). These students will participate in proficiency screeners and take the WIDA-ACCESS Placement Test of English Language Acquisition upon entering school. The W-APT is a required assessment and measures a student’s listening, speaking, reading, and writing skills. Students identified as ELL received support services based on the level of need which may include tutoring, modified assignments, and other intervention tools in the classroom.

GRADING SYSTEM

Grades at Meadow Hill Middle School are calculated from homework, class participation, quizzes, tests, and special projects. The evaluation of student work is an important function of your teachers. We have incorporated Standards Based Grading at most instructional levels using a 0 – 4 point scale aligned to the traditional letter grade. Teachers who use the 4 point grading scale will communicate the grading system to students and families at the beginning of the year. Notation of curricular modifications and/or accommodations will be made for each graded course for students with Individual Educational Plans or 504’s.

Meadow Hill staff believes in strong academic learning and understanding for each student, ensuring the material is learned at a level to support further academic development. As with learning expectations at the elementary level some skills will be reviewed, some will be introduced, and some will have the expectation to be learned at a mastery level. Using the 4 point scale, teachers work to ensure students have the opportunity to comprehend information at a minimum level of 2.5. Students achieving a score below this will be offered PACE re-teaching

with a follow up opportunity to redo an assignment and/or test or quiz to ensure the appropriate level of understanding has been met.

Incomplete grades are only given in cases of illness or emergency, and will include a parent meeting to develop a plan for the student to complete appropriate assignments to ensure he/she will be prepared to move forward academically. An incomplete on your report card will be changed after student has met the criteria of the plan.

STUDENT RECOGNITION

CELEBRATIONS (Holiday and Spring)

Students will also be recognized twice throughout the year. There will be a holiday celebration in December and a Spring Celebration in June to recognize students for academics and all the activities that they participate in both at Meadow Hill and throughout the community. These celebrations are school-wide and occur in the gym. All students are recognized and the band, choir, and orchestra groups perform for the entire student body and staff. These are wonderful ways in which we recognize and celebrate student success.

HONOR ROLL AWARDS

Students receiving Honor Roll (3.0) and High Honor Roll (4.0) at the end of each quarter will be listed on the bulletin board in the main hallway dedicated for this purpose, and recognized at the holiday celebration in December or the spring celebration in June. Regardless when a student enters Meadow Hill, if they achieve Honor Roll status they will be recognized.

Students with a GPA of 4.0 at the end of the 1st & 2nd quarter and will be recognized with a Principal's Luncheon. Invitations will be sent home. Students with "F", "D", or "Incomplete" grades on their report cards, in any subject, will not be recognized as honor roll students.

LUNCH WITH THE LEADERS

This is an opportunity for principal and assistant principal to touch base with students about school environment and culture through "Glow and Grow" conversations over lunch. A small group, up to 8 students, is nominated by grade level teachers. All students are eligible for nomination for any reason. Each grade level rotates the first three weeks of each month beginning in October and ending in April. Administration uses the feedback from students to reflect on school culture, activities offered, considerations and recommendations students make to improve the building and opportunities for students, and to spend quality time with kids. We would like to thank Healthy Vending, Fresh Market and Domino's Pizza for donating healthy snacks, Izze's and pizza.

MUSTANG MUST AWARDS

To acknowledge students who follow the universal behavior standards outlined by Meadow Hill (see page 2), teachers award Mustangs Must ... tickets to students as positive behaviors are observed. Students then drop the tickets in the office box for regular drawings. Prizes are donated by community sponsors and include gift certificates, free items, and discounted services. If you would like to donate to this award please contact Alanna Vaneps, Assistant Principal. (728-2400, ext. 4488)

ROTARY CLUB STUDENT AWARDS

Seven times a year (October – April), teachers nominate students to receive this award based on the theme of the month. Themes may include Respect Through Words, Responsible Helpful Citizen, Always Prepared, Safety Through Integrity, Accepts Responsibility, All- Around Student and Respect Through Actions. A luncheon will be held each month in the recipients' honor to celebrate with them and their families.

WEEKLY POSITIVE BEHAVIOR DRAWINGS

Through the Montana Behavior Initiative (MBI) Leadership Team, staff focus on recognizing students exhibiting the Universal Expectations with Mustang Must coupons. These coupons enter students into a weekly drawing acknowledging students who are Respectful, Responsible, Safe and Active Learners.

