



STUDENT HANDBOOK

2022-2023

Every Child, Every Chance, Every Day

School Campus Hours

The school campus will open to students at 8:00am each day. The first period begins at 8:10am. Students eating breakfast may use the cafeteria beginning at 7:30am. The school day ends at 3:10pm and 2:10pm on Wednesdays.

Tardy Policy

All first period tardies will be recorded in the attendance office. When a student receives his/her third tardy to a class, the following consequences will be initiated:

- 3rd Tardy-- Teacher Warning
- 4th Tardy-- Detention w/teacher
- 5th Tardy-- Detention w/teacher
- 6+ Tardies-- Office Referral/Detention



School Absences & Attendance

Being at school everyday and on time is necessary for success in school!

Tardiness to class not only disrupts the learning for all students, but is a major contributing factor for added stress and anxiety. Please be present and on time for school everyday, but if you must miss, please cooperate by following these routine procedures for student safety:

Absences: All absences must be verified. Parents should call the Attendance Office (281-5913) to report the absence by 10:30am. Students returning to school after a verified absence and contact from parents will report directly to class upon returning to school. If no contact has been made, the student will need to report to the Attendance Office upon returning to school with a note or call home to verify absence at that time. All non verified absences will automatically initiate a robo call by the district at the end of the school day.

Appointments: If you want your child to be excused for an appointment during the school day, please call the Attendance Office before 8:30am. Students will be given a dismissal slip for the designated time to expedite departure. **For safety reasons, no students may leave the building without prior communication with office administration.**

Truancy Policy

Truancy is defined as an absence from school that is not verified as valid by the parent and/or administration. Truancies include, but are not limited to:

- not reporting to school when expected
- leaving campus without permission
- spending time in unauthorized places (bathrooms, locker room, etc.)
- not being in the assigned class

Truancy will initiate a conference with administration. Parents will be advised of the truancy and the consequences, including ISS or time at the Truancy Center at Lincoln Center.

Assignments

Students should check their PowerSchool and Google Classroom accounts for missing assignments and directions for completing assignments.





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Cell Phones and other devices

Students are encouraged **not** to bring electronic devices from home. However, if they are brought to school, they are to be promptly **TURNED OFF**, put in backpacks or teacher instructed location, and not used until school is dismissed. If a student needs to contact a parent or family member through text or voice messaging, the student must do so in the office area with approval.

Parents/guardians should contact the school office for emergencies and avoid unnecessary texts and calls that would disrupt learning for any and all students. **Phone/Camera use is prohibited in bathrooms and locker rooms at all times.** The following consequences will occur for violation of this policy:

First Offense: Phone confiscated and returned at end of the school day

Second Offense: Phone confiscated, lunch detention, phone returned at end of school day

Third Offense: Phone confiscated, one day in school suspension, phone returned after three school days or parent picks up phone

Fourth Offense: Phone confiscated, one day in school suspension, parent phone pick up required

Fifth Offense: Parent phone pick up and conference required, device checked in daily if brought to school

Further Offenses: Subject to Administrator discretion as per the Billings Public Schools District Acceptable Use Policy



Lockers

The Lewis and Clark Leadership Team has given much time and consideration into the decision not to assign student lockers. We have used data from the last school year to support what we have witnessed in person. The highlights of the criteria used for the decision are as follows:

- Major decrease in student reported anxiety and worry about getting to classes on time
- With our online resources, students have little to no books to transport. Backpacks carry lunches, chromebook and gym clothes (every other day)
- No lockers provide for more time on task. Students are not going back and forth to lockers for supplies left or lost in their locker
- Data supported decrease in hallway discipline including drama related issues, decreasing the amount of time students are missing class
- Decrease in items taken or stolen from others (accidentally or on purpose)
- Computer storage and care was maximized with using backpacks to transport and store
- Sports practice equipment/bags or music equipment have a secured storage spot until after school
- Students with heavy boots, snow pants, and coats were also supplied with a secure storage spot until needed after school or at lunch

While we understand lockers hold some nostalgia for those who have had them, we ask that you trust our decision to be one made with tremendous thought and with the best intentions of educating and providing a positive environment for your student. That being said, please know that as educators, we are constantly evaluating what we do to provide the greatest good for the greatest all. If at any time we see a need for lockers, it is a quick and easy issue to remedy. Thank you for understanding and supporting your student's educational team!

