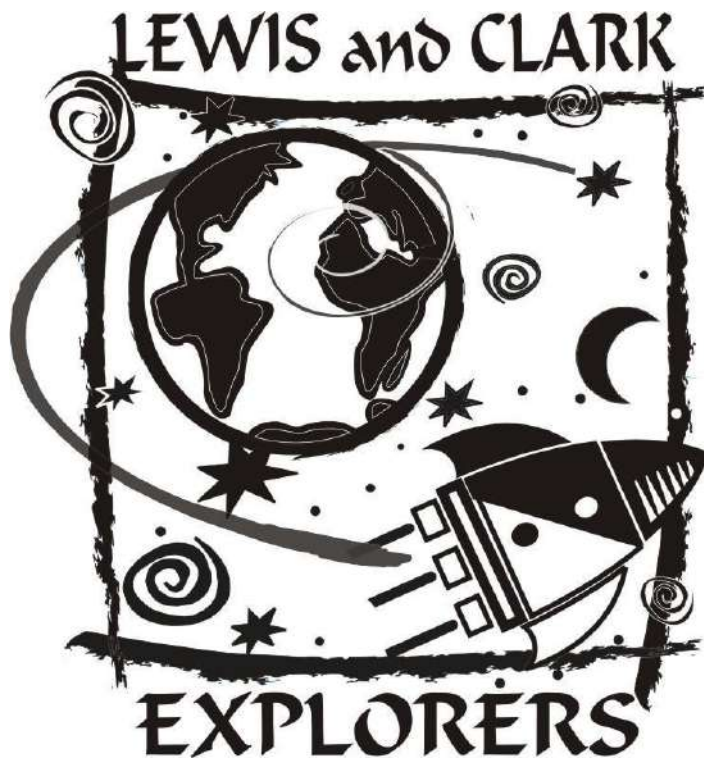


**Great Falls Public Schools  
And  
LEWIS AND CLARK  
ELEMENTARY  
SCHOOL**



**STUDENT HANDBOOK  
2024-2025**



## **Lewis and Clark Elementary School**

**2023-2024**



**Dear Lewis and Clark Families,**

**The teachers and staff are ready to start the 2023-2024 school year! Whether you are new to Lewis and Clark or your family is returning, our staff is excited to begin our learning journey again.**

**We look forward to watching your child soar to success during this school year at Lewis and Clark Elementary. While we cannot predict what this year holds for us, we will be responsive and continue to focus on providing a safe and engaging learning environment to help all students reach their full academic potential.**

**The information provided in the student handbook is designed to be a resource for your family. Please familiarize yourself with the information printed within. We believe that communication among parents, students, and school staff is critical. If problems arise, we will work with you to find solutions. We look forward to a great year and the opportunity to work with you and your child. Feel free to call or stop by with any questions or concerns.**

**Sincerely,**

**Ben Jaques  
Principal  
Lewis and Clark Elementary  
406-268-6727**

# LEWIS AND CLARK ELEMENTARY

## *School Hours:*

*8:25-3:20*

*2:45 Dismissal Every Wednesday  
for Teacher Professional  
Learning Time*

**ATTENDANCE: PLEASE MAKE SURE YOUR CHILD IS ON TIME EVERYDAY. PLEASE SCHEDULE APPOINTMENTS OUTSIDE THE SCHOOL DAY. WE CAN NOT MOVE YOUR CHILD FORWARD ACADEMICALLY IF HE/SHE IS NOT IN SCHOOL.**

## **ARRIVAL & DISMISSAL**

**Students arriving before 8:10 must be enrolled in the HANDS program. No students should be on school grounds prior to 8:10.**

- Students may arrive at school starting at 8:10 AM. Students will wait on the playground, which is supervised beginning at 8:10 AM each morning. Teachers will get students at their assigned doors when the bell rings at 8:25 AM.

All teachers will supervise dismissal.

