Dear Parents, Students, and Friends;

Linda Whitright, Principal
John Coyne, Assistant Principal

Updated 8/16/2019
Welcome to the 2019-2020 school year! We are excited to see our returning students and those students who will be attending our school for the first time! After a great summer of fun and relaxation and summer classes, our staff is ready to start a new year that will be full of new learning, fun, and friendships.

You are an important part of your child’s education. We look forward to working with you throughout this school year and welcome your presence here at school as a part of our parent reading program, helping out with class parties, volunteering in your child’s class with projects or field trips, helping with various FIT projects, and helping out throughout the school day. Whitefish School District volunteer application forms are available at the District Office as well as the main office at each school. Volunteers will need to have this process completed before they may work in the schools.

Our school has been cleaned from top to bottom thanks to our superior custodial staff! This will be our last year in this facility. It continues to provide us with a safe and positive learning environment for our students and staff and we are proud and grateful to work in such a great building. We are very excited to move into our new Muldown in the fall of 2020!

Please keep this packet in a safe place, as many questions you may have during the year may be answered in the information provided. Please call should you have any further questions at 862-8620. Our office is open every school day from 7:30 a.m. until 4:30 p.m. We are always willing to meet when the need arises; we want you to know that we have an open door policy.

If you are new to Whitefish Schools, please stop by for a tour if you would like. We are happy to show you around Muldown School. If you are returning, please stop by and say hello! Once again, welcome back to the new school year!

Sincerely,

Linda Whitright, Principal
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District Mission Statement

Mission (why we exist) The Whitefish School District cultivates and supports a community that engages students to succeed in continuous learning, career, and citizenship.

Muldown Mission Statement

“Muldown staff is dedicated to helping students achieve academic excellence and to becoming life-long learners and responsible citizens.”

- Every Muldown staff member is committed to:
  - Being supportive of each other
  - Being professional
  - Managing conflict positively

- The best interests of the child are the basis of all decisions and actions. (child-centered)

- Every child will be challenged at their developmental level to achieve their potential through a variety of instructional techniques.

- A child’s social and academic development is viewed as a cooperative endeavor between the family, school and community.

- The environment that the school provides is safe, nurturing, and one in which all children can be successful.

- Team process is a part of effective decision making.

- Classroom instruction is guided by current best practices, technology and researched-based programs. This shared philosophy allows for balance within a school program.

- All staff has the responsibility to improve their skills and knowledge. Administration has the responsibility to provide support in meeting this need through professional development.
2019-2020 Muldown Staff Members

Kindergarten
Laura Ferda
Kortney Heffernan
Alisa Smith
Dacia Prather
Krista Schulz
Katie French
Lisa Olson

First Grade
Eryn Calobeer
Kelsey McCluskey
Dana Grove
Pam Morgan
Emily Dugan
Taunja Wagner
Marni Thomas

Second Grade
Lisa Bloom
Sara Miller
Kitty Dowaliby
Hailey Alcorn
DeAnn Klein
Jessica Lefterriere
Bonnie Hannigan
Ashley McDermott

Third Grade
Sarah Akey
Pam Gianos
Amy Rosenthal
Jennifer Watson
Tara Brown
Tyler Snipes

Fourth Grade
Daniel Neff
Andrew Staub
Jessica Qunell
Nikki Smith
Shelly Snipes
Kristen Bickford

Music
Dawn Hashley
Paul Rossi

Library/Media
Stacy Kelch/Gary Carmichael

Health Enhancement
Vonda Garcia
M'Liss Heimbigner

Spanish/Art
Kate Hunter

Counselors
Kelly Talsma Gr. K-2-4, Camille Deitz Gr. 1-3

Special Education
Megan McHugh, Gail Leonard, Meg Otte, Jennifer Hilder, Donna Sproul, Barbara Castelman

Occupational Therapist
Rita Haskins

Physical Therapist
Leslie Hayden

Para Professionals
Eden Dias, Kate Whitcomb, Lisa Wiley, Angelita Ogle, Bobbie Visnovski, Mandy Lovely, Rebecca Sisson
Christina Gray, Cheryl Wilder, Vivian Allen, Melany Ryan, Windy McKleskey, Yelitza Alvarez

Title I Teacher
Addy Connelly

Behavior Coach
Brianna Schuttler

Psychologist
Trina Crowe

CSCT Program
Eric Greenberg, Matt VanVlack

Speech Clinicians
Janet Maddock, Christina Schmidt

Intermountain
Neil Drakage, Felicia Caflin, Sandy Sverdrup, Lyndsey Marshall

Kitchen Workers
Jay Stagg, Brenda Banning, Pam Sexton, Robin England, Brenda Fredrickson, Brenna Sellers, Heather Tudor

Playground
Kelly Sellers, Maggie Roberts, Dale Powell, Rebecca McQuarry

Custodians
Travis Fredrickson, Michael Giordano, Logan Hakes

School Nurse
Isabel Graham & Angela Peterson

Secretaries
Chelsea Lefcourt, Julie Smith

Principals
Linda Whitright, John Coyne
### Muldown Daily Schedule 2019-2020

#### Kindergarten
- **School Begins**: 8:30
- **Morning Recess**: Scheduled by classroom teacher
- **Lunch/Recess**: 11:10 - 11:30 / 11:35 - 11:55
- **Afternoon Recess**: 1:50-2:05/2:05-2:20
- **Dismissal**: 3:10

