

Columbia Falls High School  
610 – 13th Street West  
Columbia Falls, MT 59912  
(406) 892-6500  
Fax: 892-6583

# WELCOME TO WILDC/KAT COUNTRY

*Columbia Falls High School represents the best in educational growth and learning experiences. Your classes are designed to challenge each of you and offer you the opportunity to acquire skills essential for the school-to-work transition or post-secondary education experience. Our extra-curricular programs provide for the social, intellectual, and physical well being of our students, and the CFHS staff encourages participation in the various organizations they sponsor for your personal development.*

*As a contributing member of Columbia Falls High School, you are urged to give your best throughout your high school years. Work hard, act responsibly, and learn as much as possible. We challenge you to continue the WILDC/KAT tradition of excellence and*

**catch WILDC/KAT SPIRIT**

**show WILDC/KAT RESPECT**

**promote WILDC/KAT PRIDE!**

*This handbook should assist you and your parents in understanding your specific responsibilities while a student at CFHS. Have a pleasant, rewarding experience, and **BE PROUD** to be a **WILDC/KAT!***

*Administration, Faculty, and Support Staff*

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### **Directory Information**

From time-to-time, School District Six will disclose “directory information” from a student’s education record. Directory information is information in a student’s educational record that is general in nature, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. According to the U.S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address and telephone, date and place of birth, official activities, dates of attendance, height and weight, honors and photograph.

Parents can, however, retain the right to deny consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal.

Other than instances when Law Enforcement or Family Services is conducting an investigation, it is our policy not to disclose student addresses and phone numbers.

**School District No. 6****Mission Statement**

*Working together for our students, we will provide the best environment that maximizes abilities and potential as life-long learners.*

**Vision**

*In a spirit of cooperation and trust, individuals achieve common goals that benefit all students enrolled in School District Six. We nurture partnerships among students, teachers, parents, and community in an atmosphere of excellence where people are valued, learning is essential, and differences are respected. Committed to consistency in planning and action, we offer an educational environment that challenges and educates students to their fullest potential and helps them become productive citizens.*

**Columbia Falls High School****Mission Statement**

*Working together with students, parents and the community, Columbia Falls High School will create a learning environment that nurtures and challenges students to develop the personal integrity, intellectual curiosity and respect for others that will enable them to become responsible citizens in an ever changing world.*

**Belief Statements**

*We believe:*

- *CFHS must work to meet the needs of individual students in a diverse student population.*
- *All students have the ability to learn.*
- *CFHS must provide the supportive atmosphere needed by students to develop academic, technological, interpersonal, critical thinking and life skills.*
- *Parent and community involvement in the educational environment at CFHS is essential.*
- *That tolerance and respect for the uniqueness of the individual in a diverse world is essential.*
- *Students must develop the vocational skills necessary to be productive, contributing adults in our society.*
- *That a positive student-teacher relationship is necessary to foster intellectual curiosity and enthusiasm for life-long learning.*
- *Effective communication is the key to successful relationships.*
- *There should be a partnership between teachers, students and administrators to provide a safe environment.*
- *Education is a life-long process that takes place in and out of the classroom.*
- *As educators, we must always strive to enhance our professional development.*

<p>○ <b>AS A COLUMBIA FALLS HIGH SCHOOL STUDENT, YOU ARE EXPECTED TO:</b></p>
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**UNDERSTAND** and follow school rules

**ATTEND** school regularly and on time

**RESPECT** the rights, property, and safety of others

**TAKE PRIDE** in the care and appearance of yourself, your school, and its property

**DEVELOP** a personal code of honesty and trust

**COOPERATE** and be willing to listen to others

**WORK** to achieve the highest of your ability in each of your classes

**CONDUCT** yourself in a reasonable and courteous manner

**RECOGNIZE** and praise fellow students who have done well

**BE WILLING** to help others who are in need

**TAKE ADVANTAGE** of activities at school, be actively involved, and

**HAVE FUN.**

**Public Notice of Non-Discrimination**

School District Six complies with the Americans with Disabilities Act of 1990, Public Law 101-36 (ADA), and Section 504 of the Rehabilitation Act of 1973. As such, the district does not discriminate on the basis of disability, race, color, national origin, sex or age with regard to admission, access to services, treatment or employment in its programs or activities.

Any person having inquiries concerning the district's compliance with the regulations is directed to contact Terri Burghardt, Director of Special Services, at 892-6562.

## NOTICE

As required by Federal No Child Left Behind legislation, School District Six and Columbia Falls High School hereby notify parents that they may request, and the District hereby notify parents that they may request, and the District will provide the parents on request, information regarding the professional qualifications of the students' classroom teachers, including at a minimum, the following:

- a. Whether the teacher has met the state qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status.
- c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
- d. Whether paraprofessionals provide services to the student and, if so, their qualifications.

Contact: Mike Nicosia, Superintendent  
School District Six  
P. O. Box 1259  
Columbia Falls, Mt. 59912

Phone: 892-6550, ext. 422

**ADMINISTRATION AND STAFF**

Parents and students are encouraged to contact the people listed below with specific questions or concerns. All three-digit extensions may be accessed by dialing 892-6500, the main office at the high school, and then the extension number indicated.

<b><u>Administrators</u></b>	<b><u>Extension No./ Phone No.</u></b>
Alan Robbins, Principal .....	224
Scott Gaiser, Assistant Principal .....	225
John Cooper, Assistant Principal .....	275
John Thompson, Activities Director .....	226
Michael Nicosia, Superintendent .....	892-6550 ext.422

**Administrative Office Staff**

Sandra Harke, Attendance Secretary .....	892-6503
Debbie Ridenour, Secretary .....	221
Robin White, Secretary .....	222

**Counselors**

Terrill Guidi .....	263
Kristi Arnold .....	262
Doug Cordier .....	230

**Special Education**

Terri Burghardt, SPED Director .....	892-6562
Cindy Burr, SPED Secretary .....	892-6562

**School Psychologist**

Ashley Jollymore .....	289
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**School Nurse**

Kathy Dragonfly .....	892-6510
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**Title IX Coordinators**

Mary Behrendt .....	283
Terry Guidi .....	263

<b><u>Hot Lunch</u></b> .....	892-6513
<b><u>Transportation</u></b> .....	892-6566

**Faculty**

Alia Albertowicz, English.....	244
Rebecca Bates, Business.....	248
Mark Beckwith, Industrial Technology.....	272
Mary Behrendt, FCS.....	233
Troy Bowman, Health/PE.....	265
Peter Browne, Social Studies.....	240
Sandra Chestnut, English.....	251
Tom Chestnut, Health/PE.....	269
Michael Christensen, English.....	242
Bill Coleman, Social Studies.....	255
Soozi Crosby, Librarian.....	261
Olivia Diamond, English.....	243
Danae Ekegren, Choir.....	267
Dan Fairbank, Social Studies.....	254
Rick Fanger, Social Studies.....	252
Zulma Fernandez, Spanish.....	235
Shaun Forrest, Credit Recovery/Social Studies.....	246
Dan Frankino, Math.....	260
Stephen Gasche, Math.....	257
Jamie Heinz, Science.....	239
E.J. Hoerner, English.....	249
Julia Hoerner, SPED.....	299
Kelly Houle, Science.....	232
Pam Hughes, Title I Reading.....	282
Tyler Jones, Weights/Conditioning.....	295
Linda Kaps, English.....	247
Wes Knutson, Health/PE.....	268
Paula Koch, Spanish.....	280
Jennifer Lovering, Social Studies.....	253
Gene Marcille, English.....	245
Krista Martens, Science.....	229
Gary Menning, English.....	241
Todd Mertz, School Resource Officer.....	250-9213
New, SPED.....	227
Brooke Nelson, Art.....	281
Carrie O'Reilly, SPED.....	276
Steve Osborne, Math.....	237
Mark Phillips, SPED.....	228
Erin Quintia, Science.....	236
Mitzi Rice, Business.....	250
Richard Ridgway, Science.....	287

D.J. Sattler, Spanish.....	238
Ben Schaeffer, Industrial Technology .....	286
Ken Sharr, Art.....	280
Betsy Spivey, Health/PE.....	270
Ken Stone, Industrial Tech .....	285
Robert Teeples, Math.....	258
John Thompson, Science .....	226
Lynne Thuesen.....	231
Karen Ulmer, Band .....	267
Vicki Wirkus, Math .....	256
Dawn Wood, Math.....	259

**Instructional Aides**

Susie Barth, SPED	
Mike Downey, SPED	
Christy Houle, Job Coach .....	292
Susan Groverman, SPED	
Peter Halpin, SPED	
Joy Harrell, SPED	
Jerry Randolph, SPED	
Erin Senst, SPED	
Tammy Martinson, Title I	
Denise Kimerly, Writing Lab .....	274
Laurie Thramer, ISS/Study Hall .....	291

**Upward Bound**

Mike McLean, Director .....	292
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**TIP Line** ..... 881-4700

In response to the need to generate any and all information about dangerous or illegal activity that may negatively impact our schools, School District Six has initiated a Safe School Tipline to provide students, parents and community members with a vehicle to report school safety concerns.

The Safe School Tipline number is 881-4700. Calling the tipline allows an individual to leave a voice-mail message. Messages will be monitored on a regular basis.

If an individual wishes to report information of an immediate threat to school safety, it is recommended that he or she call the District Office directly at 892-6550.

**STUDENT LEADERS**

**Student Body Officers**

President..... Stephanie Raymond  
Vice President ..... Nichole Mickelson  
Secretary/Treasurer ..... Marissa Getts  
At Large Representatives ..... Scott Hopkins  
..... Ericka Smith

**Freshmen Class Officers** (to be elected)

**Sophomore Class Officers**

President..... Allie Lampman  
Vice President ..... Danielle Gilley  
Secretary ..... Kayla Stratton

**Junior Class Officers**

President ..... Tim Spencer  
Vice President ..... Alesia Laroque  
Secretary /Treasurer ..... Shilo Knudson

**Senior Class Officers**

President ..... Sam Scherman  
Vice President ..... Russell Plevel  
Secretary /Treasurer ..... Niki Elek

Annual.....	Laurie Thramer
Art Club .....	Ken Sharr
Band .....	Karen Ulmer
Basketball – Boys .....	Cary Finberg
Basketball – Girls.....	Dan Fairbank
BPA.....	Becky Bates
Choir .....	Danae Carlson
Cheerleaders.....	Trista Schaeffer
Drama.....	Lea Shanks
Freshman Advisor.....	Pam Hughes & Julie Hoerner
Sophomore Advisor .....	Kelly Houle
Junior Class Advisor.....	Jamie Heinz
Senior Class Advisor.....	Jenny Lovering
Close-Up.....	Dan Fairbank
Columbians .....	Karen Ulmer
Cross Country – Boys and Girls .....	Steve Gasche
FCCLA.....	Mary Behrendt
Football .....	John Thompson
Foreign Language Club.....	DJ Sattler
Golf – Boys and Girls .....	Gene Marcille
Honor Society .....	Soozi Crosby
Key Club .....	Christy Houle
Peer Allies.....	Scott Gaiser
Soccer – Boys .....	Peter Browne
Soccer – Girls .....	Greg Trenerry
Softball – Girls .....	Dave Kehr
Special Olympics .....	Tom Chestnut
Speech.....	Mike Christensen/Alyson Dorr
Student Council.....	Shaun Forrest
Tennis (girls).....	Jerry Smalley
Tennis (boys) .....	Gary Yee
Track (boys).....	Jamie Heinz
Upward Bound.....	Mike McLean
Volleyball.....	Addy Hines
Wrestling.....	Jesse Schaeffer