If students are walkers, they must use the cross walks that are directly supervised by crossing guards. The crossing guards are on duty at 3:00-4:00. Students may also be picked-up in designated zones.

- Walkers are to leave the school grounds promptly upon dismissal. Older and younger siblings that walk together will meet at the younger student's check-out location.
- Parents are welcome to wait in their cars.
- It is important to make arrangements for dismissal prior to the start of school each morning. Each message or call is a disruption to the learning environment.

## **SCHOOL SAFETY**

**VISITORS IN THE BUILDING:**

We have a secure door system at Lewis and Clark Elementary. Visitors to Lewis and Clark will need to ring the bell and be admitted into the school by our office staff. Once admitted to the school, visitors **MUST** go to the main office to check in or pick up students.

- **Picking up a student:** Please call or come to the office window and ask our office staff to call the child from his/her classroom. Do not come into the building.
- **After 8:30 each morning, all outside doors other than the front door will be locked.** Students arriving late must enter through the front doors.

**PARKING:**

Please be aware of the traffic signs and curb markings around the building. In the front of the building we have two "VISITOR" parking spaces for your short term use. There is one handicapped space in front on 38<sup>th</sup> Street, and on Central Avenue, and three in our parking lot on the east side of the building.

**CROSSWALKS/CROSSING GUARDS:**

*Children learn best by example. Please use the crosswalks when you come to school. Adults may save a minute when they jay walk, however, this is a dangerous example for our students.* One guard is stationed in front of the school on 38<sup>th</sup> and 1st Avenue South. The other is on 3<sup>rd</sup> Avenue South and 40<sup>th</sup> Street. Their hours are 7:30 – 8:30 a.m. and 3:00 – 4:00 p.m.

**BICYCLES:**

Students in kinder through sixth grades are allowed to ride bikes to school. Bikes must be placed in racks and must be correctly chained/locked to the bike rack. Students are expected to follow traffic safety procedures, wear helmets when riding bikes to school and while using the bike path.

**BUSES:**

Bus rules will be supported by the staff and administration of our school. We believe that the child's bus ride is a part of the regular school day and that it is important for the ride to be routinely uneventful and safe for all students. The principal will intervene as necessary for failure to follow bus regulations either on the buses or at the bus stops.

## **PARENT CONTACT INFORMATION**

**VALID CONTACT PHONE NUMBERS AND ADDRESSES:**

We must be able to reach you in the event of an emergency at school involving your child. We must have phone numbers and emergency contacts for you. We know that these numbers change during the year for many parents due to changes in phone service, the use of cell phones, job changes, and moves. If your contact information changes, please contact our office to inform us. This includes home phone numbers including cell numbers if appropriate, emergency contact numbers, and day care numbers.

**OUR PHONE SYSTEM and VOICE MAIL:**

We have a telephone in each teacher's classroom. Your child's teacher will provide you with his/her phone number. To eliminate unnecessary interruptions, teachers have been requested to forward their phones to voicemail when they are instructing.

**REPORTING ATTENDANCE:**

Attendance matters to our school district and community. We know that regular school attendance (**less than 10 absences per semester**) means higher academic achievement for your child. In order for your child to receive the maximum benefit of our education system, he or she is expected to attend school every day except for illness/medical reasons, medical appointments, or a family emergency.

If it is necessary for your child to miss school, please call the school office at 268-6705. If an absence is necessary, parents or guardians must notify the school by 8:45 a.m. on the day of the absence. If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as unexcused.

**EMAIL/WEB PAGE:**

- Please feel free to email your child's teacher.

School email address example: [firstname\\_lastname@gfps.k12.mt.us](mailto:firstname_lastname@gfps.k12.mt.us)

- School events and links are posted on our school web page: [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) Click on schools and go to Lewis and Clark Elementary.
- "Like" our **Lewis and Clark PTA** Facebook page for ongoing communication.