#### Grade One
- **School Begins**: 8:30
- **Morning Recess**: 10:00-10:15
- **Lunch/Recess**: 11:35 - 11:55 / 12:00 - 12:20
- **Afternoon Recess**: 1:40 - 1:55
- **Dismissal**: 3:10

#### Grade Two
- **School Begins**: 8:30
- **Morning Recess**: 10:20-10:35
- **Lunch/Recess**: 12:00 - 12:20 / 12:25 - 12:45
- **Afternoon Recess**: 1:55 - 2:10
- **Dismissal**: 3:10

#### Grade Three
- **School Begins**: 8:30
- **Morning Recess**: 10:35 - 10:50
- **Lunch/Recess**: 12:25 - 12:45 / 12:50 - 1:10
- **Afternoon Recess**: 2:10 - 2:25
- **Dismissal**: 3:20

#### Fourth Grade
- **School Begins**: 8:30
- **Morning Recess**: 10:50 - 11:05
- **Lunch/Recess**: 12:50 - 1:10 / 1:15 - 1:35
- **Dismissal**: 3:30
Muldown Wednesday Early Release Schedule 2019-2020

Kindergarten
School Begins 8:30
Morning Recess Scheduled by Classroom Teacher
Lunch/Recess 10:55-11:15-11:35
Afternoon Recess 1:10-1:25/1:25-1:40
Dismissal 2:35

Grade One
School Begins 8:30
Morning Recess 9:50-10:05
Lunch/Recess 11:20-11:40-12:00
Afternoon Recess 1:00 1:15
Dismissal 2:35

Grade Two
School Begins 8:30
Morning Recess 10:05-10:20
Lunch/Recess 11:45-12:05-12:25
Afternoon Recess 1:15-1:30
Dismissal 2:35

Grade Three
School Begins 8:30
Morning Recess 10:20-10:35
Lunch/Recess 12:10-12:30-12:50
Afternoon Recess 1:30-1:45
Dismissal 2:35

Grade Four
School Begins 8:30
Morning Recess 10:35-10:50
Lunch/Recess 12:35-12:55-1:15
Dismissal 2:35
# MULDOWN CLASSROOM GUIDE

## KINDERGARTEN AREA
102 – Kortney Heffernan  
105 – Alisa Smith  
108 – Krista Schulz  
111 – Laura Ferda  
114 – Dacia Prather  
117 – Lisa Olson  
120 – Christina Schmidt

## FIRST GRADE AREA
709 – Megan McHugh/Resource  
710 – Kelsey McCluskey  
711 – Dana Grove  
712 – Marni Thomas  
713 – Kate Hunter/Spanish  
718 – Taunja Wagner  
719 – Eryn Calobeer  
720 – Emily Dugan  
721 – Pam Morgan

## SECOND GRADE AREA
809 – Donna Sproul/Resource  
810 – Bonnie Hannigan  
811 – DeAnn Klein  
812 – Kitty Dowaliby  
813 – Jessica Laferriere  
818 – Lisa Bloom  
819 – Ashley McDermott  
820 – Sara Miller  
821 – Hailey Alcorn  
Pod – Kelly Talsma/Counselor

## THIRD GRADE AREA
404 – Jennifer Watson  
407 – Pam Gianos  
408 – Jennifer Hilder/Resource  
413 – Sarah Akey  
414 – Amy Rosenthal  
415 – Tara Brown  
416 – Tyler Snipes  
Phone room- Gary Carmichael

## FOURTH GRADE AREA
202 – Meg Otte/Resource  
203 – Andrew Staub  
204 – Daniel Neff  
210 – Kristen Bickford  
211 – Shelly Snipes  
212 – Jessica Qunell  
213 – Nikki Smith  
Pod—Kelly Talsma/Counselor

## SPECIALISTS
605 – Vonda Garcia/H.E.  
611 – Dawn Hashley/Music  
502 – Trina Crowe/Psychologist  
503 – Eric Greenberg, Matt VanVlack/CSCT  
505 – Intermountain  
524/525 – Multipurpose Room  
534 – Camille Deitz/Counselor  
536 - Janet Maddock/Speech  
537 – Brianna Schuttler/Mandy Lovely  
538 – Leslie Hayden OT/PT  
539 – Addy Connelly/Title I  
504 – M’Liss Heimbigner & Paul Rossi

## MISCELLANEOUS
305 – Katie French Kindergarten  
325 – Office: Chelsea Lefcourt; Julie Smith;  
      John Coyne; Isabel Graham Nurse; Conference Room A  
326 – Office: Linda Whitrigh  
313 – Barb Castleman/Extended Resource  
323 – Media Center: Stacy Kelch; Gary Carmichael  
      Rita Haskins OT  
332 – Teacher Workroom

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Updated 8/16/2019

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![Whitefish Muldown Elementary Logo](logo.png)
Muldown School Policies and Procedures

Absences/Tardies

If your child will be absent from school, please call the office at 862-8620 before 9:00 A.M. If you do not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused. If you know that your child will be gone in advance, please call the office to inform us about planned absences. If you plan to pick up your child early during the day, please make sure to sign them out at the office. Thanks for your help! More than 6 absences per trimester are considered to be excessive. Notification from administration may be sent home to address excessive absences. Students who arrive late to school need to check in and get a sticker from the office (this lets the teacher know that they have checked in). Students who arrive to school before the bell rings line up and enter the building with their class on the playground rather than through the front doors.