**BOARD OF TRUSTEES**

Pastor Darrell Newby..... (892-5031)	Jim Henjum.....(892-0512)
Dean Chisholm.....(892-2741)	Jill Rocksund, Chair.....(892-1822)
Larry Wilson.....(892-5951)	Gail Pauley.....(888-5528)
Greg Macijunas.....(892-1197)	Barbara Riley.....(892-1829)

**2008 - 2009 SCHOOL CALENDAR**

August .....	25.....	Freshman Orientation/Open House
August.....	25-26 .....	Staff Development Day
August.....	27.....	First Day of School
September .....	1.....	No School – Labor Day
October.....	16-17 .....	Teachers’ Convention
October.....	31.....	End of 1 <sup>st</sup> Quarter
November .....	11 & 13 .....	Evening Parent/Teacher Conferences
November.....	14.....	No School
November.....	26-28 .....	Thanksgiving Vacation
December .....	22-Jan.4.....	Christmas Vacation
January .....	5.....	School Resumes
January.....	19.....	No School
January .....	26.....	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
February .....	16.....	No School
March .....	31.....	End of 3 <sup>rd</sup> Quarter
April .....	6-10 .....	Spring Break – No School
April .....	16.....	Evening Parent/Teacher Conference
April.....	17.....	No School
May .....	25.....	No School – Memorial Day
June .....	6.....	Graduation
June .....	11.....	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
		Last Day of School

\*A monthly Activities Calendar is posted at the high school throughout the year.

**Progress Reports**

Progress reports are distributed at mid-term and indicate proficiencies, as well as deficiencies, in the student’s classroom performance. Parents may request progress reports at any time by calling the CFHS counselors or the main office. Teachers should be given the courtesy of a 24-hour notification for parental request deadlines.

Progress reports will be mailed home on the following dates for the 2008/2009 school year:

1 <sup>st</sup> Quarter.....	September 30, 2008
2 <sup>nd</sup> Quarter.....	December 15, 2008
3 <sup>rd</sup> Quarter .....	February 24, 2009
4 <sup>th</sup> Quarter .....	May 13, 2009

Final Week Schedule1<sup>st</sup> Semester 2008 -2009

Final Exam periods are in **bold type**

Wednesday, Jan 21:	Period 1:	8:20 – 8:55
	Period 2:	9:00 – 9:35
	Period 3:	9:40 – 10:15
	Period 4:	10:20 – 10:55
	Period 5:	11:00 – 11:35
	Period 6:	11:40 – 12:15
	Lunch:	12:15 – 12:45
	<b>Period 0 &amp; 7</b>	<b>12:50 – 2:17</b>
Thursday, Jan. 22:	<b>Period 1:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 2:</b>	<b>10:05 – 11:35</b>
Friday, Jan. 23:	<b>Period 3:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 4:</b>	<b>10:05 – 11:35</b>
Monday, Jan. 26:	<b>Period 5:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 6:</b>	<b>10:05 – 11:35</b>

Regular schedule resumes Tuesday, January 27th

- ✓ The cafeteria will serve food, available for purchase, during the breaks. Free and Reduced Lunch Program will be operational.
- ✓ Buses will be provided at the end of each shortened day. Buses will depart at 11:35.

WE ARE A CLOSED CAMPUS DURING THE BREAKS!

Final Week Schedule2nd Semester 2008-2009

Final Exam periods are in **bold type**

Monday, June 8:	Period 1:	8:20 – 9:05
	Period 2:	9:10 – 9:53
	Period 3:	9:58 – 10:41
	Period 4:	10:46 – 11:29
	Period 5:	11:34 – 12:17
	Lunch:	12:17 – 12:47
	Period 6:	12:52 – 1:35
	<b>Period 0 &amp; 7</b>	<b>1:40 – 3:15</b>

Tuesday, June 9:	<b>Period 1:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 2:</b>	<b>10:05 – 11:35</b>

Wednesday, June 10:	<b>Period 3:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 4:</b>	<b>10:05 – 11:35</b>

Thursday, June 11:	<b>Period 5:</b>	<b>8:20 – 9:50</b>
	Break:	9:50 – 10:00
	<b>Period 6:</b>	<b>10:05 – 11:35</b>

Please Note:

- ✓ The cafeteria will serve food, available for purchase, during the breaks. Free and Reduced Lunch Program will be operational.
- ✓ Buses will be provided at the end of each shortened day. Buses will depart at 11:35.

WE ARE A CLOSED CAMPUS DURING THE BREAKS!

**Report Cards**

Report cards are issued quarterly to all students. This report reflects grades, general comments, GPA (grade point average), and absences. If there is a question about the student report, the student, parent, or guardian may make an appointment with the teacher to discuss it. Report cards may be withheld pending payment of fines.

Report cards for the 2008/2009 school year will be distributed as follows:

1<sup>st</sup> Quarter.....November 11 & 13 – Parent/Teacher Conferences\*4:30 – 7:30p.m.  
 2<sup>nd</sup> Quarter.....January 28 - Mailed  
 3<sup>rd</sup> Quarter .....April 20 – Evening Parent/Teacher Conferences\* 4:30 – 7:30p.m.  
 4<sup>th</sup> Quarter .....June 13 – Mailed

\*Report cards not picked up at Parent/Teacher conferences will be mailed home.

**DAILY TIME SCHEDULE**

<b>M-T-Th-F Schedule</b>	
Period 0	7:25 a.m. – 8:15 a.m.
Period 1	8:20 a.m. – 9:15 a.m.
Period 2	9:20 a.m. – 10:10 a.m.
Period 3	10:15 a.m. – 11:05 a.m.
Period 4	11:10 a.m. – 12:00 p.m.
LUNCH	12:00 p.m. – 12:30 p.m.
Period 5	12:35 p.m. – 1:25 p.m.
Period 6	1:30 p.m. – 2:20 p.m.
Period 7	2:25 p.m. – 3:15 p.m.

<b>W Early Release Schedule**</b>	
Period 0	7:35 a.m. – 8:15 a.m.
Period 1	8:20 a.m. – 9:05 a.m.
Period 2	9:10 a.m. – 9:52 a.m.
Period 3	9:57 a.m. – 10:39 a.m.
Period 4	10:44 a.m. – 11:26 a.m.
Period 5	11:31 a.m. – 12:13 p.m.
LUNCH	12:13 p.m. – 12:43 p.m.
Period 6	12:48 p.m. – 1:30 p.m.
Period 7	1:35 p.m. – 2:17 p.m.

The Superintendent may order the closure of schools in the event of extreme weather or other emergency, in compliance with Montana School Code.

Every Wednesday is a scheduled early release dedicated to teacher in-service and district program development.

### Inclement Weather Information

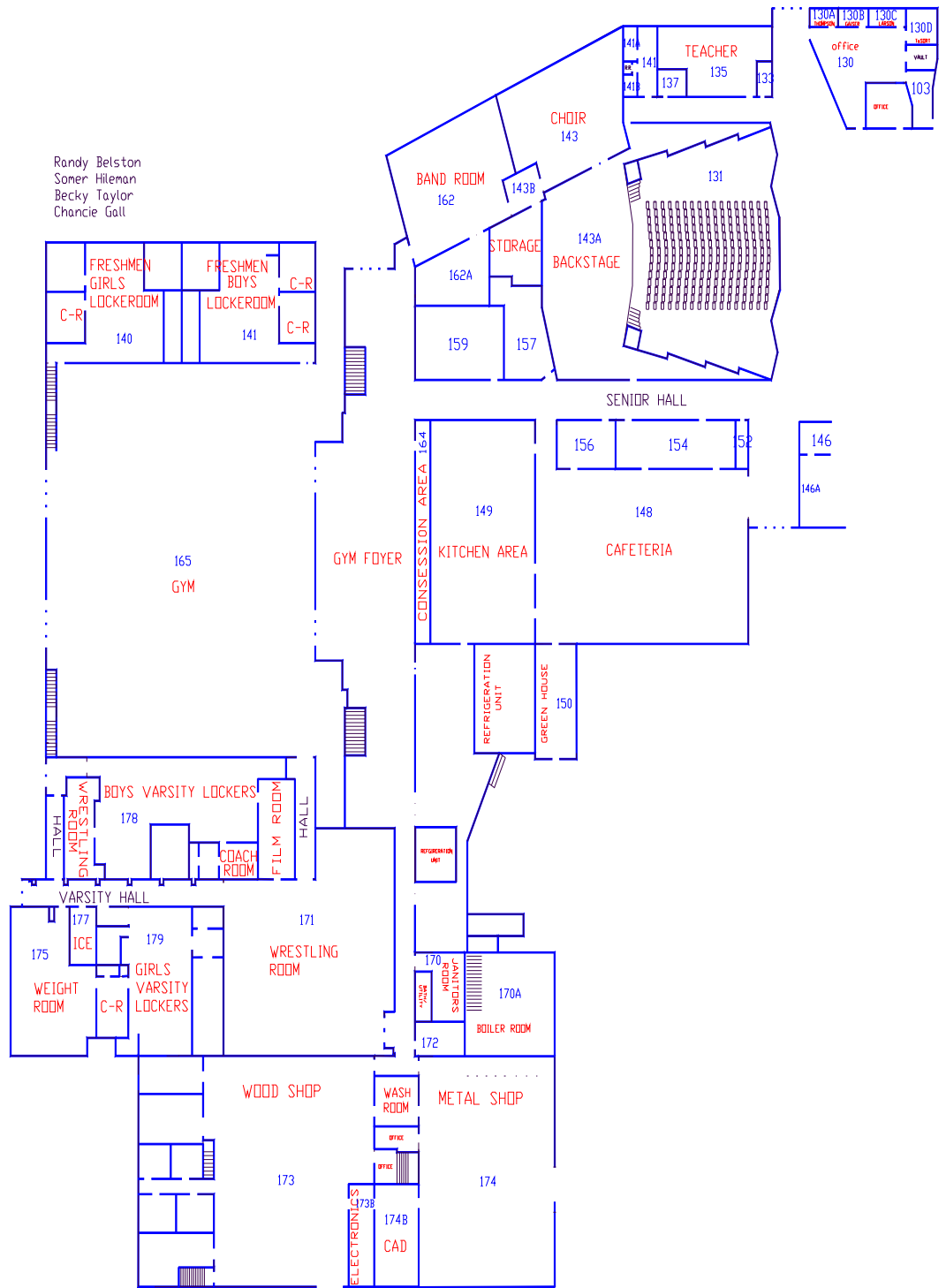
Blizzards and exceptionally bad weather can cancel or delay school and disrupt bus routes. School district officials advise parents that the following procedures will be implemented immediately:

1. Four radio stations will broadcast school cancellations, bus route and class time changes for School District 6: KJJR-B98 (880 AM), KOFI (1180 AM), KGEZ (600 AM), and KALS (97.1 FM).
2. Information will be presented to the radio stations prior to 7:00 a.m. so bus riders and parents know of the delays or cancellations of bus routes.
3. The options for bus travel include eliminating all runs or only driving routes along the major highways. Individual bus problems or route closures will be dealt with separately and the proper notification will be given to the radio stations.
4. Those parents with Kindergarten students are advised that if the buses are not running in the morning, it is the parents responsibility to pick up those students at the end of the day. Whatever routes that are run in the morning will determine the afternoon routes.