**STUDENT NEEDS**

**MEDICATION AT SCHOOL:**

If your child must take medication during the school day, for either a short time or on a regular basis, please notify the office. Parents will need to submit a signed release form from the doctor before a prescribed medication can be administered. For over the counter medication, the parents will also need to sign a form in the office. All medications (prescription and over-the-counter) must be delivered to and from the office by a parent, in the original container, and kept in the school office or nurse's office.

**BIRTHDAY INVITATIONS/PARTIES/HEALTHY SNACKS:**

We encourage families to celebrate their child's birthday. We would like to ask you to consider sending healthy snacks for classroom treats. If a child is having an outside birthday party, please distribute invitations outside of school hours. This helps eliminate hurt feelings and confusion.

**CELL PHONE USE:**

We understand some families' necessity in having a child bring a cell phone to school. Families must make this choice at their own risk related to loss or theft. Parents can also mitigate the risks by assigning the phone a passcode and using the location option if available. Students who bring a cell phone to school must turn it off at the beginning of the day and keep it in a safe location for the duration of the school day.

*From GFPS Board Policy: [Cell phone use] is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone in the bathroom or other location where such operation may violate the privacy right of another person. These devices must be kept out of sight and turned off during instruction unless authorized by teachers. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices may be returned to the student, parent or guardian, dependent upon progressive discipline at the building level. Repeated unauthorized use of such devices may result in disciplinary action.*

**APPROPRIATE DRESS FOR SCHOOL:**

Students should be dressed in school-appropriate attire. Note that flip-flops may not be the best option for playground play. Hats are not allowed to be worn in the building and students wearing a hood will be asked to put their hood down while in the school building.

We rely on parents to make sure students are properly attired for the cold weather. If your family needs support in finding warm winter clothing, please let the office know.

**LEWIS AND CLARK RULES**

**Lewis and Clark Elementary.....we take PRIDE in our behavior and our learning.**

**P = Perseverance - Try, try, and try again....we never give up and we always do our best.**

**R = Respect - We are kind to ourselves and to others in all we think, do, and say.**

**I = Integrity - We do the right thing, even if no one else is watching. Right is right and wrong is wrong, even if others are doing it.**

**D = Discipline - We think before we do. We understand that we are in control of ourselves and our behavior.**

**E = Empathy - We seek to understand and we respect the feelings of others.**

**Consequences:**

Verbal warning and re-teaching

Think Time

Tune Up (teacher and office)

Office Referral (principal, teacher, parents)

**Students are encouraged to use “Stormy’s Choices”, "Peace Table" and “I Statements” to solve minor conflicts. Tune-Ups are issued to students as a warning and a communication system to teachers. For incidents that require an Office Referral, documentation is taken, and parents are notified by the principal. A suitable consequence is issued based on the infraction and the student’s previous behavior.**

**Severe Clause:**

**This is reserved for major problems such as aggression/harassment or absolute and open defiance. It also includes having any weapons at school, or significant and violent threats towards others. This results in an office referral. Consequences listed on the office referral will be assigned through the office and parents will be contacted.**

**Under the guidelines set forth by GFPS District Student Handbook, a student must not engage in unwanted and unwelcome verbal or physical conduct of sexual nature directed towards another student. A substantiated complaint against a student will result in appropriate disciplinary action according to the nature of the offense. Parents will be contacted.**

**LUNCH AND BREAKFAST PROGRAM**

**LUNCH PROGRAM:**

Parents can go online and pay for lunches or pay directly at school. Our program is computerized and each family has an account. Students can also bring a cold lunch in a labeled lunchbox. Please notify the office and cafeteria staff immediately if your child has a food allergy.

**Breakfast and Lunch Prices are estimated as follows:**

**Breakfast \$1.95 (K-6) \***

**Lunch \$3.00 (K-6) \***

**Milk \$0.50 (K-6) \***

**\*Subject to Change**