



# STUDENT HANDBOOK

## 2023-2024

### 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.





# Every Child, Every Chance, Every Day

## 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, lockers, 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

Students will not begin the year with lockers, but lockers will be assigned prior to the colder weather first semester. Locker expectations are as follows:

- Each student will be assigned a locker for individual use
- Students are not to share lockers or combinations with other students
- Each student is responsible for all articles in his or her locker
- Students should be sure to check to see that their locker is shut and locked when they leave it. In order to be sure that the locker is locked, the dial must be turned one complete turn after the locker door is closed
- Student phones are required to be shut off and stored in secure locker during school hours
- No tape may be used to decorate lockers (magnets will work)
- No drinks or liquids may be kept in the locker
- Administration reserves the right to inspect all school lockers and their contents at anytime

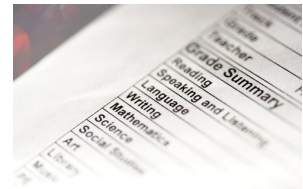


## Student Records

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.



## Every Child, Every Chance, Every Day

### 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 2023-2024

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 9-December 1

Wrestling: October 9- December 1

#### Session 3

Boys Basketball: December 4-February 2

#### Session 4

Volleyball: February 5-March 30

#### Session 5

Track: April 1-May 21



### 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

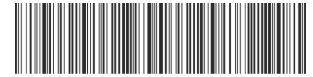
**Mrs. Phillips**, counselor for last names A-L and **Mrs. Umemoto**, counselor for last names M-Z are available to provide student and parent support. They are eager to schedule meetings as needed and provide for individual student needs. Please call the counseling office at 281-5909 for intervention,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

**Officer Doll** 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 Doll 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/>



# Every Child, Every Chance, Every Day

## 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.

**Lockout:** Lockout situations are used when a threat in **not** imminent. Students and teachers will remain in the classroom with locked doors and continue teaching/working until given further instructions or lockout is lifted.

**Lockdown:** Lockdown status is used when the threat **is** imminent. Students and staff will move to the nearest safe place- locking doors and barricading, or evacuating the building based on their current situation and proximity to danger.

**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 drugs, drug paraphernalia, 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**

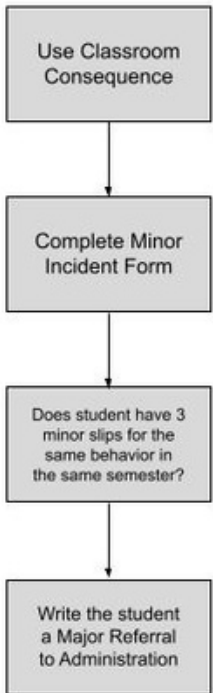




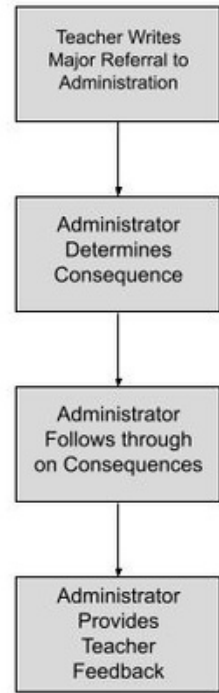
# Managing Student Behaviors

## Behavior Decision Flowchart

*Observe Problem Behavior  
Warning/Conference with Student*



Minors:	Majors:
<ul style="list-style-type: none"> <li>Disrespect: Rude or dismissive language or actions</li> <li>Physical Contact or aggression: inappropriate but not serious</li> <li>Defiance</li> <li>Cell phones including airpods</li> <li>Teasing, name calling, or deliberately annoying peers</li> <li>Dress code</li> <li>Disrupting class: Low intensity, brief</li> <li>Sleeping</li> <li>Property Misuse: Low intensity</li> <li>Unprepared for class</li> <li>Off-task: hallway, bathroom, or classroom</li> <li>Inappropriate technology use: Low intensity</li> <li>Tardies (up to six)</li> </ul>	<ul style="list-style-type: none"> <li>Destruction of Property</li> <li>Disorderly Conduct</li> <li>Insubordination</li> <li>Attendance/Tuancy</li> <li>Profane language, gestures, or written messages</li> <li>Public display of affection</li> <li>Possession, use or distribution of drugs or alcohol, including nicotine</li> <li>Assault</li> <li>Fighting</li> <li>Harassment, intimidation, bullying, threat, sexual contact</li> <li>Racial, sexual, or derogatory slurs</li> <li>Property offenses</li> <li>School threat</li> <li>Weapons</li> <li>Inappropriate technology use: High intensity</li> </ul>



**Minor Incident Report:**

- Record Incident when student does not respond to pre-correction, re-direction, or verbal warning.
- Take concrete action to correct behavior (see Tier 1).
- Upon third minor with same student, referral goes to administration where administration will begin communicating with student team to see if similar behaviors are occurring elsewhere (teachers and counselors).