Ill or Injured Students

Minor Illness/Injury
Students sometimes become ill during the school day. Teachers may refer a student to the office to have minor injuries treated. Nurse or office staff will contact a parent/guardian or their designee if a student is determined to be too ill to remain at school. Students with a fever over 100 will need to return home. Please make sure that an emergency contact person is selected and listed on your child’s enrollment information in case of an illness or emergency and a parent/guardian cannot be located.

Serious Illness/Injury
Below is the procedure in the event a student becomes ill or injured during the school day. If a child becomes ill while at school, the nurse or office staff will attempt to contact a parent or guardian. It is important to pick up your child as soon as possible to avoid the spread of illness. As always, check your child out of school before removing them.

Please read the guidelines below in the event it is necessary to seek medical assistance for your child:

- Our office will contact the parent/guardian to request that the parent/guardian arrange transportation if the situation warrants.
- If a parent cannot be contacted in an emergency that warrants immediate medical assistance, the principal or his/her designee will stay with the involved student until the parent/guardian is notified.

Medications

Administration of Medications

Procedures for receiving and accepting requests for giving medications will be as follows:
1. Medication will be brought to school by a responsible adult.
2. Prescribed medication will be placed in a locked location, will be properly packaged with original pharmacy labels, and accompanied by a Medication Order which includes:
a. Student’s Name, School, and Teacher
b. Diagnosis, Medication, Purpose of Medication, Time of Day Medication is to be Given, Possible Side Effects, Number of Days Medication will be given at School
c. Date and Signature of Physician or Dentist
d. Date and Signature of Parent or Guardian

3. Over-the-counter medications must be properly packaged with original label and student’s name and accompanied by the completed over the counter permission form signed by the parent or guardian.

**Enrollment Age/Immunizations/Birth Certificate**

No pupil may be enrolled in the kindergarten or first grade whose fifth or sixth birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. A student who meets the six-year-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. A birth certificate and an immunization record are required for admission to the Whitefish Schools. **A student must be current with all shots to begin attending classes.** Parents are advised that when deciding on an entry age for their child, the age of that student, when beginning their senior year, 12 or 13 years later, will be a consideration. If a student reaches age 19 before September 10th of their senior year, they may not be admitted except at the discretion of the School Board. On a case by case basis, the trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision of this section (District policy 3110).

**Varicella:**

ALL K-12 students will need to show proof of varicella immunity. This can be done in the following ways:

- 2 varicella immunizations at least 3 months apart, AFTER the age of 1 year.
- A doctor’s note stating disease, acceptable from an MD, DO, NP, or PA.
- A positive titer (blood test) result.

<table>
<thead>
<tr>
<th>Immunization Requirements</th>
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</thead>
<tbody>
<tr>
<td><strong>Vaccine Type</strong></td>
</tr>
<tr>
<td>Varicella</td>
</tr>
<tr>
<td>Polio</td>
</tr>
<tr>
<td>DTP/DT</td>
</tr>
<tr>
<td>DTap/Td</td>
</tr>
<tr>
<td>MMR</td>
</tr>
</tbody>
</table>
Health Screenings

Muldown sponsors a variety of routine health screenings to ensure that our students are ready to learn. The vision of all students is screened every year. An audiologist screens the hearing of students in grades K & 1, new students, and teacher/parent referrals. Speech pathologists screen for speech concerns for kindergarten, new students and teacher/parent referrals. Please notify school if you find head lice or eggs (nit) on your child. Children with head lice are excluded from school until treated. Properly treated cases are no longer contagious. Proper treatment includes removal of nits. Upon returning to school the child must be checked at the office by the school nurse or other personnel before returning to the classroom.

School Safety

In order to keep our school as safe as possible, we keep all doors other than the front door locked during school hours. Children are met at their respective grade level doors during the day. If they are tardy, they will need to enter through the front doors. **All visitors are required to stop by the front office, sign in, and take a visitor badge to be worn while in the building.** We thank you for your understanding and cooperation.

Cell Phones

According to District #44 policy, cell phones are not allowed to be used in school. If you believe that your child needs to carry a cell phone for safety reasons, the cell phone **must not be visible during any part of the school day.** This policy extends to the use of **iPhone** wrist watches and similar items. It must be **turned off,** stored in a backpack and not used during the school day. Cell phones that are visible will be taken to the office and returned to the student at the end of the day. Students are always allowed to use the telephone in the office with permission. **Visitors and Parent Volunteers are asked to refrain from using personal cell phones during school hours within the school building. Please turn ringers off.**

Electronic Devices

Other electronic devices (iPads, game devices, tablets, etc) should be left at home. As with cell phones, if they are seen they will be taken to the office and returned at the end of the day. The school will not be responsible for any theft or loss of electronics or cell phones.