Drawing prizes include bowling passes, food coupons such as DQ dilly bars, Taco Johns, etc., movie passes, grizzly game tickets, hockey tickets, ice skating passes, U-Swirl cards, coffee cards, books, accessories, sports items, t-shirts or anything your teenager would enjoy. This is a great way to recognize kids for doing the right thing. Donations are greatly appreciated!

STUDENT SUPPORT SERVICES

BILINGUAL EDUCATION

MCPS students who come from other cultures have access to help in learning English as a second language and to help in learning American customs and culture. These students may have access to tutorial services also. Call 728-2400, Ext. 5050 for more information.

COUNSELORS

There are two counselors at Meadow Hill Middle School assigned to various grade levels and teams of teachers. Their names are Beth Ann Chambers and (new counselor). The new counselor works with all 6th grade students and N-Z for 7th grade students. Beth Ann Chambers is our 8th grade counselor and works with 7th grade students A-M. Beth Chambers can be reached at 728-2400 ext. 4473 and the new counselor can be reached at 728-2400 ext. 4468; or the building number 542-4045. Our counselors are excellent resources for parents.

They meet regularly with their teacher teams, facilitate small groups, see students individually, meet with parents, coordinate testing, monitor attendance, make referrals to community resources, speak to classes, and perform other activities as needed.

Our counselors also teach social and organizational groups. These groups help students to develop skills which help them keep track and finish assignments, monitor grades and assignment completion, make new friends, and become more confident.

ENGLISH AS A SECOND LANGUAGE (ESL) / ENGLISH LANGUAGE LEARNER (ELL)

ESL services are provided for qualifying students. Services are provided based on results of a language assessment that is administered to all students who have a second language in the home. For additional information, please contact MCPS ESL Coordinator, **Shirley Lindburg**, at salindburg@mcps.k12.mt.us or by phone at 406-728-2400 Ext.1057.

GIFTED EDUCATION PROGRAM

The Gifted Education Program emphasizes the shared responsibilities of parents, educators and community to meet the needs of students with potential and demonstrated high ability. The model recognizes the strength of the regular classroom as the basis of services and includes curriculum options in the classroom and possible pullout programs to serve the special needs of students. For additional information, please contact your **student's teacher** at Meadow Hill at 406-542-4045 or the MCPS Compass Coordinator, **Shirley Lindburg**, at salindburg@mcps.k12.mt.us or by phone at 406-728-2400 Ext.1057.

MONTANA BEHAVIORAL INITIATIVE (MBI)

In Montana, school personnel, students, parents, and public officials are calling for solutions to increasing incidents of insubordination, alienation, aggressive behavior, truancy, drug use, dropout rates, and vandalism. As partners in education, we have a shared responsibility to address these concerns by developing a positive school culture, which includes the characteristics of personal and social responsibility and productive community participation.

The term initiative refers to proactive efforts by community and school leaders to identify and prioritize concerns, teach acceptable alternatives to inappropriate behaviors and create a culture of respect in the academic setting. With this in mind, the Montana Behavioral Initiative is a content-based staff development philosophy and process designed to meet students' diverse and complex social, emotional, behavioral, and academic needs. More specifically, MBI endorses the belief statements listed below:

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

NATIVE AMERICAN EDUCATION

This service for Native American students in MCPS is federally funded and assists students socially and academically progress through home-school counseling and coordination. A Parent Advisory Council meets on a regular basis. Call 728-2400, Ext. 5045 for more information.

- **Dream Catchers** is a weekly opportunity for Meadow Hill Native American students to have lunch, share in conversation, ask questions, complete homework, or do projects with Raymond Kingfisher, Native American Specialist from MCPS. Students meet every Tuesday from 11:40-1:22 during the grade level lunch time.
- Contact Information: **Raymond Kingfisher** 728-2400 ext. 1047 or at rdkingfisher@mcps.k12.mt.us

OCCUPATIONAL THERAPY

An occupational therapist can provide consultation to teachers or therapy to children with identified disabilities to develop or restore motor functions which may be delayed or impaired. Adaptive equipment may also be developed. Meadow Hill's Occupational Therapist is Cyndy Swidler, Email: cswindler@mcps.k12.mt.us, or by phone at 406-728-2400.