Student Records

Parents and Guardians need to ensure that addresses, phone numbers, and emails are updated yearly, or when any changes occur, using the PowerSchool Parent Portal. This is the information the school will use to notify families in case of illness, injury, or emergency, as well as all regular communications. If you need assistance accessing your account in the PowerSchool Parent Portal, please call 281-5974.

Report Cards and Progress Reports

Lewis and Clark operates on a semester grading period. Formal Report Cards are issued twice a year for each semester.

Every six weeks, as indicated on the school calendar, Six-Week Progress reports will also be issued. Semester Report Cards and Six-Week Progress Reports will be mailed to the current custodial address listed in PowerSchool.



Parent-Teacher-Team Conferences

Lewis and Clark will hold student led parent- teacher conferences after the first Six- Week Progress Report period in early October. Parents are encouraged to call and schedule a meeting or conference any time during the school year should a need arise. Meetings can include a single teacher or the whole team. Please call your student's counselor to schedule a meeting.



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Eligibility Rules for Activities

Lewis and Clark Middle School encourages our students to broaden their skills, knowledge, and citizenship by participating in extra-curricular activities. In order to participate in such activities, a student must maintain a passing grade in all courses. However, if a student receives a deficiency, they may continue to participate as long as they are making effort to improve. This may include, but is not limited to: turning in missing work, getting extra help from a teacher, or retaking assessments to show proficiency.

Grades will be checked weekly after the completion of the initial two week practice period for each sport or start date of each club. If a student is deficient, the following will occur:

- The student will be put on probation and given one week to achieve eligibility
- If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice, but not participate in any contest(s) until the deficiency is remedied or improvement efforts are documented via teacher(s)
- Individual cases of eligibility will be reviewed by the coach/sponsor, teachers, and Administration

Furthermore:

- All students participating in a sport must have a mandatory yearly physical signed by a doctor and turned in to the office prior to practice or tryouts
- A student must be in attendance half of the day to be eligible for participation in event
- No student who is suspended in or out of school (Truancy Center) will be allowed to practice or participate on the days of the suspension
- The attendance and suspension rules apply to the previous Friday if there is a Saturday activity
- Three unexcused practices will result in suspension from activity

Sport Seasons 2022-2023

Each of the five sports seasons is seven weeks long.

Session 1

Cross Country: August 22- October 4
Football: August 22- October 10
Softball: August 22- October 7

Session 2

Girls Basketball: October 10-December 2
Wrestling: October 10- December 1

Session 3

Boys Basketball: December 5-February 3

Session 4

Volleyball: February 6-March 31

Session 5

Track: April 3-May 23



After School Supervision

Discover Zone is a free after school program located on campus and available to any student enrolled at Lewis and Clark Middle School. Discover Zone offers a variety of educational, recreational, skill building, character building and STEM activities for your student to choose from. Discover Zone is available M-F from dismissal time to 5:00pm. Parents must complete a registration form for their student to attend. Forms are available at the school.

School Issued Materials

The school furnishes individual materials for student learning, including books and chromebook computers. Families are responsible and must pay for lost, damaged, or stolen materials checked out or loaned to students. Fines and fees will be entered in PowerSchool, according to current fine and replacement fee costs. Report cards will not be issued to students with outstanding fines or fees.

School Counselors and Student Resource Officer

Mrs. Phillips, counselor for last names A-L and **Mrs. Umemoto**, counselor for last names M-Z are available to provide student and parent support. They are eager to schedule meetings as needed and provide for individual student needs. Please call the counseling office at 281-5909 for intervention, support, or advice.