Lost and Found

Muldown’s “Lost and Found” is located in the hallway that leads from the Multi-purpose room to the 1st and 2nd grade ramp. Please check for misplaced items regularly as it gets quite full at certain times of the year. At the end of each trimester (3 times per year), unclaimed items will be sent to local thrift stores.
**Dogs as School Visitors**

Students sometimes ask to bring their dogs to school for show and tell or for class demonstrations or visits. We do ask that any dog brought to school please wear a muzzle for safety reasons. Also, all dogs that visit Muldown must be up to date with their shots. You may be asked to provide verification from your veterinarian. If you have any questions about these requirements, please call the office.

**Pledge of Allegiance**

Montana state law requires K-6 schools to recite the Pledge at the beginning of the first class of each school day (MCA 20-7-133). Montana law does include an ‘opt out’ provision for those who choose not to participate. Any student who objects to participating for any reason in the pledge exercise must be excused from participation. A student who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

**Report Cards**

Student progress will be reported to parents every trimester with grade level report cards. The report card grading system reflects how well students are learning the Common Core State Standards and will be marked according to a student’s accomplishment of those standards.

**Inclement Weather**

As cold weather approaches, we ask that parents please send students to school dressed appropriately (coats, hats, mittens, boots, and snow pants). We really like our students to get outside as often as they can for fresh air and exercise! We only keep the students in if the weather conditions are unsafe. Generally speaking, students will be kept indoors if it is 0 degrees or colder. Wind chill will be considered. Students may go outside if it is raining lightly, so an umbrella may also be useful.

Please remember to label all articles of clothing. (Black snow pants all look alike.)

If the temperature is below 0 degrees, if it is pouring down rain, if there is lightning, or poor air quality then students and staff will follow the after school weather plan. Bus students will remain in their classrooms until right before the bus bell rings (3:35). If students walk or get picked up, they can gear up and walk or go to their designated areas and wait for their rides. 1st grade will wait at the North doors at the end of the first grade pod, 2nd grade will wait at the 2nd grade doors by the gym and music room, 3rd grade at the 3rd grade doors, and 4th grade will leave @ 3:30 for the bus or their rides. Paraprofessionals will wait with the students.
Snow Days

Our automated phone message service, Blackboard Connect, will be used periodically to inform you about emergency school closures and other important school messages. Also, you may listen to the following radio stations for morning emergency information. Heather Davis-Schmidt, Superintendent of Whitefish Schools, will call these stations with updates concerning late buses or poor weather conditions, which may cause schools to close:

<table>
<thead>
<tr>
<th>Call Letter</th>
<th>Frequency</th>
<th>Phone Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>KOFI</td>
<td>1180 AM</td>
<td>755-6690</td>
<td>official emergency station</td>
</tr>
<tr>
<td>KERR</td>
<td>750 AM</td>
<td>883-5255</td>
<td></td>
</tr>
<tr>
<td>KBBZ</td>
<td>98.5 FM</td>
<td>755-8700</td>
<td></td>
</tr>
<tr>
<td>KJJR</td>
<td>880 AM</td>
<td>755-8700</td>
<td></td>
</tr>
<tr>
<td>KGEZ</td>
<td>600 AM</td>
<td>752-2600</td>
<td></td>
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</tbody>
</table>

Muldown Website & Automated Phone Calling Service

Muldown School’s website is: [http://mul.wsd44.org](http://mul.wsd44.org). This site contains meal menus, a listing of school events, weather alerts, some classroom websites, and other helpful information. It also contains links to Whitefish Middle School, Whitefish High School, and the District Offices.

Our automated phone message service will be used periodically to inform you about emergency school closures and important school messages. Any school emergency information will also be relayed via our automated phone service.

Nut Free Zone

Around the school you will find “Nut Free Zone” signs posted. There are students in Muldown who have severe, potentially life-threatening allergies. As a school, we are asking parents and guardians to refrain from sending special treats to school that contain peanuts, tree nuts or any nut by-products. Allergic reactions can appear immediately after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have a peanut or tree nut allergy. We hope that with your cooperation and our monitoring, we can continue to enhance the safety of our students.
School Lunch Program

The entire food service staff is committed to providing your children nutritious wholesome meals in a friendly atmosphere. We are excited to try new recipes from scratch with more emphasis on fresh fruits and vegetables, along with whole grains.

We have a computerized accounting system for our school meals program. Your child will have his/her own account and will press their picture on the screen at each meal to deduct from their account for breakfasts, lunches, and milk. Younger students will receive help, if needed. Student accounts can be paid online.

Students may bring any amount of money to deposit into their account. The credit balance will be reduced as your child uses it. If there is no money to begin within the account, a child cannot charge a meal, unless the child is part of the free lunch program. Once the balance gets close to zero, we verbally ask the student to bring money and the student receives a paw print on their hand as a reminder. We try to send home statements to students who have negative balances weekly.

Muldown School participates in the Free and Reduced Lunch program. Application forms are available in the office. We do not participate in a free milk program for our cold lunch students.

Please note: If a child in the Free and Reduced Lunch program chooses to bring a cold lunch and wishes to purchase milk, they will be charged for the milk.