**Note:** It behooves parents to adopt a plan for students to have a place of refuge or be able to re-enter the home in cases of emergency.

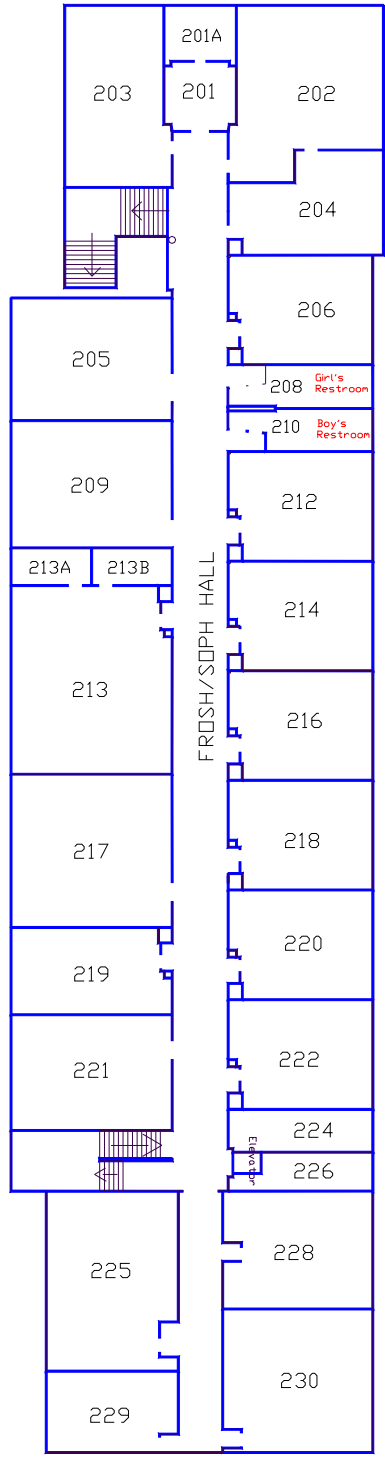
5. If a child is unable to attend school that day, parents should call the building secretary before the start of the following school day.
6. Once students are transported to school by bus, they will remain at school until the end of the school day. The school district does not want to release children early without parent knowledge. Parents may retrieve their children from school at any time.
7. If there is a county-wide “emergency travel only” declaration, all schools will be closed. This applies to all staff except for a skeleton crew needed to be present to make sure the buildings are open.
8. If the decision is made that no buses are running, then school will be closed. If some buses are running schools will be open.
9. The district can close schools without a county-wide emergency travel advisory. There may be times when the schools in town are open but the Canyon schools are closed.

CFHS Main Floor





CFHS 2<sup>nd</sup> Floor





## GENERAL INFORMATION

### ACADEMICS

#### ➤ Course Changes and Withdrawals:

Students are given the opportunity to decide their classes in consultation with parents, counselors and/or teachers. Once a student is enrolled in a class, he/she is expected to remain there for at least a semester. If a change is necessary, the change must be made during the first ten (10) days of the semester only. Course changes are to be made through individual counselors with parent approval. Class schedules must be continued until changes have been finalized through the high school office.

Courses from which the student withdraws within the first 10 days will not be entered on the permanent record. Schedule changes after the first 10 days of a semester are dependent upon alternative class availability and administrative approval. The student may receive an authorized withdrawal and a grade of W indicated on the permanent record during the first 10 weeks of the semester. Courses from which the student withdraws after the tenth week will be recorded as F on the permanent record. A counselor and administrator may consider exceptions to this policy.

#### ➤ Course Load Requirements

The standard expectation is that students are expected to be enrolled in 7 class periods. If a student ceases to pursue the required course of instruction the administration may recommend, to the Board of Trustees, the student's expulsion. Student's classes will be in consecutive order and include no more than one study hall. Tenth through twelfth grade students seeking permission to attend less than seven classes must have parental and administration consent. The building administration may grant exception to the number of classes required based on extraordinary circumstances. **Students must exit the building after their last class.**

#### ➤ Commencement:

Students may begin plans for participation in commencement exercises at the end of the first semester of their senior year if they are on-line to graduate at the end of the second semester. Students must have completed all the required courses and number of credits to participate in graduation ceremonies.

A senior will not be eligible to participate in the graduation ceremony if their out-of-school suspension would have extended past the graduation date.

Formal commencement exercises are conducted annually at the end of the regular school year. The ceremony is a dignified, formal occasion held to honor the graduates. Any alteration to the cap & gown must be approved by the administration and a graduate may be prevented from participating in the ceremony if their attire is inappropriate per administration's discretion.

### ➤ PASS System

Parents and students are able to view online the attendance and class progress for the student. The information needed to access this information is the student ID number and the student's PIN number (a 3-digit number). This information will be provided to each student in the fall.

To access this information, please follow the steps outlined below:

1. Go to the district website: <http://sd6.k12.mt.us>
2. On the left side of the page you will see a dark blue section that lists "student records" at the bottom of that list. As you place your cursor over that title, you will see the choices between the high school & junior high. Make your selection and click.
3. On the left side of the page is a place to enter the student ID number & PIN number. You can also make a choice of which record you wish to view. The individual classes will appear if you choose "schedule/progress" from that list.
4. Click on each class to view the details.

If you find that a class has not been updated within a 2-week period of time, please contact the teacher. At times there may be some technical difficulty that needs to be remedied. If the teacher knows that a particular class isn't showing those updates, then we can investigate and fix the problem.

### ➤ Grades

Grades are the means for reporting how a student is progressing after assessing the work done throughout a nine-week period or semester period. The grading scale for each class is determined by the classroom teacher and will be communicated to students through the "Full Disclosure" document at the beginning of the school year. A copy of the class "Full Disclosure" is on file with the individual teacher and is available upon request.

Generally letter grades are interpreted to mean:

A..... Superior work	D	Below average work
B ..... Good work	F	Unacceptable
C ..... Average work		
P ..... Pass		
W..... Withdrawal (Class dropped within the first 12 weeks of the semester.)		
X ..... No credit due to lack of attendance.		

All INCOMPLETE work must be made up within 10 school days following each grading period or the student receives an "F" for the course in question.

For computing grade point averages the following numerical values are assigned to the letter grades:

A = 4	P = Not included in GPA
B = 3	W = Not included in GPA
C = 2	X = 0
D = 1	
F = 0	

➤ **Weighted Grades:**

The District will implement a system of awarding additional grade points referred to as “weighted grading” in designated high school courses. This system of grading will be incorporated in computing students’ quarterly, semester and cumulative grade point averages. The following grading system will be used:

A = 5 grade points	C = 2.5 grade points	F = 0 grade points
B = 4 grade points	D = 1 grade point	

The following courses will incorporate weighted grading:

English 12 AP	Biology AP	Spanish IV	Calculus AP
English 11 AP	Physics A	Spanish V	Pre-Calculus
	Chemistry Adv		

All students enrolled at Columbia Falls High School who have completed any of the above-listed courses prior to the enactment of this policy will receive weighted grading for those courses.

➤ **Honors/High Honors:**

The requirements to qualify for honors and high honors at graduation are as follows:

1. HIGH HONORS: Overall GPA of 3.80 (3.85 for the class of 2010) or better for all classes during eight (8) semesters (freshman through senior year).
2. HONORS: Overall GPA of 3.0 – 3.84 for all classes during entire eight (8) semesters of high school.

Foreign Exchange students and early graduates are not eligible to receive honors awards.

**Honor Roll:**

All GPA's of 3.0 and above are accepted for the Honor Roll with the following restriction:

- a) Daily classes only are accepted in the GPA. Pass/Fail and W grades are not included in the GPA.

➤ **Outside Credits**

Students may be permitted to take up to four (4) credits from FVCC or other certified and accredited state or regional correspondence schools during the total four years of high school. Requests to use such credit need Counselor or Administrative approval.

➤ **Running Start Program**

Running Start is a dual credit program between Columbia Falls High School and Flathead Valley Community College (FVCC) where juniors and seniors earn credit simultaneously for high school graduation and toward a college degree. The Running Start program enables an eligible high school student to seek an expanded educational challenge. Running Start credits will be accepted at CFHS **ONLY AS ELECTIVE CREDITS; FVCC CREDITS MAY NOT BE TAKEN TO SATISFY GRADUATION REQUIREMENTS UNLESS PRIOR APPROVAL FROM THE HIGH SCHOOL ADMINISTRATION IS GRANTED.** Classes taken at FVCC as part of the Running Start program are limited to college level courses numbered 100 or above.

Students and parents will be responsible for all tuition and fees. Although the tuition is fifty percent of the designated residency rate, the student pays full cost for all fees, books, and materials. Students are responsible for their own transportation to and from FVCC classes.

Once students enroll under this program and begin attending FVCC, they will be considered regular college students. The college faculty will expect the same level of classroom participation, study habits, and homework as they expect from all other students in the class.

Students must take a minimum of five classes at CFHS. To maintain eligibility for high school extra-curricular activities students must pass at least five classes. Classes at FVCC will not apply toward eligibility for Montana High School Association sanctioned activities.

Credits earned at FVCC will be interpolated in the CFHS credit system as follows:

<b><u>FVCC Credit</u></b>	<b><u>CFHS Credit</u></b>
2.0	.25
3.0	.50
4.0	.75
5.0	1.00

Students should contact their high school counselor for procedures to enroll in the Running Start program.

➤ **Graduation Requirements:**

Twenty-two (22) credits are required to graduate. Freshman students are accountable for seven periods a day. Administration may grant exceptions to the number of classes required based on extraordinary circumstances.

<b>English .....</b>	<b>4 credits</b>	
<b>Mathematics .....</b>	<b>2 credits</b>	<b>** 3 credits</b>
<b>Science.....</b>	<b>2 credits</b>	
<b>Health Enhancement.....</b>	<b>2 credits</b>	
<b>U.S. History.....</b>	<b>1 credit</b>	
<b>American Government.....</b>	<b>1 credit</b>	
<b>Computer Applications (Word Processing).....</b>	<b>1 credit</b>	
<b>Social Studies/Foreign Language.....</b>	<b>1 credit</b>	
<b>Fine Arts (Art, Music).....</b>	<b>1 credit</b>	
<b>Vocational Arts.....</b>	<b>1 credit</b>	
<b>Electives.....</b>	<b>6 credits</b>	<b>** 5 credits</b>

\*Traffic Education is not a credit-bearing class and does not count towards graduation.  
 \*\* 3 credit alternatives to the traditional 2-credit mathematics graduation requirement.  
 - General Math to Alg. Part 1 to Alg. Part 2  
 -Alternative exit level mathematics programs teacher approval required.