Officer Zorzakis is our school resource officer and present at Lewis and Clark on a daily basis. If you are in need of legal help pertaining to school or the school environment call or text Officer Z at **406-670-2757**.

Students, as well as community members, are also encouraged to use this number as an anonymous reporting number should you see or hear suspicious/illegal activity pertaining to student or school safety.

Find us on 

<https://www.facebook.com/lewisandclarkscouts/>



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Emergency Procedures

Evacuation: The fire alarm is a repetitive sound that includes the flashing of lights. When activated, safety demands that the building be evacuated quickly, quietly, and as orderly as possible. Evacuation may be necessary for, but not limited to:

- fire
- gas leak
- chemical spill inside the building
- physical damage to building
- physical threat to building or persons

Each teacher will give necessary directions in regard to exits. Each class should completely clear the building when the fire alarm sounds. In case of evacuation while classes are passing, students are to use the nearest stairs and the nearest exit.

Lockdown: Lockdowns and lockdown drills are announced by administration and used when there is a threat OUTSIDE of the building. Students and teachers will remain in the classroom with locked doors and continue teaching/working until given further instructions or lockdown is lifted.

Shelter in Place: Shelter in place is announced by administration in the event of a long term threat OUTSIDE the school. Such instances include, but are not limited to:

- Chemical spills/explosions in the Lewis boundary area
- Weather emergencies (heavy snow, funnel clouds, flooding, etc)
- Fugitive at large in Lewis boundary area

Students and staff will remain in the building in the safest area. No one will be allowed to leave the building until crisis is over.

Armed Intruder: In case of a dangerous person inside the building, administration and staff will implement the Run-Lock-Fight protocol. Best practice is to remove students from the situation as safely and quickly as possible.

School Nursing

The services of the school nurse are available only on a limited basis. The school does not dispense medicine of any kind, including over the counter pain relievers/ fever reducers. Any student needing medication during school hours must fill out the Self Administration form. This form requires a physician and parent signature and can be picked up in the Attendance Office. All prescription medication must be left in the office until needed. **Students are not to give, distribute, or sell any medication of any kind to other students.**

Dress Code

Student dress code exists for safety, as well as limiting classroom distraction so as to focus on learning. While individuality and personality are often expressed through fashion, we also need to balance that with different student and family norms. Therefore the following guidelines are in place for the **school environment:**

- No costumes, face masks, capes, or character face make up is to be worn unless a designated "dress up" day
- No under garments should be visible (ex. pants hanging low, bra or bra straps showing, etc.)
- No pajamas or pajama pants unless a designated theme day
- No drug, sex, or alcohol related propaganda displayed
- Torso should be covered
- Wear enough clothing to keep private parts private at school

Rule of thumb for safety is to avoid any highly flammable or overly loose clothing while in courses involving heat or machinery. Hair should be tied back during these courses as well. Footwear should stay on when required to walk quickly or run in case of emergency.

Bikes, Skateboards, and Scooters

Skateboarding, long boarding, scootering, and bicycling are not permitted on school grounds at any time. Students should walk with their item while on school grounds to ensure safety of themselves and others. Bicycles should be locked up using a bike rack at all times to avoid theft. Skateboards, long boards, and scooters are to be housed in Room 117 during the school day.

School Dances

All school dances will be held from 3:10pm to 4:45pm. All school rules, including the dress code will be followed. Only Lewis and Clark students will be admitted and students will not be readmitted once they leave.