Meal prices for the 2019-2020 school year will be:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Full price lunch</td>
<td>$2.75</td>
<td>Full price breakfast</td>
</tr>
<tr>
<td>Reduced lunch</td>
<td>.40</td>
<td>Reduced breakfast</td>
</tr>
<tr>
<td>Milk</td>
<td>.40</td>
<td></td>
</tr>
<tr>
<td>Adult lunch</td>
<td>$3.50</td>
<td>Adult breakfast</td>
</tr>
</tbody>
</table>

Parents and visitors are encouraged to join us for meals. Please call us before 9:30 if you will be joining us for lunch so we can plan accordingly.

Parents may call the lunchroom at extension 284 to find out their child’s lunch money balance or with other questions regarding the program.
Student Pick Up/Drop Off and Parking

With the construction of the new Muldown Elementary there are new student drop-off/pickup locations and guidelines to be followed to enhance the safety of our students.

- The area between Muldown and WHS is reserved for bus traffic and WSD employee parking. **This area is no longer available for student drop-off/pick up or parent parking.**

- The parking lot in front of Muldown is for parent use.

- The driving lane in front of Muldown is reserved for quick student drop-off/pickup only. **NO PARKING PLEASE**
  - Students do not enter through the front doors unless arriving after 8:30 a.m.
  - Pre-arrange a place to meet your child to be picked up after school.
  - We ask that you do not call the office from a cell phone and ask to page your child. We like to be good neighbors, and keep our outside announcements to a minimum.

- Do not double park, or wait, as this blocks traffic.

- Whitefish Church of the Nazarene has graciously agreed to allow Muldown parents and students the use of the west parking area of the church as a parking and drop-off/pick-up area. We encourage you to take advantage of this accommodation.

We appreciate your assistance in keeping our students safe, while making student pickups and drop offs convenient for you. The following map depicts our traffic flow pattern.
Behavioral Expectations

General School Rules

1. Be Safe!
2. Be Kind!
3. Work Hard!

Muldow Foundations of Discipline

The Muldow teacher’s approach to discipline is based on the idea that expected behavior needs to be taught. It has been demonstrated, time and again, that an instructional approach to behavior yields positive results (i.e., more on-task time, accelerated learning, happier students, etc.). An instructional approach to discipline introduces and builds the essential skills that every student must have in order to be a successful learner. Discipline should be consistent, fair, and appropriate for the age of the child and severity of the incident. Each teacher will develop his/her own classroom discipline plan following these general guidelines.

To assist the students in becoming, cooperative, responsible, and respectful of the rights of others and to improve the learning environment, the Muldow Staff will be unified and consistent in three ways:

1) We will provide instruction, modeling and practice for each of the behaviors we expect our students to exhibit. We believe in unconditional positive regard.
2) We will intervene early when dealing with both positive and negative behavior. We will support one another in these pursuits.
3) We will be consistent with all students.

School Discipline Goals:

1) To provide a safe and orderly environment for growth and learning
2) To foster cooperation among students and staff
3) To promote independent behavior
4) To promote respect and to protect the rights and property of others
BULLYING—HARASSMENT—INTIMIDATION—CYBERBULLYING

Muldown Elementary strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation or hazing, by students, is strictly prohibited and shall not be tolerated. This policy is in effect during the school day, while students are on property within the jurisdiction of the District; going to or coming from school, on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the order, efficient management and welfare of the District.

The Board recognizes that some acts of bullying, harassment, intimidation or hazing may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that requires a response either at the classroom, building, or District levels or by law officials. Consequences and appropriate remedial actions for a student who engages in prohibited behavior may range from behavioral intervention and education up to and including suspension or expulsion.

Bullying is defined as any harassment, intimidation, hazing or threatening, insulting or demeaning gesture or physical contact, including any intentional written, verbal or electronic communication or threat directed against a student that is persistent, severe or repeated and that causes a student physical harm, damages a student’s property or places a student in reasonable fear of harm to the student or the student’s property; creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or substantially and materially disrupts the orderly operation of school.

Responding to Bullying Complaints:
The principal is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:
- The nature of the behavior
- The developmental age of the student
- The student’s history of problem behaviors and performance
- The nature of the incident
- The results of the investigation

Staff Responsibilities:
Muldown staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:
- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervening immediately and take corrective action when bullying is observed.
- Encourage students to report bullying incidents.

Student Expectations:
Students are expected to take responsibility for helping create a safe school environment by:
- Not engaging in or contributing to bullying behaviors, actions, or words.
- Reporting all incidents of teasing, bullying harassment, intimidation, or other physical or verbal abuse.
- Never engaging in retaliatory behavior, ask of, encourage, or consent to anyone's taking retaliatory actions on one's behalf.
- Treating everyone with respect and being sensitive to how others might perceive their actions or words.

There will be serious consequences for students who commit acts of bullying, including but not limited to suspension.
Playground Monitors:
The playground monitors are there to ensure the safety of the students on the playground. It is their responsibility to make sure that the rules and guidelines created through the efforts of the MTSS team are in place and consistently and positively enforced. These guidelines will address the needs and security of all students. The playground is the playground supervisors’ domain, but it is up to all of us to make sure all our students are safe and respected. It is up to us to make sure we positively respect one another through modeling expected behaviors and positively reinforcing the expectation.