**Early Graduation:**

Students may be permitted to graduate early if they have completed necessary requirements for graduation. Students are responsible for completing all required coursework and remaining informed of graduation ceremony activities. Students must complete **all** outside coursework prior to the end of the last semester of his/her attendance. Otherwise the student must remain enrolled and attend CFHS classes until their outside courses are completed. Students must complete the following procedures:

- Student contacts counselor to pick up an early graduation application. Application deadline is the tenth school day of the student’s senior year.
- Counselor checks student’s transcript for credits and ability to fulfill all required courses by the end of the seventh semester.
- Student gathers other signatures as outlined in the application.
- Courses used to substitute (FVCC or correspondence) for second semester classes must be completed by the first Friday following January 1.
- Students who graduate after the 1<sup>st</sup> semester are not eligible to participate in 2<sup>nd</sup> semester activities.

➤ **Eligibility for Graduation (Fifth Year):**

Students eligible for fifth year graduation are those who have not reached the age of 19 prior to September 1 of the current school year and are eligible for graduation in the spring of that school year. The student will be required to petition the administration for continuance in the school district. The petition will establish:

- a) a completion contract with deadlines
- b) a deposit on textbooks (refundable upon successful completion of credits)

➤ **National Honor Society:**

Membership into the Ella Murphy Donaldson Chapter of the National Honor Society is based on outstanding scholarship, leadership, character and service. A five-member faculty committee selects national Honor Society candidates during their sophomore year.

- **Eligibility Requirements:** During the sophomore year, as soon as first semester grades have been recorded, a list is compiled of students whose cumulative GPA is 3.85 or higher. This list of students is circulated among the entire faculty, along with a description of the other qualities desired in a National Honor Society (NHS) member, which include service, leadership, and character. Faculty are asked to fill in a rubric based on a 1-4 scale (four being excellent) considering the above mentioned qualities. Faculty members are also asked to include (in writing) any comments that may help better explain these qualities. Any significant objections to a student's membership may result in a student's non-selection. Students who receive an average of 3.5 or higher on the rubric are considered candidates for nomination, and are invited to submit further information if they are interested in being considered for membership.
- **Selection Process:** Once a list of eligible students has been generated, interested students are invited to submit a Student Information Form and asked to obtain a faculty recommendation. A five-member volunteer faculty committee reviews the submitted information. The selection of each member to the chapter is by a majority vote of the committee. Once selected, students are notified by mail and must take part in the induction ceremony to become active members.
- **Dismissal:** Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, service, leadership, and character. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. The faculty committee shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty committee.

**➤ National Collegiate Athletic Association (NCAA) Initial Eligibility Requirements**

NCAA initial-eligibility standards were developed in response to a disturbing number of college athletes who were not succeeding academically in college. Before a student can participate in athletics his or her freshman year at an NCAA Division I or II institution, minimum academic requirements must be met. These initial-eligibility standards relate to athletics only; they have no bearing on admission to college.

Prospective NCAA Division I and II student-athletes are required, during their senior high school year, to complete a reporting process through the NCAA Clearinghouse. The counselors will provide interested students with complete details of this initial-eligibility process.

Computer Science is no longer considered a core subject

**NCAA Division I Standards**

- at least 4 years of English
- at least 3 years of math  
(one year algebra 1 or higher)
- at least 2 years of science
- at least 1 year of additional English, math or science
- 2 years of additional courses in any of the above areas and/or foreign language
- earn a minimum GPA in the above 16 core courses with a corresponding ACT or SAT total score (see counselors for scale)

**NCAA Division II Standards**

- at least 3 years of English
- at least 2 years of math
- at least 2 years of social science
- at least 2 years of science
- at least 2 years of additional English, math or science
- 2 years of additional courses in any of the above areas and/or foreign language
- earn at least a 2.0 GPA in the above 14 core courses

**➤ Withdrawal from School:**

To officially withdraw from school, a student must have parental permission and obtain a withdrawal form from the high school office. The withdrawal slip and textbooks must be presented to each teacher for a signature and current grade. The completed form must be returned to the office. Upon parental request, school records are forwarded to the next school the student attends.

Students who withdraw to a home school program and are under the age of 16 are legally required to register with the Flathead County Superintendent's office.

**ACTIVITIES****➤ Activity Code:**

It is a privilege to participate in the extra-curricular programs sponsored by CFHS. To maintain this privilege, students must conduct themselves in a proper and lawful manner at all times. Each participant **MUST** meet all School District 6, Columbia Falls High School, and Montana High School Association requirements and rules. Failure to do so may result in suspension or expulsion penalties. See Appendix A for activity eligibility requirements and conduct code.

**➤ Activity Regulations**

1. To participate in any co-curricular activity, a student **MUST BE IN ATTENDANCE** the **FULL DAY** of the scheduled activity. Exceptions are medical or pre-arranged (prior to that day) excuses as determined by the Activities Director.
2. Participants must have a physical examination before engaging in a sports activity and have insurance to cover these activities.
3. All activity participants and their parents/guardians must submit a signed activity consent/release form to the Activities Director prior to activity participation.
4. The following Activities Academic Eligibility Rule must be met.

**Academic Eligibility Rule**

School District #6 mandates that a student must pass five (5) credit-bearing subjects per semester to be eligible for participation in extra-curricular events. The record at the end of the semester is final and may not be made up in any way. Eligibility status is governed by the following procedures:

1. For the purpose of this policy, eligibility will be determined on the first day of each semester as mandated by the MHSAA. Office grade reports are available the week following the end of the semester when grades are due. A student is still eligible or ineligible even though these grade reports are not printed and distributed by the office. Students passing five (5) credit-bearing subjects per in the preceding semester are eligible for participation in all extra-curricular activities at CFHS.
2. The specific dates of the eligibility schedule will be established by June of the preceding year. These dates will be printed each school year in the Student Handbook and registration materials.

**Eligibility Calendar:** If a student has passed five (5) credit-bearing subjects during the preceding grading period, that student is eligible according to the following:

<b>GRADING PERIOD</b>	<b>ELIGIBILITY PERIOD</b>
1 <sup>st</sup> Semester – 2008-2009	1/23/08-6/5/08
2 <sup>nd</sup> Semester – 2008-2009	8/27/08-1/26/09
1 <sup>st</sup> Semester – 2009-2010	1/27/09- 6/11/09

➤ **Activity Tickets:**

An activity ticket admits students to all Columbia Falls High School regularly scheduled athletic events and to all drama and musical events. The price of each ticket is \$25. (Funds from the sale of Activity Tickets are used to purchase materials for all activities.) It is to be used only by the student whose name appears on it. Activity tickets lost or stolen may be replaced at a cost of \$1.

All students participating in activities at Columbia Falls High School are required to purchase an Activity Ticket.

**2008/2009 Ticket Prices:**

All Athletic Events.....Adult .....	\$4.00	
All Athletic Events.....Student (Grades 1-12).....	\$3.00	
Activity Ticket .....	Student .....	\$25.00
Activity Ticket .....	Adult .....	\$40.00
Activity Ticket .....	Family .....	\$100.00

➤ **Title IX**

There will be no discrimination against any student on the basis of sex, race, creed, marital status, or handicapping condition in providing access to extra-curricular activities. This includes all available current and future programs. It is the purpose of our activities programs to provide equal access, share in equal use of facilities, transportation, coaching/sponsorship, and support services. Complaints are to be presented a Title IX Officer (Mr. Terry Guidi, Counselor, Mrs. Mary Behrendt, Family and Consumer Sciences) or to a school administrator.

➤ **Travel**

Students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during school activity trips.

Activity travel guidelines are as follows:

- 1) Students must ride school provided transportation.
- 2) Students may not drive themselves to an activity or ride with any driver other than the school sponsor, coach/advisor or their own parent/guardian.
- 3) Parents who wish to transport their own child must sign a transportation waiver form at least two days in advance of the activity. Students may obtain the waiver from their coach/advisor or in the main office.
- 4) Students may be released to return home with their parent/guardians from an event at the discretion of the coach/sponsor. A transportation waiver must be signed at that time with the coach/advisor.

**➤ Computer Labs**

Computer labs located throughout the building are open to all students who need to use the computers for assignments. In order to attend the lab, a pass is required for unaccompanied students by their classroom teacher. The writing lab is for schoolwork and student folders are monitored by CFHS staff. Any equipment misuse or violation of lab regulations will result in loss of privileges. All students are subject to the behavior code and the Acceptable Use Policy applicable to CFHS and School District No. 6.

Basic guidelines for computer lab use include but are not limited to the following:

- No food or drinks in any computer lab.
- Students operate under restricted access to the computer network. Attempts to circumvent that usage through misuse or damage of computer hardware or software will result in loss of privileges.
- If problems occur with hardware or software, notify an instructor or lab supervisor immediately.
- Do not retrieve documents from printers. An instructor or lab supervisor will deliver the documents.
- Save files in personal folders on the network only. Contents of personal folders are to be no larger than 2.0 MB. Personal folders are not to contain programs, program executable files, or personal entertainment files.
- A teacher or lab instructor must monitor use of outside disks for file transfer.
- Internet e-mail is for sending and receiving instructor approved, school related material only.
- Internet use requires parental approval as indicated on the Internet Use Agreement Policy.

**➤ Guidance Offices/Career Center**

The counselors—Mr. Guidi, Mrs. Arnold, and Mr. Cordier—will assist with educational, vocational, social, and personal concerns in a confidential manner. A counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. A student has the right to privacy and to expect confidentiality. This confidentiality will not be abridged except where there is a perceived clear and present danger to the student and/or to other persons. Additionally, Montana law mandates school district personnel to report suspected cases of abuse or neglect.

Information on careers, advanced education, and financial aid may be obtained from the counseling staff. Scheduling, class changes and testing programs are also managed within the Counseling/Career Center. Appointments should be scheduled during study halls and before or after school. Students may not conduct personal counseling sessions or class scheduling appointments during a solid class period. Students must have a pass from the counselor to visit the counseling office. If the counselor(s) is/are unavailable, students are to report back to study hall immediately and not sit in the office waiting room.

**➤ Health Services**

Even with adequate precautions and supervision, accidents can and do happen at school. Columbia Falls School District Six does not provide medical insurance to automatically pay for medical expenses if a student is injured at school or on a school activity. The District only carries legal liability insurance.

The District makes medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to children in the lower grades at the beginning of the year and are available in all of the school offices throughout the year. If your child did not bring a brochure home, please contact the office at your child's school.

The school nurse assists students who may be ill or injured while at school. Students who become ill during the day are to tell their teacher who may send them to the nurse's office. Emergency first aid will be performed. If students require further assistance, his/her parent/guardian will be notified. If a student is sent to the nurse, and she is not in her office, students are to report immediately to the main office.

State regulation prohibits school personnel from dispensing over-the-counter medications and prescription medication without written permission from a doctor. The policy, in accordance with state regulation, is as follows:

Employee Administration of Medication: (Board Policy 3416)

- 1) Students will be permitted to bring a single day supply of any required medication with them to school. The student, however, is responsible for storing the medication and taking it at the appropriate time. Teachers or other employees should not accept the responsibility for student medication, but should enforce the policy on bringing only a single day's requirement.
- 2) Special education students may bring a 1-week supply of medication to the school nurse or teacher who will keep it in a locked area. The school nurse or teacher will dispense the medications per the physicians' instructions.
- 3) Students requiring medication will provide the District written authorization either from the parent or child's physician. The principal, at his/her discretion can require both authorizations.

The parent/guardian should discuss any special needs or special medical procedures for their son or daughter with the school nurse upon the student's entrance into high school. All records are kept confidential.