# Harassment, Intimidation, and Bullying

**Substantiated harassment, intimidation, and bullying will not be tolerated. Please fill out this form, located on the BPS website, and submit to school personnel to begin investigation.**

**BILLINGS PUBLIC SCHOOLS**  
Harassment/Intimidation/Bullying Incident Reporting Form



Name of School:	Date:
Reporting Person Information (optional) *Please note: no disciplinary action will occur on the sole basis of a report.	
Name:	
Telephone:	E-Mail:
I am a: <input type="checkbox"/> student <input type="checkbox"/> staff member <input type="checkbox"/> parent/guardian <input type="checkbox"/> administrator	
<input type="checkbox"/> self-reporting <input type="checkbox"/> other:	
Name of Victim:	
Name(s) of aggressor (please describe if not known):	Grade(s):
Date/time of incident:	
Where did the incident occur?	
<input type="checkbox"/> On school property <input type="checkbox"/> at a school sponsored activity or event off school property	
<input type="checkbox"/> school bus <input type="checkbox"/> on the way to/from school <input type="checkbox"/> electronic	
Check all that describes the incident:	
<input type="checkbox"/> Physical (pushing, shoving, hitting, fighting kicking, throwing items, etc.)	
<input type="checkbox"/> Emotional (name calling, insults, teasing, verbal threats, staring/leering, etc.)	
<input type="checkbox"/> Social (rumors, exclusion, embarrassment, graffiti, jokes, gestures, etc.)	
<input type="checkbox"/> Sexual (inappropriate comments/touching, sexual orientation references, etc.)	
<input type="checkbox"/> Cyber (threatening or harassing texts/I-M's/calls, defamatory posts/e-mails, etc.)	
<input type="checkbox"/> Property (vandalism, theft, demanding money, exploiting, or fear of such, etc.)	
<input type="checkbox"/> Other (please describe)	
Please describe the incident:	
Physical Evidence: <input type="checkbox"/> Graffiti <input type="checkbox"/> Electronic <input type="checkbox"/> Photo/Video <input type="checkbox"/> Website	
<input type="checkbox"/> Notes <input type="checkbox"/> Other	
Other students involved (please indicate whether witness, bystander, or victim):	
Name:	Grade:
Name:	Grade:
Is this a repeated offense?	
<input type="checkbox"/> No, this is a one-time incident	
<input type="checkbox"/> Yes, date and description of incident(s):	

**BILLINGS PUBLIC SCHOOLS**  
Harassment/Intimidation/Bullying Incident Reporting Form



Have you ever reported this information before? With whom:	Date:
Did a physical injury result from this incident?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention	
Was the student/victim absent from school as a result of the incident? <input type="checkbox"/> No <input type="checkbox"/> Yes, _____ days	
Have you contacted the police? <input type="checkbox"/> No <input type="checkbox"/> Yes: Officer:	Date:
Is there any additional information you would like to provide?	
I understand the serious nature of this report and I agree that all of the information is accurate and true to the best of my knowledge.	
Signature	Date
Please type/print name:	

\* Please note: anyone who files a report he/she knows to be false will be held responsible and may be reported to an appropriate law enforcement agency. Appeals may be made to the superintendent, in writing, after 5 school days of reporting.

Thank you for reporting!

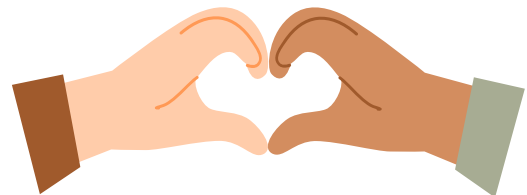
For Administrative Use

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Incident assigned for investigation to: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:  Started Investigation  
 Other:



# Daily Class Schedule

## Lewis and Clark Class Schedule 2023-2024

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





# School Calendar

## BILLINGS PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR Updated 7.17.2023

JUNE 2023						
Su	M	T	W	Th	F	Sa
				1	2	3
4	P	P	7	8	9	10
11	P					

AUGUST 2023						
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	19
20	P	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
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	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
Su	M	T	W	Th	F	Sa
1	2	✦	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	P	P	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
Su	M	T	W	Th	F	Sa
			PTC	PTC	PTC	4
5	6	7	8	9	10	11
12	13	14	15	★	17	18
19	20	21	*	*	*	25
26	27	28	29	30		

DECEMBER 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	20	21	*	23
24	*	*	*	*	*	30
31						

JANUARY 2024						
Su	M	T	W	Th	F	Sa
	*	2	3	4	5	6
7	8	9	10	11	✦	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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	*	20	21	22	23	24
25	★	27	28	29		

MARCH 2024						
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	23
24	*	*	*	*	*	30
31						

APRIL 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	P	*	10	11	12	13
14	15	★	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
Su	M	T	W	Th	F	Sa
			1	SD	*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*	28	29	30	✦	

JUNE 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7

**Graduation Date/Times**  
**Sunday, May 26**  
 West 10:00 am;  
 Skyview 2:00 pm; Senior 6:00 pm  
**Note: Nov. 1 is Parent Teacher Conferences for Elem. and PLC for MS & HS**



○	First Day of School
○	August 22: K-6th, all new 7th/8th and 9th grade students.
○	August 23: All K-12 students in session
*	Vacation or Holiday
★	Elementary End of Trimester
✦	Six-Week Grading Period for MS & HS
○	Last Day of School - May 31 is early release for elementary, middle school and high school.
[Blue Box]	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal
[Purple Box]	PIR Days - Required
[Yellow Box]	PIR/TRADE days - No school
[Red Box]	Snow Day - This will be a vacation day unless we are required to make up a school day lost 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.
[Green Box]	Elementary early release - November 1st and 2nd Parent Teacher Conference
[Orange Box]	Middle School Early Release - October 5th Parent Teacher Conferences
[Pink Box]	High School Semester Testing - HS early release
*	April 9th - No school for Freshman; ACT/PreACT/Career Fair 10th-12th grade



**District Policies**

**District Parent-Student Handbook Policies**