Out of School Misconduct
Any Whitefish School District student whose misconduct outside of school time and away from school property has a negative impact on normal school system operations, as determined by school district administration, will be held accountable for such misconduct. Although we work very diligently to avoid a loss of student/teacher learning time, student accountability may include suspension, expulsion, removal from activities or offices, or some other appropriate form of consequence available to district administrative staff. Examples of such misconduct may include harassment or vandalism directed against school staff, crimes directed at other students, or other offenses deemed as appropriate to justify such school district response.

Drugs and Alcohol
Drugs and alcohol are not permitted on the Muldown School campus at any time according to Whitefish School District policies #3310, #3350, & #3351. Parents will be notified and further action will be determined.

Weapons
Weapons of any kind will not be permitted on the Muldown School campus at any time according to Whitefish School District policies #3310, under “Gun-free Schools” and “Possession of a Weapon in a School Building.”

Searches of School Property, Students, and Their Effects
School property, including, but not limited to desks and lockers, is owned and controlled by the school and may be searched by school administrators/designees at any time. School administrators/designees are authorized to conduct general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. School administration may search a student, the student’s property, or school property under the student’s control, when there is reasonable suspicion that the search will produce evidence the student has violated or is violating either the law or school policy. The parent of the student shall be notified of the search as soon as possible.

Seizure of Property
If a search produces evidence that the student has violated or is violating the law or the school's policies or rules, such evidence may be seized and impounded by a school administrator/designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.
Dress and Appearance

Muldown Elementary school strives to keep lines of communication open between the student body, administration, faculty/staff, and community with regard to dress or other issues that impact the school climate. The matter of dress is very individual, but some standards of dress are necessary to promote an appropriate learning environment without disruption and provide for safety. Development of a dress code is an ongoing process, and is subject to modifications, additions, or deletions at any time during the school year. The principal or designee reserves the right to determine the appropriateness of students’ attire.

To help you better understand what is expected at Muldown Elementary, the following general guidelines are listed:

- Students must wear shoes with safe/hard soles. Slippers, socks, flip flops, or other beach-type shoes are not considered appropriate, as they do not offer sanitary or safety protection.

- Crop tops are prohibited. No skin should be showing between the bottom of shirt/blouse and top of pants or skirts. See-through, mesh type shirts or blouses may only be worn over the top of another non-mesh shirt. All shirts must have at least 2 inches of material that covers the shoulder.

- Pants worn showing clothing/underwear near the waistline is not permitted. Shorts should be at least mid-thigh in length and may be worn between April 1st and November 1st.

- Hats may not be worn inside the school.

- Slogans or advertising on clothing or school supplies that display or advertise violence, racism, drugs, alcohol, tobacco products, or are controversial or of an obscene nature, are unacceptable.

- Facial jewelry (other than earrings) and use of make-up is considered inappropriate at the elementary level and is not allowed.

- Appropriate winter dress includes coats, hats, mittens, snow pants, and boots.

- Shoes that have skate wheels in the soles are not appropriate for school.

- Hair must be kept out of face to provide clear vision and promote good eye contact.

Dress that is not specifically forbidden is not necessarily acceptable. The administration makes the final decision. Students whose appearance is deemed inappropriate according to the general guidelines will be asked to resolve the issue. We deeply appreciate parent and student support of clothing that maintains Muldown’s emphasis on academic success and supports our efforts to keep students safe and protected.
Students! Your behavior on a school bus is extremely important for the safety of everyone aboard. If you distract the bus driver, you jeopardize the safety of all passengers.

*Major offenses on the school bus may result in immediate suspension from the bus, regardless of the offense number.

**School Bus Rider’s Responsibilities**

- Be Respectful.
- Wait for the bus to come to a **complete stop** before entering and exiting the bus.
- Keep hands and feet to self at **all times**.
- Enter and exit the bus one person at a time.
- Find a seat quickly, remain seated and face forward at **all times**.
- Visit with a conversational voice level.
- Eating or drinking is not allowed on the bus.
- Tobacco of any kind is not allowed on the bus.
- Use of profanity or harassment of other students will not be tolerated.
- While waiting for the bus, leave the loading area accessible to the driver.
- If the student has to cross a road, cross approximately 10 feet in front of the bus, only when it is safe to do so.

**Reporting of Inappropriate Behavior**

- Any student, whose behavior compromises the expectations for a safe and respectful environment, will be subject to disciplinary action that is appropriate to the misbehavior.

- The driver will discuss the misbehavior with the student and will report the incident to the office of Rocky Mountain Transportation as deemed necessary.

**Consequences**

- Rocky Mountain Transportation and its employees are responsible for the implementation of this conduct policy. Failing to abide by the expectations may result in one or more of the following consequences:
  - Verbal or written warning.
  - Conference with the assistant principal.
  - Parent notification—verbal or written.
  - Assigned seat.
  - Write a letter of apology, make restitution, and/or write a plan of improvement.
  - Loss of bus riding privileges.
  - Referral to police.
  - Other consequences deemed appropriate by school officials.

All school rules and expectations are also in effect on the bus and at the bus stop. Student cooperation is necessary to provide a safe and enjoyable bus riding experience for all.
Complaints by Students and Parents

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal’s and Superintendent’s offices.