**➤ Hot Lunch/Breakfast**

Morning breakfast and hot lunch are provided daily at CFHS. High school students are invited and encouraged to participate in the breakfast program and/or eat lunch in the school cafeteria. Sack lunches may be eaten in the cafeteria. Students are asked to abide by the following:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave table and floor clean for those who follow.
4. Courteous conduct is expected from all students who use the cafeteria.

Applications for free and/or reduced lunches/breakfasts are available to students through the hot lunch office. The Food Supervisor and staff will assist students with any questions or concerns in the morning before school starts.

**➤ Identification Cards**

All high school students will be issued a photo ID card at the beginning of the school year. The student will carry these cards while at school and at ALL school activities. These cards will contain a bar code corresponding to the student's identification number. Replacement ID cards will cost \$3.00. The card will be used for:

- Checking out books from Launer Library.
- Activity ticket entrance for those who have purchased activity tickets.
- Entrance to dances and other supervised school functions and activities.

**➤ Library**

The Launer Library is open daily from 7:30 a.m. to 3:30 p.m. Arrangements may be made to have the Library open longer hours if necessary. The Library is a study, reference and research area where inappropriate behavior will not be tolerated. The Library rules and consequences are posted at the main desk, at the book return, and in the entrance window.

Students wishing to spend their study hall period in the library may do so provided space is available. They must be signed into the library by the time the bell rings and remain in the library until the period ends. The library sign-in sheet will be sent to Study Hall so that roll may be taken there. Roll will also be taken in the library at the beginning and end of each period.

Books, other than Reference books, are checked out for a period of two weeks and renewable for an additional two weeks. If an overdue book is returned within two weeks from when it was due, no fine will be charged. Reference books are checked out for an hour at a time during the day, and may be checked out overnight after school hours. Lost books and other library materials must be replaced by the student. All library fines and fees must be paid before the close of the school year. Report cards will not be distributed at the end of a grading period until library fines have been paid.

➤ Lockers

Lockers and locks are assigned to the students. Students are encouraged to use locks to protect their personal effects and schoolbooks. Students are responsible for the contents of the locker issued to them and are to use school issued locks only. Locks brought from home will be removed from the lockers. Students will be held financially responsible for loss of or damage to any assigned school property, which includes the lock and the locker.

➤ Lost and Found

Students who find lost articles are asked to take the items to the office. If you have lost something, contact the office. Lost articles, which are not claimed within a reasonable amount of time, will be disposed of.

➤ Special Education

The Special Education program at CFHS is committed to providing a positive educational experience that encourages student achievement and advancement. We recognize that each student has individual skills, interests, talents and educational needs. The emphasis is on providing specialized instructional services that capitalize on individual strengths, rather than limitations. In this way we support each student in achieving his/her own potential and unique success. For questions or concerns regarding your Special Education student, contact Director of Special Services, Ms. Terri Burghardt (892-6562).

Section 504 of the Rehabilitation Act of 1973: Notice of Non-Discrimination Columbia Falls School District 6 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any persons having inquiries into the District's compliance with the regulations of Section 504 or the Americans with Disabilities Act (ADA) should contact Ms. Terri Burghardt, 504 Coordinator, at 892-6562. This individual has been designated by the district to coordinate efforts to comply with the regulations prohibiting discrimination on the basis of disability.

➤ Telephone/Messages/Deliveries

A phone for student use is available in the main office of the high school. This telephone may be used before and after school and during the lunch period. Students are not to use the telephone during class periods unless there is an urgent reason to do so. Emergency messages for students may be called into the high school office. **Deliveries of any kind and non-emergency messages will not be delivered to students during the day.**

### SCHOOL AND FACILITIES

The proper care of CFHS and classrooms is essential in order to maintain a school of which we can all be proud. Visitors and other schools judge us on our appearance and on our behavior. The following rules will help us create the best school possible and promote WILDCAT PRIDE, RESPECT and SPIRIT!

➤ **Asbestos Inspection Policy**  
**Notice to Parents**

This notice is to all parents of School District #6. The purpose is to inform each of you that we are in compliance with all regulations mandated by the Federal Government's Asbestos Hazard Emergency Response Act. This notice is part of that AHERA regulation.

School District #6 contracted with Y Environment to perform periodic re-inspection of School District #6 buildings and compile an AHERA (Asbestos Hazard Emergency Response Act) re-inspection report. Their resulting report states that they found **no friable asbestos** which would allow exposure to the students or public.

All School District #6 maintenance and custodial staff have met the asbestos training program requirements.

\*\*Reports and findings of Y Environmental inspection and management plan are on file and may be viewed at each of the school buildings by contact the School District #6 Asbestos Program Coordinator, John Giacomino, Director of Support Services.

➤ **Decorations**

Activities sponsors and/or administration must approve all decorations and/or posters. Decorations and/or posters must be removed by the day following the activity. No outside advertising is allowed within the building. Only **masking tape** is to be used for putting up decorations. **Do not use tape on the floors or ceilings**

➤ **Dance Regulations**

1. A dance request form must be completed and approved at least 2 weeks prior to event by the principal.
2. Dances sponsored by any organization of CFHS are considered school functions. Regularly enrolled students in grades 9-12 at CFHS and their invited guests are welcome to attend. One guest per student will be allowed.
3. Guests of CFHS students will be admitted upon presentation of a guest card and a picture I.D. This card is issued from the office to the student and **must be acquired** before the close of school the day before the dance. Guest cards will not be issued to:
  - Individuals 18 years of age or older unless they are specifically approved by the administration. Exceptions may be granted for the Prom for individuals under 21 years of age.
  - Students who are under a school suspension or expulsion.
  - Individuals not approved by the administration or teachers of CFHS.
  - Students in Jr. High and younger
4. Anyone leaving a school dance early will not be allowed to reenter.
5. All school regulations apply at school-sponsored dances – This includes the dress code standards.
6. Admittance to the dance is not allowed after 10p.m.
7. **Dance behavior must be appropriate.** Students displaying dance moves, which simulate sexual behavior or are otherwise inappropriate may be told to leave the dance. If there are repeated offenses, a student may be prohibited from attending dances for the remainder of the school year.

➤ **Food and Drink**

At lunchtime, please dispose of all sacks, cans, and bottles in the appropriate bins and clean up any spills for which you are responsible. Students are responsible to be familiar with each teacher's classroom rules regarding food and drink. In order to keep the classrooms and hallways neat and clean, take responsibility for cleaning up our own litter and spills.

➤ **Fund Raising Projects**

All fund raising projects must be approved by administration. Businessmen and others may not be solicited for funds except after approval by administration. Students shall not be used during school hours for promotion of activities not related to school work; nor shall they be used for selling tickets for such activities.

➤ **Non-Student Loitering and Trespass**

To help protect student and school property from disruptive activity, school officials must have immediate knowledge of any persons inside the building or on school property who are not members of the staff or student body. Trespassers in the school building or on the school grounds will be requested by any staff member to leave the area. The Columbia Falls Police Department will be called and appropriate legal action will be taken.

➤ **Surveillance Cameras**

As outlined in School District Policy # 3235, surveillance cameras are utilized on school buses and in the school hallways, cafeteria, and school grounds to help ensure student safety. Information from these sources may be used in determining disciplinary consequences.

➤ **Textbooks**

Students who lose or damage a book while it is checked out to them will pay the cost for replacement.

➤ **Visitors**

Parents are always encouraged and welcome to visit CFHS. Appointments should be made to see a teacher, counselor, administrator or to visit a student's class. All visitors must report to the high school office to obtain a visitor's pass before proceeding to a classroom. For the purpose of maintaining an appropriate school environment, guests and pets of students are not allowed.

**STUDENT POLICIES**

There are many activities in which students may participate at Columbia Falls High School. The most important, however, is academic learning. School District No. 6 is committed to providing all students with an excellent, well-rounded educational program. To make learning effective, disruptions and distractions to the learning process must be minimized. Student rights and responsibilities provide a uniform standard of conduct, which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. Thus, in an effort to provide a safe and productive learning environment for everyone, rules and consequences have been established.

Pride in yourself, pride in your school, and mutual respect for your teachers and peers are vital in making your high school experience successful. It is hoped that you will learn to use good judgment and make sound personal choices in all matters related to your behavior.

**STUDENT RIGHTS AND RESPONSIBILITIES**

- Students are individuals having a myriad of different personality characteristics, learning strengths, learning needs, emotional needs, and maturity level. Students have the right to considerations because no one method or procedure for learning or discipline can be equally applicable to all.
- A student has the right to responsibly contribute information that will be considered when decisions are made that affect the quality and content of their education. The District encourages all students to take responsibility for their education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, conducting themselves respectfully and appropriately.
- A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to an education without disruption as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right of an education to any other student.
- A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color; age; physical or mental handicap or disability; or national origin, unless based upon lawful grounds, including adopted policies of the District 6 Board of Trustees.
- A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this District; student code, federal, state and county associations or governmental entities; organizations that sponsor activities, such as the Montana High School Association.
- Students have the right to attend classes and to participate in school activities without regard to marital or parental status or pregnancy.

Students have a right to an education in an orderly and safe environment. They are expected to strive to take full advantage of their educational opportunities and to do their best work. Students may not deprive others of their fundamental right to an education. It is, therefore, the duty of the school administration to establish and enforce rules and regulations, which contribute to a productive, orderly and safe school environment.

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

1. Consistent from day to day and student-to-student.
2. Balanced against the severity of the misconduct.
3. Appropriate to the student's nature and prior behavior.
4. Fair to the student, parent, and others.
5. Effective.

(Board Policy 3300)

Students must recognize responsibilities and abide by the rules and policies of the Columbia Falls Public Schools and federal and state law. Students are subject to the control and authority of the teachers, principal and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess. (MCA 20-5-201, 1-d)

During the course of any violation, school officials have the option to notify police authorities and, in case of major violations, press charges. If the police authorities are notified, an attempt will be made to contact parents/guardians. Any action taken by police authorities will be in addition to action by the school. School officials guided by District procedures, state, and federal law will cooperate with police authorities during investigations.

➤ **Consideration of Extenuating Circumstances**

School authorities shall consider extenuating circumstances prior to dispensing disciplinary action. Extenuating circumstances include, but are not limited to:

1. Seriousness of the offense.
2. Program placement.
3. Attitude and age of the student.
4. Pattern of conduct.
5. Degree of cooperation.
6. Other educational relevant circumstance.

## **POLICIES, DISCIPLINE AND CONSEQUENCES**

Consequences to the violation of school policy or other school rules will result in a minimum of a conference with the student to the maximum of a recommendation for expulsion depending upon the severity of the violation. Referral will be made to law enforcement when applicable.

A student may be excluded from school activities and/or from campus due to any off-campus conduct that would interfere with the educational process (i.e. drug distribution, weapons, assaults etc.) based on the need to provide a safe environment for all students.

### ➤ **Alcohol/Drug**

**Alcohol or Drugs:** The use, possession, or being under the influence of alcohol, drugs, marijuana, or other mind or mood altering substances. Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States and the State of Montana. Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur while in attendance on school property, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. A school-sponsored activity includes games and events both at home and at other schools or venues.