PACE (PRACTICE ACTIVITY CHOICE ENRICHMENT)

PACE occurs for 30 minutes of each school day and has two purposes:

- Support students academically—immediately
- Motivate students to do their best—consistently

Support:

- Support Students academically – as soon as they need it.
- Provide specific and timely support within the school day.
- Provide opportunity for students to redo work, make up work, and receive tutoring and intervention before instruction moves on to other topics.
- Support provided by subject area teachers.

Motivate:

- Motivate Students to do their best - consistently
- Motivate students by offering immediate and developmentally relevant Rewards
- Rewards include fun, attractive activities that allow opportunities to interact with peers –i.e., basketball, study hall, walking.
- Include opportunities to select artistic or intellectually engaging activities – i.e., chess, math counts, research, enrichment units, and quiet time.
- If any of you would be willing to do a PACE activity please let us know. We have the space and activities we are looking for parents and their areas of expertise. This could be every day, twice a week, or once a week, whatever fits your schedule. Please contact Mrs. Stevens at 728-2400 ext. 4450 if you are interested in helping with PACE.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) has been defined by the National Association of State Directors of Special Education (NASDE) as “the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals and applying child response data to important educational decisions” (Batsche et al., 2005, p. 3). There are eight non-negotiable essential components:

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

Each element is part of an interrelated process which should be applied to *every* student. Essentially, instructional practices are evaluated and adjusted based on results of reliable, valid, and sensitive indicators of important student outcomes. If any component is missing, the process breaks down.

The RTI is an instructional, assessment, and intervention process for systematically delivering instruction, monitoring student progress, and making decisions about the need for intensifying instruction. The RTI is a proactive process that enables learning for all students by providing both

prevention and intervention services. The fundamental question that RTI addresses is: “Under what conditions will a student successfully demonstrate a satisfactory response to the curriculum?”

The RTI creates an integrated and seamless continuum of service that encompasses all staff through a multi-tiered service delivery model. It requires effective building leadership and ongoing collaboration among educators with a motto of *“all educators for all students.”* RTI is the practice of: (a) providing high-quality instruction/intervention matched to all students' needs and (b) using assessment to determine a student's learning rate and level of performance to (c) make important educational decisions to guide instruction. The RTI practices incorporate both prevention and intervention activities and are effective at all levels.

At Meadow Hill we universally and strategically do screeners, create simple functional behavior assessments, and conduct social/emotional/attendance/ behavioral and academic groups as needed for identified skill building areas. Parents will be notified via phone or mail, but know we will identify students with specific areas of need and provide an opportunity for teaching and/or re-teaching.

SPECIAL EDUCATION SERVICES

All children in Missoula County Public Schools identified as having disabilities are entitled to a free, appropriate public education provided in the least restrictive environment. This district provides a variety of services, including special academic programs and speech services, and occupational and physical therapy services. Most children receive these services at their neighborhood schools, integrated with their peers. However, through the special education process the least restrictive environment may be outside a student's neighborhood school where services may be provided in a more specialized and concentrated manner. Parents having concerns about their child's eligibility for special education services should contact the classroom teacher, the caseworker or the school principal.

MCPS is responsible for finding and evaluating children ages 3–21 for any disability that might impact a child's ability to learn.

The IDEA Parent-Teacher-Students Association is a Missoula area coalition of families, teachers, administrators, and advocates united in an effort to promote quality education and services for students having special needs.

SCHOOL PSYCHOLOGIST

The school psychologist consults with parents, teachers, administrators, counselors, students, and community agencies to collaboratively develop interventions for supporting the individual needs of children with academic and/or behavioral concerns. The school psychologist is also available for educational, social, emotional, and behavioral assessment. Meadow Hill's School Psychologist is Paula Ryan. She works at Meadow Hill part-time as she also works in other buildings. She is at Meadow Hill on Tuesday, half day Thursday and a half day Friday. She can be reached at pjryan@mcps.k12.mt.us, or by phone at 406-728-2400 Ext. 4471

SPEECH, LANGUAGE AND HEARING SERVICES

Meadow Hill Middle School has speech and language pathologists to provide services in speech and language development to those students who are in need. The speech and language pathologists also provide screenings (to identify speech and language problems), consultation, and intervention-based services when needed. Health services provide hearing screenings in order to identify hearing problems. Meadow Hill has two Speech Language Pathologist: Katanya Morse, Email: ksmorse@mcps.k12.mt.us, or by phone at 406-728-2400 Ext: 4643; Bailee Guisti, Email: brguisti@mcps.k12.mt.us, or by phone at 406-542-4045.