Students shall use the Title IX/504/ADA Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment, and disability discrimination.

Title IX/504/ADA Grievance Procedures

The Whitefish School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX) and under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee’s employment status; OR

Has the purpose or effect of:

• substantially interfering with a student's educational environment or employee’s work environment;
• creating an intimidating, hostile, or offensive educational or work environment;
• depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
• making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.
Sexual harassment includes sexual violence or sexual misconduct. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion. Sexual misconduct may also include dating violence or stalking.

Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. Section 504 and the ADA prohibit a school district from excluding an “otherwise qualified individual with a disability” from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap and encompasses both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Dave Means.

Inquiries concerning the application of Title IX/504/ADA may be referred to the District’s Coordinator:

Dave Means  
Whitefish School District #44  
600 E. Second Street  
Whitefish, MT  59937  
(406) 862-8640 ext. 507

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

**Filing a Complaint**
An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally. An individual wishing to make a complaint will be provided with a copy of these procedures.

**Informal Resolution**
The decision to invoke the informal resolution process is voluntary. The District may determine that the matter is not appropriate for informal resolution. If determined to be appropriate, both the individual alleging discrimination by an employee, student or third party and the individual(s) who is(are) the subject of the allegation(s) must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution. Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

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**Formal Complaints**

An individual may make a formal complaint of discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

**Investigation**

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether discrimination has occurred when it has knowledge of allegations of discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that discrimination occurred).

Parties (the individual making the complaint and the individual(s) who is(are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law. Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

During the pendency of any investigation, the District may take appropriate interim measures that are individualized based upon the circumstances present. Interim measures may include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of certain areas on a school campus, or other similar accommodations.

**Notice of Outcome**

Both the complaining and responding individuals shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination when that sanction directly relates to the individual.

**Time Frames**

The District shall complete its investigation within a timely manner upon receipt of the complaint or knowledge of allegations of sex discrimination.
Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

Remedies

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a discrimination investigation shall notify the Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Computer Resources

Computer resources, including the District’s electronic networks, are an integral part of the District’s instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District’s electronic networks or the District’s computers.

Internet access is available to students through WSD’s computer network. Users have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. Students utilizing District-provided Internet access must have the permission of parents, must be supervised by the District’s professional staff and are responsible for good behavior online just as they are in a classroom or other areas of the school. The District will provide filtering software to computers accessing the Internet. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the District.

Privacy/Confidentiality:

All files residing on the District’s equipment are the property of the District. The school computer network system operator, or school employees, may at any time, review the subject, content, and appropriateness of electronic communications or computer files, and remove them if warranted. Any violation of District rules will be reported to school administrators.

Personal Information:

When sending electronic messages, students shall not include information that could identify themselves or other students. Examples of identifying information include last names, addresses, and phone numbers. Students shall identify themselves by first names only. Users’ network passwords are provided for their personal use. Users should not share their password with anyone. Users should not log into the network with another user’s login name and/or password. If a user suspects someone has discovered his/her password they should change it or have it changed immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
Copyright:
Users shall not:
- Copy and forward;
- Copy and download; or,
- Copy and upload

…any copyrighted material to the network or Internet server, without approval by the computer system operator, a teacher, or school administrator. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, or software. Do not plagiarize others’ work.

Inappropriate Sites:
The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users.

E-mail/Chatting:
Students at WHS may use their school issued email account for school business only. All other email correspondence is prohibited during school hours.

Hacking:
Users shall not infiltrate or “hack” computing systems or networks within or outside of the District. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another’s ability to use that system (e.g., by sending “e-mail bombs” that cause a disk to fill up, a network to bog down, or a software application to crash).

Inappropriate Use:
Users shall not use the District computer network to:

1. Purchase goods, solicit sales or conduct business (e.g., by posting an advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Search for, visit, receive or transmit obscene, abusive, sexually explicit, inappropriate or threatening language or images. Student users will follow all lab/classroom rules.

Discipline:
Violation of District policy and rules will result in loss of access to the District computer system.

First infraction will result in the removal from the computer network for 20 school days. Second infraction will result in the removal from the computer network for 40 school days. Third infraction will result in the removal from the computer network for 80 school days.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and/or severity of the infraction. When and where applicable, law enforcement agencies may be involved
## Muldown Elementary School Behavioral Expectations