**Violations of the alcohol/drug policy will be cumulative throughout a student's K-12 school career.**

**First Offense (any use, association\* with purchase or possession of illicit drugs or alcohol)**

1. The student, the student's parents/guardians, and law enforcement will be informed of the offense and the student will be given a 5-day out-of-school suspension. Continued enrollment will be contingent upon the recommendation of the school discipline team following a conference with the student and parents/guardians.
2. If the violation occurs while a student is a participant in an extra-curricular activity, that student will be suspended from the activity for 30 school days. This suspension will begin when school officials become aware of the infraction. Students who are involved in extra-curricular activities should refer to their Activity Consent/Release Form for more specific information in regards to how this policy affects their participation (See Appendix A).
3. Use/possession/association of drugs or alcohol during extracurricular activities may include the student being prohibited from attending school sponsored/extracurricular events.
4. The administration may require any student suspended for use or possession of an illicit drug or alcohol to provide evidence that he/she is successfully complying with a program of chemical dependency counseling or rehabilitation.
5. The principal may request or recommend additional suspension and/or expulsion depending upon the severity of the case.

6. Continued enrollment will be contingent on periodic negative drug test results and adherence to the probationary enrollment contract. Testing will be at the district's discretion.  
\*association: In the presence of another who is in possession of or involved in the distribution of illicit drugs or alcohol.

### **Major Offense (drug and alcohol)**

1. A major offense includes:
  - Selling or distribution of controlled substances (or substances represented as illicit drugs), alcohol or other intoxicants. This includes soliciting funds for the purchase or future purchase of controlled substances, alcohol or other intoxicants.
  - 2<sup>nd</sup> offense of use or association with the purchase or possession of illicit drugs or alcohol.
  - Failure to pass drug test after 1st offense
2. The student, student's parents/guardians, and law enforcement will be informed of the offense. The student will be suspended immediately pending a board expulsion hearing.
3. During the term of the expulsion a chemical dependency counselor must evaluate the student. Failure to complete this evaluation and comply with the chemical dependency counselor's recommendation(s) will disqualify the student from re-enrollment.
4. The student will be re-enrolled following the expulsion only on the recommendation of the district discipline team following a conference with the student and his/her parents/guardian, negative drug test results, and development of a probationary re-enrollment contract. Continued enrollment will be contingent on periodic negative drug test results and adherence to the probationary re-enrollment contract.
5. The student will be suspended from all school activities during the term of the expulsion. A written notification from the appropriate administrator is required before the student is again eligible to participate in activities.

### **Additional Offense (Drug and alcohol)**

The student, student's parents/guardians and law enforcement will be informed of the offense. The student will be suspended immediately and recommended to the Board of Trustees for permanent expulsion.

### **Paraphernalia**

Possession of drug paraphernalia that does not contain or test positive for illegal substance residue may result in suspension and/or referral to law enforcement. In addition, constructing paraphernalia in a class will result in removal from that class.

### **➤ Amplified Music/Technology Devices**

The Columbia Falls School Conduct Code defines "disruptive conduct" as that which deprives other students of their right(s). It has become increasingly clear that the abuse of portable tape decks and CD players, radios, Walkmans and other amplified sound systems here at Columbia Falls High School meets the definition of "disruptive."

As a result, it is necessary to regulate the use of these systems so that students and staff may be free to learn/teach without disruption. Students are NOT to use portable CD or MP3 players, or other portable amplified music that is audible to anyone other than the listener. These devices will be allowed within the classroom only with the permission of the instructor and will be

prohibited during standardized tests. Violation of this rule will result in appropriate disciplinary action, including confiscation.

Pagers, cameras, or any other new technology devices are not to be used during school hours. These items will be kept and returned to a parent/guardian. Laser lights are strictly prohibited from school grounds. Use of laser lights will be considered disorderly conduct and will result in application of appropriate consequences.

Cellular phones are not to be seen, used or operational within the school building during the school day. These phones will be confiscated and returned to the parent if they are visible or if they are heard within the building. Due to the privacy rights of students and staff, cellular phones with a camera feature are not allowed at any time in the locker rooms or restrooms.

➤ **Assault and Fight**

Assault is defined as intentional physical contact with another person, which may cause physical injury. Any physical assault upon any staff member may result in a recommendation for expulsion on the first offense.

Severity of the incident will dictate the discipline consequences, which may include police referral. Students who provoke or incite a fight will fall under the same criteria. Bystanders may also be included in the disciplinary consequences.

➤ **Assembly of Students** (Board Policy 3233)

Secondary school students may conduct a meeting on school premises without intervention on the basis of the religious, political, philosophical or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must be non-curriculum related and occur during non-instructional time on regular school days.
4. Employees or agents of the school or government are present only in a non-participatory capacity.
5. The meeting does not materially and substantially interfere with the orderly conduct of education activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal or the principal's designee.

The school has the authority through its agent or employees to maintain order and discipline on school premises and to protect the well-being of students and faculty.

➤ **Attendance/Tardy Policy**

High school attendance, according to the laws of the State of Montana, is ultimately the responsibility of the student and his/her family. Students should be regular and punctual in their attendance. Students should remain out of school only when absolutely necessary, since most classroom activity cannot be made up at home. The benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that daily attendance is the key to much of the success a student may gain from his/her secondary program. The following attendance policy is designed to assist parents to carry out this responsibility and to help the pupil recognize the importance of regular and prompt school attendance as it relates to school progress.

**Absences are defined in the following manner:**

1. Not being present in class.
2. Having been present at the beginning of a period, but leaving a class without the teacher's permission
3. Tardy in excess of five (5) minutes to a class.

**All absences fall into one of three categories—Excused, Unexcused, and School-Related.**

- A. **Excused Absence**—Any absence that the parent/guardian authorizes before, the day of, or the day following the absence.
1. To excuse an absence, parents/guardians must contact Columbia Falls High School by phone, 892-6503, before the start of the following school day. The school switchboard will open for telephone calls at 7:15 a.m. CFHS provides an answering machine at this number operating twenty-four hours a day, seven days a week. Therefore, parents/guardians can leave messages regarding attendance anytime that is convenient before the start of the following school day for an excused absence. It is the responsibility of the parent/student to see that this is done. Once the parent has contacted the school before the start of the following school day, the student's name will be removed from the unexcused absence list. Make-up work is allowed only with excused absences.
  2. All policies and procedures apply to 18-year-old students except in the case where the 18-year-old student is not living at home. When the 18-year-old student is not living at home under the general supervision of his/her parent or legal guardian, the student must meet with building administration to establish any special arrangements for the student to assume the responsibility of excusing him/herself. The student must provide a written statement from his/her parent or legal guardian granting permission for transfer of that responsibility.
  3. **Students who leave school during the course of the school day are required to sign out at the attendance office.** Failure to do so will result in an unexcused absence. Parent or guardian must call prior to the student leaving.

4. Teachers may require work missed because of absence to be completed prior to the absence. It is the students responsibility to obtain & make-up their work.

**Reasons for excused absences may include:**

1. Illness
2. Serious illness or death in the immediate family
3. Regularly scheduled medical or dental appointments
4. Emergency situations approved by Administration.
5. Requirements to satisfy the law.
6. Pre-arranged absences requested by the parent and for which student work is made up in advance.

If parents are going to be away and unable to excuse absences for their child, the parent should send a note prior to that time in order for the student to be excused.

**B. Unexcused Absences:**

1. Failure to sign out of the building during the school day.
2. Failure of parent to clear an absence by phone before the start of the school day following the absence.
3. Absence not authorized by a parent/guardian.
4. Leaving a classroom without the teacher's permission  
(Continued on next page)
5. Skip days. (Truancy)
6. Leaving school without prior notification to the attendance secretary by a parent, guardian, or administrator.

Students attempting to clear an absence by impersonating their parents, or someone else's parent, either by phone or note, shall be subject to disciplinary action.

**C. School-related Absences:** If students are absent from class(es) due to a school-related activity (field trip, club competition, athletic event, student government, etc.), they will not be considered as absent from that class or classes. They will, however, still be held responsible for all work missed. The following procedure will be followed:

- Student will obtain a pre-arranged absence slip from the activity sponsor or coach.
- Student will present the pre-arranged absence slip to all of his/her instructors prior to the absence indicating the date of the absence and the associated activity.
- Teacher will inform student of assignments to be made up and the timeline for completion of makeup work.
- **Post Secondary/Military Visitation:** Absence must be verified by the Career Center Director prior to Post Secondary/Military visitation. Students will be required to complete a visitation packet provided by the career counselor. Students are required to complete the visitation packet and need to bring verification to the Career Center upon return to school. There will be a limit of 2 such absences per year. Juniors and Seniors only.

**Consequences for Excused or Unexcused Excessive Absences:**

Consequences for unexcused absences will include parental notification. In addition, the student will be assigned multiple detentions, ISS, OSS, or Saturday School depending upon circumstances. For repeated offenses, a student may be referred to the School Board Discipline Committee for review & further action, including the possibility of expulsion.

1. Academic work that has been missed or is late due to an unexcused absence may result in receiving no credit for assignments. When students return from unexcused absences, the student must participate in all activities that day, including tests.
2. The attendance secretary will send attendance information letters home to the parents of students who have accumulated 5 absences in one or more of their courses. Letters will again be sent to parents of students who have accumulated 8 and finally 11 absences in one or more of their courses.
3. Loss of credit will result if a student reaches more than 10 absences in any of his/her courses per semester. Students will remain responsible for continued attendance in that class and compliance with proper behavior expectations.

**Extensions:** Exemption from the 10-day absence policy may be obtained by applying for an extension within 1 week after the 11<sup>th</sup> absence and prior to the end of the semester. An extension is required after each additional absence.

The reason an extension process exists is to recognize and deal with those students whose medical needs, legal obligations, or other emergency situations take longer than the 10 allowed days to remedy. The ten allowable days of absence should not be viewed as personal days that the student might use as they wish. Please read carefully the circumstances listed on the next page when an extension will be granted.

If a student has gone past their 10<sup>th</sup> day of absence, an extension will be granted when days 11 and above are verified and approved absences as identified below. This means that if a student's absences go past day 10, they must have verification for each subsequent day after that 10<sup>th</sup> day. Medical notes and the like that occurred prior to the 10<sup>th</sup> day are not accepted for extension purposes. It is understood that the reason ten days of allowable absences are given is to take care of medical, legal and other necessary absences. Also note that doctor or dentist appointments are not an all-day excuse unless specified by the medical personnel. Students are expected to be in school before and after an appointment.

If a chronic illness is affecting the attendance of a student past the 10 allowable days of absence, the parent can request an eligibility meeting for 504 status that would put in place a plan to deal with the disability.

**The following situations qualify for exemption from the 10-day absence policy:**

- a. Medical verification of a serious or extended illness of the student.
- b. Serious illness or death of an immediate family member.

- c. Requirements to satisfy the law, regularly scheduled medical or dental appointments, or emergency situations approved by Administration.
- d. Extenuating circumstances as approved by Administration.

➤ **Tardies**

Promptness is the responsibility of every CFHS student. Students are expected to be in class on time! By definition, students are tardy to class when they are not in their assigned seats when the bell rings. If a student is more than 5 minutes late to class with an unexcused tardy, the student will be given an absence for that class period and an unexcused tardy. Tardiness is disruptive to the learning process, please respect your teacher and classmates by arriving to class ON TIME.