Good Learner Characteristics

Good Learners at Lewis and Clark have been defined by staff and students to display and practice important characteristics. A Good Learner at Lewis and Clark:

- is **Curious**
- is **Self-Motivated**
- takes **Academic Risks**
- demonstrates **Self Control**
- is **Cooperative**



Lewis and Clark Class Schedule 2022-2023

Monday, Tuesday, Thursday, Friday 8:10-3:10

Time	7th Grade	Time	6th Grade	Time	8th Grade
8:10-9:06	Period 1	8:10-9:06	Period 1	8:10-9:06	Period 1
9:10-10:06	Period 2	9:10-10:06	Period 2	9:10-10:06	Period 2
10:10-10:40	WIN	10:10-10:40	WIN	10:10-10:40	WIN
10:44-11:40	Period 3	10:44-11:40	Period 3	10:44-11:40	Period 3
11:40-12:10	7th LUNCH	11:44-12:14	Period 4 (SPLIT)	11:44-12:40	Period 4
		12:14-12:44	6th LUNCH	12:40-1:10	8th LUNCH
12:14-1:10	Period 4	12:44-1:10	Period 4 (SPLIT)		
1:14-2:10	Period 5	1:14-2:10	Period 5	1:14-2:10	Period 5
2:14-3:10	Period 6	2:14-3:10	Period 6	2:14-3:10	Period 6
3:10-3:30	DISMISSAL	3:10-3:30	DISMISSAL	3:10-3:30	DISMISSAL

Wednesday 8:10-2:10

Time	7th Grade	Time	6th Grade	Time	8th Grade
8:10-8:56	Period 1	8:10-8:56	Period 1	8:10-8:56	Period 1
9:00-9:46	Period 2	9:00-9:46	Period 2	9:00-9:46	Period 2
9:50-10:20	WIN	9:50-10:20	WIN	9:50-10:20	WIN
10:24-11:10	Period 3	10:24-11:10	Period 3	10:24-11:10	Period 3
11:10-11:40	7th LUNCH	11:14-11:35	Period 4 (SPLIT)	11:14-12:00	Period 4
		11:35-12:05	6th LUNCH		
11:44-12:30	Period 4	12:05-12:30	Period 4 (SPLIT)	12:00-12:30	8th LUNCH
12:34-1:20	Period 5	12:34-1:20	Period 5	12:34-1:20	Period 5
1:24-2:10	Period 6	1:24-2:10	Period 6	1:24-2:10	Period 6
2:10-2:30	DISMISSAL	2:10-2:30	DISMISSAL	2:10-2:30	DISMISSAL
2:30-3:30	PLC	2:30-3:30	PLC	2:30-3:30	PLC

BILLINGS PUBLIC SCHOOLS
2022-2023 School Calendar
Approved 5.17.2021

JUNE 2022						
Su	M	T	W	Th	F	Sa
					3	4
5	P	P	P	9	10	11

AUGUST 2022						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	P	P	P	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	*	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
Su	M	T	W	Th	F	Sa
						1
2	3	*	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	P	P	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
Su	M	T	W	Th	F	Sa
		1	PTC	PTC	PTC	5
6	7	8	9	10	11	12
13	14	15	16	*	*	19
20	21	22	*	*	*	26
27	28	29	30			

DECEMBER 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	*	24
25	*	*	*	*	*	31

JANUARY 2023						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	9	10	11	12	*	14
15	P	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	*	21	22	23	24	25
26	*	*				

MARCH 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	*	*	*	*	*	18
19	20	21	22	23	24	25
26	P	28	29	30	31	

APRIL 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	*	8
9	SD	11	12	13	14	15
16	17	*	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
Su	M	T	W	Th	F	Sa
	1	2	3	4	*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*	30	31			

JUNE 2023						
Su	M	T	W	Th	F	Sa
				1	*	3

	First and Last Day of School
	Vacation or Holiday
	Elementary End of Trimester
	Six-Week Grading Period for MS & HS

Graduation Date/Times
Sunday, May 28
 Skyview 10:00 am;
 Senior 2:00 pm; West 6:00 pm
 Note: Nov. 2 is Parent Teacher Conferences for Elem. and PLC for MS & HS

	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal
	PIR Days - Required
	PIR/TRADE days - No school
	Snow Day - This will be a vacation day unless we are required to make up a school day first due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.
	Elementary Parent Teacher Conferences - Elementary early release
	Middle School Parent Teacher Conferences - MS early release
	High School Semester Testing - HS early release