<table>
<thead>
<tr>
<th>Be</th>
<th>Kind</th>
<th>Work Hard</th>
<th>Safe</th>
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| **Hallway** | - Quiet (Voice Level 0).  
- **Walk** without disturbing other classes.  
- Keep hallways clean. | - **Walk** on the right.  
- Stay in a single file line.  
- Go directly to your destination. | - Keep proper distance between you and others.  
- Face forward.  
- Hands at your side and feet off the walls as you walk down the hall. |
| **Lunchroom** | - Enter and exit quietly.  
- Wait politely in line.  
- Talk quietly at your table.  
(Voice Level 2)  
- Practice good table manners. | - Stay seated.  
- Eat your own food.  
- Leave area clean.  
- Remain seated until dismissed. | - Listen to adult instruction.  
- Raise your hand for help and to be dismissed. |
| **Bathrooms** | - Respect the privacy of others.  
- Respect school property. | - Use the bathroom quickly and quietly.  
- Flush toilet after use.  
- Place trash in the trash can. | - Wash hands with soap and water.  
- Keep the restroom clean.  
- Report problems to staff. |
| **Playground** | - Show good sportsmanship.  
- Take turns and share.  
- Refrain from using inappropriate and negative language. | - Stay in designated play area.  
- Talk with Playground Supervisors to assist with solving problems. | - Exit the building and enter the playground safely.  
- Use the equipment correctly and safely. |
| **Bus** | - Visit with conversational voice level 2  
- Enter and exit one person at a time.  
- Refrain from using inappropriate and negative language. | - Be on time.  
- Hands and feet to self at all times.  
- Eating and drinking is not allowed.  
- Find seat quickly and remain seated. | - Wait for bus to come to a complete stop.  
- Stay seated and face forward at all times.  
- Cross approx. 10 ft. in front of bus when safe to do so. |
| **Classroom** | (Classroom teacher will fill in) | | |
Muldown Elementary
Student Behavior Management Process

Observe Problem Behavior

Warning/Conference with Student

Is the behavior administrator managed?

NO (Minor)

Use classroom consequence.
Re-teach correct behavior.
Complete and submit ODR.

Has the behavior improved?

Yes

2nd Offense call home

No

3 or more incidents of the same behavior in the same month?

Request for admin support

Illegal Drugs, Alcohol, Tobacco, Weapons
Referral to law enforcement official
Disciplinary action could include immediate suspension and/or expulsion

NO (Minor)

Defiance
Disrespect
Disruption
Dress Code
Inappropriate Language
Physical contact
(Non-serious)
Property misuse
Technology Violation/
Cell Phones
Other

Blatant Disrespect
Blatant Disruption
Physical Altercation
(Fighting)
Bullying/Harassment/
Intimidation
Insubordination/Defiance
Sexual Harassment
Abusive language
Severe Dress Code
Forgery/Theft
Lying/Cheating
Severe Property Damage
Technology Violation
Vandalism
Chronic Minors

Admin speaks with students
Determines/sets consequences
For Example:
First Offense:
complete Office Discipline
Referral (ODR)
loss of privilege as
determined by admin
restitution if applicable
Second Offense:
complete ODR
loss of privilege 3 days or as
determined by admin
SRO could be involved
restitution if applicable
Third Offense:
complete ODR
loss of privilege 5 days or as
determined by admin
possible behavior contract
restitution if applicable
SRO could be involved

Admin provides info and
follow-up to teacher and
parents.

YES (Major)

Admin takes responsibility
for the student and the
consequences.

Acknowledge and
reward improved
behavior

Has the behavior improved?

Yes

NO (Minor)

Second Offense call home

3 or more incidents of
the same behavior in the
same month?

Request for admin
support

Illegal Drugs, Alcohol, Tobacco, Weapons
Referral to law enforcement official
Disciplinary action could include immediate suspension and/or expulsion

Admin provides info and
follow-up to teacher and
parents.

Has the behavior improved?

Yes

NO (Minor)

Second Offense call home

3 or more incidents of
the same behavior in the
same month?

Request for admin
support

Illegal Drugs, Alcohol, Tobacco, Weapons
Referral to law enforcement official
Disciplinary action could include immediate suspension and/or expulsion

Admin provides info and
follow-up to teacher and
parents.
Safety & Supervision

Safety at Whitefish Schools, like schools all across the nation, has become an ever growing and evolving focus and concern. The safety of our students and staff is a top priority. As we move into our last year in our current building, and look forward with anticipation and excitement to moving into our new Muldown, steps are taking place to ensure a more safe and protective climate and culture. In order to accomplish this task we are requesting that the following guidelines be followed by all.

- All are welcome at Muldown. If you plan to accompany your child within the playground boundaries at any time during the day, you must check in at the front office and receive a “Bulldog Paw” sticker. This sticker must be visible on your person for the extent of your visit.
  - Supervising staff will be instructed to direct adults that do not have a sticker to the main office to sign in and receive one.
  - Signage has been placed at all the playground entrances to help remind you of this request.
- If you do plan to accompany your child into the building you must park in the designated parking lot at the front of Muldown or across 7th Street at the Nazarene Church Parking lot.
  - Do not park in our drop-off/pick-up area.
  - The parking lot between Muldown and the high school is for staff access and parking only.
  - Supervising staff will be instructed to direct those in violation of this guideline to the proper parking areas.

School Dismissal Manager

Muldown is excited to announce that we will pilot a new student tracking system this school year that will allow parents the ability to directly communicate with the office through the use of an app on their personal device/cell phone. The program is called School Dismissal Manager. This app allows the parent to communicate with the school about changes in their student’s dismissal instructions and allows for a smoother more efficient pick-up procedure through the use of a feature called Fast Lane.

Naturally when something new is introduced changes will need to take place and time and patience will be paramount in the process of making these changes. Our hope is to simplify and streamline the process of dismissing and picking up the students and to assure that all students get where they need to be safely and in a timely manner.
My student and I have reviewed this student handbook for 2018-2019 school year and have signed a document indicating so. We understand that the handbook contains information that my child and I may need during the school year. We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.