**Disciplinary action regarding tardies per quarter is as follows:**

1 <sup>st</sup> UT Tardy	Teacher counsels student.
2 <sup>nd</sup> UT Tardy	Teacher counsels student, informs parent/guardian.
3 <sup>rd</sup> UT Tardy	Detention assigned by teacher and referred to administration.
4 <sup>th</sup> UT Tardy	Multiple detentions or 1-day ISS*
Beyond 4 <sup>th</sup> Tardy:	Multiple detentions/ISS/Saturday School

➤ **Bus Students**

Students who ride the school bus are subject to the rules and regulations governing school transportation. Students who are disorderly and consistently disruptive are at risk of losing bus privileges and of being permanently removed from the bus. Bus drivers will report bus misconduct to administration for disciplinary action.

➤ **Cheating/Plagiarism**

Violating rules in a dishonest and/or deceiving manner. This may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, providing answers or material to another student, or permitting another person to perform an assignment.

Since cheating and plagiarism interfere with the rights of other students to have a fair education, students who cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test, or project with a zero grade. If a zero grade is issued, the teacher will notify the parent(s) and keep a record of the action. A second such occurrence may result in removal from class with a failing grade, suspension, and/or expulsion from school.

➤ **Closed Campus (with exception of lunch time)**

The Columbia Falls High School campus is "closed" from 7:15 a.m. until 3:15 p.m. for all students. This includes all non-class time (breaks, passing time). However, students may leave the campus for their 30-minute lunch. **In order to leave the campus during "closed" times, students MUST check out with the attendance secretary presenting an approved excuse**

(parental permission for an approved reason), or be part of an approved “off-campus” program (work permits). Parental permission must be secured prior to leaving the building and the student must verify acknowledgement of the permission by signing the clipboard at the attendance desk. If a parent or guardian is unavailable, a student must secure administrator approval to check out prior to leaving.

Students are prohibited from the following areas:

- a) School parking lots during the day, except at lunch to leave and return to campus
- b) Sitting in automobiles during class time.
- c) The auditorium, the gym, and the playing fields behind the school.

Failure to follow this policy will lead to the appropriate disciplinary action.

### ➤ **Computer Use**

Appropriate use of Internet and other computer services at CFHS have been outlined through district policies, classroom guidelines, and Internet agreements. This agreement, once signed, remains in effect throughout the time the student is in attendance at CFHS unless written notification is submitted by a parent/guardian. Please refer to Appendix D to review the Acceptable Use Agreement and related information. Students violating any of these protocols will lose computer privileges accordingly.

**Minimum Corrective Action:** Loss of computer privileges for 20 school days, restitution for any damages, and parent notification.

**Maximum Corrective Action:** Expulsion and/or police notification. computer use violations may also fall within the regular conduct code violations; for example, vandalism, harassment, bomb threats, disorderly conduct, etc. These types of violations would be penalized with both computer use restrictions and regular disciplinary actions.

Restitution for damages involving violation of computer use guidelines will include hardware and software repairs and/or replacement. (Examples: replacement of damaged hardware, payment of technical support costs to reconfigure hardware or software damage).

### ➤ **Defiance or Insubordination to Authority**

Defiance is the refusal to follow the reasonable requests of school personnel or language or actions that are used to cause a disruptive or personal attack upon a staff person within the class or school. This includes failure to serve detention when assigned.

### ➤ **Disorderly or Disruptive Conduct**

Language, behavior, items, or dress which is disruptive to the orderly educational procedure of the school; e.g., amplified music, profanity, beepers, cellular phones, laser lights, pocket knives, utility tools, etc. Students acting in a disorderly or disruptive manner at school sponsored events may be prohibited from attending extra-curricular activities/school sponsored events.

### ➤ Driving and Parking

Students who drive to school are required to park on campus. Administration reserves the right to limit driving privileges in the event there are not enough student parking spaces. If this situation arises, upper classmen will be given priority. Students are expected to use caution and concern for others when driving in and around school property. Student parking is provided in the east and west lots as well as across the street by the ball field to the north of the school. City and state laws will be enforced and the area will be patrolled. The driver of a vehicle is considered to be in possession of all items in their vehicle and that vehicle is subject to search upon reasonable suspicion.

- Students who drive to school must register their vehicle in the office the first week of school. Vehicle registration forms are to be obtained in the HS Office. Stickers must be placed on the right side of the rear bumper or the right side of the back window. A replacement for a lost sticker will cost \$1.00.
- All vehicles should be kept locked throughout the school day.
- Parking areas are designated for students on the parking map in the student handbook. All parking is to be uniform and orderly.
- Parking is on a first-come first-served basis. If all student parking is occupied, students must notify the office prior to parking off campus.
- Motorbikes should be parked in the east lot and bicycles secured in the racks in front of the school. Skateboards/roller skates are not allowed on school grounds.
- Loitering in parking lots or in/and around vehicles during or between classes is prohibited.
- Unauthorized vehicles are subject to citation and/or towing at the owner's expense. Check the parking map in the Student Handbook for designated permit parking.
- **Driving to school is a privilege, not a right.**

### **STUDENTS WILL BE ASSIGNED DETENTIONS AND WILL LOSE DRIVING/PARKING PRIVILEGES FOR A GIVEN PERIOD OF TIME AS A RESULT OF:**

- Verified reckless driving on or off campus, traveling to and from school, during the school day, or to and from any school activity.
- Violating "closed campus" regulations.
  - Parking violation citation (and upon each successive citation).
 

1 <sup>st</sup> citation	One detention
2 <sup>nd</sup> citation	Two detentions
3 <sup>rd</sup> citation	Two detentions, loss of driving/parking privilege

Continuing to park on campus following 3<sup>rd</sup> citation will be considered defiance and vehicle may be towed at owner's expense.

### **Parking violations include;**

1. Parking off campus.

2. Parking vehicle in non-student vehicle designated areas.
3. Failure to display parking sticker and/or register vehicle.
4. Parking vehicle in undesignated parking areas.
5. Parking vehicle in no parking zone.
6. Backing into a parking space.
7. Vehicle occupying more than 1 parking space.

➤ **Explosive Devices/Arson**

The use or threat of use, possession, or sale of explosive devices, including a gun, is prohibited. The use or threat of fire to destroy or attempt to destroy property is prohibited. Calls or written threats of bombs will be reported immediately to the appropriate law enforcement agency. Any student involved in these threats will be referred to the School Board for expulsion following notification of parents and police.

➤ **Freedom of Expression**

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school.

**Students have the RIGHT:**

- To express themselves verbally, in writing or by assembly, in such a way that they do not violate the rights of other individuals or groups.
- To attend school in an atmosphere free of racial/ethnic slurs, verbal assaults, privacy invasion, assaults, profanities, obscenities, ridicule or threats of physical harm, and physical harm.
- To express affection for friends and staff in an appropriate manner. Public displays of affection are not considered appropriate.

**Students have the RESPONSIBILITY:**

- To respect another person's justifiable right to privacy. Not to invade, either verbally or in publication, another person's lawful right to privacy without the person's consent.
- For the effects of their expressions on other individuals or groups. They must follow school policies. Verbal assaults, profanities or obscenities are prohibited.
- To refrain from public displays of private affection.

**Surveys, Questionnaires:**

- A. Any survey or questionnaire designed to collect information from students, staff or the community must be approved by building administration.
- B. All survey or questionnaire forms must include:
  1. Name of the person, group or organization responsible for the survey.
  2. How the information will be used.
  3. The group, class or classes to be surveyed.
  4. The number of copies to be distributed.

**Speech:**

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of

appropriate discipline, education programs or other activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

➤ **Gang Behavior**

All items associated with "gangs" as identified by school administrators in conjunction with local law enforcement agencies are prohibited from being on the Columbia Falls High School campus.

**Harassment/Bullying/Intimidation/Hazing** (Policy 3226)

1. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment.
  
2. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment or pranks to be performed, or other such activities intended to degrade or humiliate.
  
3. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

**THE SUBSTITUTION OF A THREAT OF DEADLY FORCE MAY RESULT IN AN IMMEDIATE REFERRAL TO THE SCHOOL BOARD FOR EXPULSION.**

Sexual harassment shall mean:

- a) Gender discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;
- b) Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or

- c) offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, is directed toward a student based on the student's gender; or
- d) Conduct of a sexual nature that is prohibited according to Montana law.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

### ➤ **Personal Appearance**

Personal appearance includes dress, grooming and personal hygiene. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process.

Dress and grooming shall be in keeping with sanitary and safe practices. Students are expected to maintain a dress code that demonstrates common sense, self-respect and respect for others. These standards also apply to school-sponsored dances.

- Shorts/skirts/dresses are to be of mid-thigh length.
- Hats, bandanas or other headgear are not to be worn in the building. These items are to be removed upon entering the building and placed in lockers. In addition, hats are not to be visible at all within the school building during the school day. These items must be kept in a backpack, locker or vehicle and not carried in the hallways. If they are visible, hats will be confiscated and turned into the office where an administrator will return them to the student.
- No coats or jackets are to be worn in classrooms. Leave these items in lockers or carry them in a book bag. Teachers may use discretion in the wearing of coats in classrooms based on climate conditions.
- Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed. This includes clothing such as Big Johnson's or Hooter Restaurant shirts or similar items.
- Bracelets, necklaces or other clothing that has spikes, long chains, or other objects that may be injurious are a safety hazard and are not to be worn.
- The length of shirts must extend beyond the belt level and the student's midriff must not be visible. If the midriff shows at all when you move, that shirt should not be worn to school.
- Shirts and dresses must fully cover the back and chest area and have adequate shoulder straps. Single strap or spaghetti strap shirts & dresses are not allowed.
- All undergarments must be covered and not worn as outer garments.

Students in violation of the dress code will be required to change into school provided clothing or have a parent bring appropriate clothing to school.

Detentions will be assigned and suspensions will result if a student repeatedly violates the dress standards.

**Extra-curricular Activities**--Directors of extra-curricular activities may establish additional standards of personal appearance, including dress and grooming requirements for such activities. Students participating in those extra-curricular activities shall abide by those standards.

➤ **Pocket Knives/Utility Tools**

Pocket Knives, utility tools, etc. are strictly prohibited from school grounds. These items, if confiscated, will be kept and returned to a parent/guardian. Knives with blades 4" or longer are considered weapons and will fall under disciplinary guidelines.

➤ **School Bulletin Announcements**

Students have the right to place announcements in the daily bulletin. Students desiring to place an announcement shall retain a form for the announcement from the main office and receive authorization from administration.

➤ **School Publications, Displays and Productions**

School publications, productions or displays which are or may be fairly characterized as school-sponsored or as part of the District curriculum, whether or not they occur in a traditional classroom setting, are subject to review and evaluation by school administrators. The final decision about the suitability of any material in question shall rest with Administration, after review and consultation with the teacher/advisor and the student representative(s) prior to publication, production, or display.

Such publications, productions or displays shall be reviewed in light of the District's legitimate educational concerns which include, but are not limited to:

- whether the material is or may be defamatory or libelous
- whether the material is inappropriate for the age, grade level, and/or maturity of the audience
- whether the material is poorly written, inadequately researched, or biased or prejudiced
- whether the material is or may be otherwise disruptive to the school environment; for example, such disruption may occur if the material uses, advocates or condones the use of vulgar or profane language, or advocates or condones the commission of unlawful acts, or advocates violation of school rules
- whether there is an opportunity for a named individual or individuals to make a response whether specific individuals may be identified even though the material does not use or give names
- The decision may be appealed to the Superintendent for review and final decision.

**➤ School Sponsored Assemblies**

Students who do not plan to attend the assembly and intend to check-out of school, must have parental permission prior to the release for the assembly. Students will not be allowed to use the phone to obtain parental permission after they have been released to go to the assembly.

All students are expected to attend scheduled assemblies and programs. Students are not to be in the halls or out of the building without prior approval during assemblies. Behavior must remain courteous and orderly throughout the assembly to perpetuate future activities. Assemblies are designed to provide information, promote spirit, encourage school and community awareness, and to honor student achievement.

Continuation of student assemblies is contingent upon the ability of students to conduct themselves properly at all times. During a school assembly students shall:

1. Remain attentive during the entire program.
2. Be courteous regardless of the program.
3. Remain in their places until dismissed.
4. Refrain from whistling, talking or other acts of discourtesy.

Violation of these rules shall subject the student to disciplinary consequences.

**➤ School Sponsored Student Meetings**

Faculty sponsors must be present at all meetings of student organizations. The office must be notified of these meetings. Students in the building **MUST BE UNDER THE DIRECT SUPERVISION** of a teacher or designated leader who is an adult. This applies to weekdays, evenings, and weekends. Unauthorized students in the building can be suspended for trespassing.

**➤ Skateboards, skates/scooters are not to be used on school grounds.****➤ Theft**

Theft is defined as taking, giving, or receiving property not owned by the student. Referral to law enforcement will result in addition to school discipline.

**➤ Title IX**

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color, age; physical or mental handicap or disability; or national origin unless based upon lawful grounds, including adopted policies of the Columbia Falls School Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as is provided in the adopted policies of this District; student code, federal, state and county associations or governmental entities; or organizations that sponsor activities, such as the Montana High School Association.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ADA that may be raised by an employee, student, parent, or legal guardian in School District No. 6. Inquiries concerning Title IX at the high school level may be addressed to Title IX coordinators Terry Guidi and Mary Behrendt or to a high school administrator. Inquiries concerning Section 504/ADA may be addressed to Special Education Director Terri Burghardt.

➤ **Tobacco**

The use and/or possession of tobacco in any form or a tobacco imitation product is prohibited. Students 18 years of age & older are included in this policy.

1. Students in violation of the District policy will be subject to disciplinary action and referral to local police.
2. Students in violation of the District policy will be suspended from all extra-curricular activities for 30 pupil-instruction days. Penalties for multiple violations will run consecutively.
3. Continued violation of this policy will result in students being subject to suspension from school and/or possible expulsion from school.
4. Students found to be in association with those smoking may be subject to disciplinary action.

➤ **Vandalism**

Willfully or knowingly damaging, defacing or destroying property owned or under the responsibility of the school, school officials or others.

➤ **Weapons**

Possession and/or use of a dangerous instrument, including but not limited to firearms, knives, clubs, explosives (including fireworks) or any instrument, which may inflict bodily injury on another. Weapons are forbidden on school property. Any student involved with possession or use of weapons may be referred to the School Board for expulsion. Possession of firearms will be dealt with according to district policy, state, and federal law and will result in an expulsion hearing. A facsimile of a weapon may fall under the same disciplinary action as defined above.

## DUE PROCESS

Due Process is provided to any person who believes a student's right(s) has been violated. The primary purpose of the procedure is to secure, at the earliest level possible, equitable solutions to a complaint. The proceedings shall be kept confidential at each level of this procedure. Students shall be informed of the nature of the violation for which he/she is charged and the potential maximum corrective disciplinary action. Students will also have the opportunity to explain their actions.

### Appeal Process for Disciplinary Action (Board Policy 3314)

- Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal and appropriate staff member(s) for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.
- If a parent or student has attempted, without success, to resolve the grievance at the building level, and if the disciplinary action involves a cessation of educational services or the opportunity to participate in school activities, the disciplinary action may be appealed to the superintendent.
- If said grievance is not resolved at the superintendent level, it may be appealed to the School District Six Board of Trustees.
- The guidelines for appeal of disciplinary action shall follow the format set for "Review of Services" Policy 4312 and 4312P.

## SEARCH & SEIZURE

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activity on or off School District premises. The building principal or designee is authorized to search a student, locker, personal property, (e.g., wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity. A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules. Searches will only be undertaken by a school authority when at least one other witness is present.

**Reasonable suspicion** means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the District. Reasonable suspicion requires that independent facts exist. Reasonable suspicion may be formed by considering factors which include the following: 1) Eye witness observation by school personnel; 2) Information received from a reliable source; and or 3) Suspicious behavior by the student coupled with the student's past history and school record.

**Locker searches**—Student lockers, contents and secured personal property may be searched without prior notice given to the student when the school authority has reasonable suspicion that the locker contains illegal, unauthorized or contraband items or in case of an emergency requiring immediate access to the locker or other secured personal property. Searches shall,

whenever possible, be conducted in the presence of an adult witness and the given student. School lockers are temporarily assigned to students. Lockers remain the property of the School District at all times. The District has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons.

Any illegal, unauthorized or contraband items discovered during such inspections shall be confiscated by school authority. School authority shall determine appropriate action, including notification of law enforcement authorities and commencement of disciplinary proceedings.

**Automobile searches**—Students are permitted to park on school premises as a matter of privilege, not a right. The interior of any automobile brought on school property by a student may be searched and items seized by a school building principal or designee if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

**Personal searches**—A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or to other students or which indicates a violation of school rules. School officials shall request the student to remove all items from pockets or other personal effects.

**K-9 contraband detection services** are contracted by the District. Unannounced searches of the campus will occur several times during the school year. The detection service is certified to locate alcohol, drugs and firearms.

**APPENDIX A:****COLUMBIA FALLS HIGH SCHOOL  
ACTIVITY CONSENT/RELEASE FORM**

STUDENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

**I. PARENT/GUARDIAN PERMISSION TO PARTICIPATE**

I hereby give my permission for the above named student to engage in Columbia Falls High School approved interscholastic activities as a representative of his/her school. I also give my consent for the above named student to accompany the team or group as a member on its out-of-town trips under the coach's/sponsor's direction and authority from time of departure until their return to Columbia Falls High School.

**II. PARENT/GUARDIAN INSURANCE VERIFICATION**

I understand that Columbia Falls High School carries no sport or activities insurance and we must have our own insurance in order for the above named student to participate in activities at Columbia Falls High School.

Insurance Carrier: \_\_\_\_\_ Policy No: \_\_\_\_\_

**III. PARENT/GUARDIAN MEDICAL CONSENT**

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above named student by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of the above named student, and myself any liability of the school district, its agents or employees, arising out of such medical treatment.

**IV. PARENT/GUARDIAN AND STUDENT AWARENESS VERIFICATION OF STANDARDS FOR PARTICIPATION  
IN CFHS ACTIVITIES**

**I understand that the above named student is subject to the rules, regulations, policies and responsibilities as stated in the "Standards for Participants in CFHS Activities" policy on the back of this form and also printed in the CFHS Parent- Student Handbook. I understand and accept these rules, regulations, and policies as conditions for participation. I understand that my son or daughter's coach/sponsor reserves the right to remove him/her from the team or group or take disciplinary action for any infraction that is considered by the coach/sponsor as being a detriment to the team/group and/or its members. Recognizing that participation in extracurricular activities is a privilege, School District #6 requires that the conduct of student participants be exemplary at all times. Participants are representatives of the District and CFHS and must conduct themselves appropriately both while in school and out of school.**

**V. PARENT/GUARDIAN AND STUDENT AWARENESS OF DRUG ALCOHOL POLICY**

These guidelines directly affect participation in activities at CFHS. Violations occurring while in attendance on school property, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school-sponsored activity will also involve further disciplinary action as outlined by the CFHS Parent-Student Handbook.

**A. STUDENT POLICY**

Students participating in a CFHS sponsored, MHSA sanctioned activity understand that **the use of, association\* with or possession of illicit drugs or alcohol or the use of tobacco at any time** during the season of that activity (First day of practice through the culmination of the season for the individual student) will result suspension from participation. Culmination of the season is defined by the moment the student is no longer under school supervision following the final event of the season.

**B. FIRST OFFENSE**

The student will be suspended from activities for a minimum period of 30 school days from the time school officials become aware of the infraction. A student will be allowed to practice with the team, club, or organization during the term or the suspension except for the days suspended from school, but not able to

participate in any performance during this period of suspension. The 30-day suspension will carry-over to the next school year if the 30 day suspension has not been satisfied in the current school year.

- C. MAJOR OFFENSE (Second minor offense during the same school year or the selling or distribution of controlled substances, alcohol or other intoxicants or the soliciting of funds for the purchase of such substances.)

The student will be suspended from activities for a minimum period of 60 school days from the time school officials become aware of the infraction. A student will be allowed to practice with the team, club, or organization during the term or the suspension except for the days suspended from school, but not able to participate in any performance during this period of suspension. The 60-day suspension will carry-over to the next school year if the 60 day suspension has not been satisfied in the current school year.

**\*association:** In the presence of another who is in possession of or involved in the distribution of illicit drugs or alcohol.

**VI. PARENT/GUARDIAN AND STUDENT AWARENESS OF ELIGIBILITY POLICY**

All students are subject to the eligibility requirements of Columbia Falls High School as stated in the CFHS Parent-Student Handbook. In order for a student to participate in activities they must have passed five (5) solid subjects during the last preceding semester at CFHS.

**We, the undersigned, acknowledge that we have read and understand all aspects of this form and grant permission and consent as required.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

APPENDIX A Continued:**COLUMBIA FALLS HIGH SCHOOL  
STANDARDS FOR PARTICIPANTS IN CFHS ACTIVITIES**

IT IS A PRIVILEGE TO PARTICIPATE IN THE EXTRACURRICULAR PROGRAMS SPONSORED BY CFHS TO MAINTAIN THIS PRIVILEGE, STUDENTS MUST CONDUCT THEMSELVES IN A PROPER, MORAL, AND LAWFUL MANNER AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN SUSPENSION FROM THE ACTIVITY. SINCE THE STUDENT PARTICIPATES IN ACTIVITIES ENTIRELY ON A VOLUNTARY BASIS, HE/SHE DOES SO WITH THE UNDERSTANDING THAT THE FOLLOWING REGULATIONS WILL BE OBSERVED.

**1. CONDUCT CODE**

- A. Good citizenship is mandatory at all times, both in and out of school, and on the field of play. This also includes the locker room, bus, and classroom.
- B. Athletes must maintain passing grades according to the eligibility requirements of Columbia Falls High School. Students must pass five (5) solid classes each semester. Student activity status is determined by the academic eligibility policy. The entire CFHS Eligibility Policy can be found in the Student Handbook.
- C. Profanity, insubordination, vulgarity or abusive language or actions will not be tolerated at any time. Poor sportsmanship or lack of courtesy will likewise not be permitted.
- D. Fighting at a scheduled activity / event will result in an automatic suspension from the next contest.
- E. Regular attendance at school and at practice will be required except in cases of illness or excused absence as judged by the Activities Director. Non-attendance for any period other than excused medical or family emergency appointments on the day of an activity event prohibits the student from participating in that event.
- F. Coaches/sponsors may have Standards for Participants, which exceed these listed. They shall provide a copy of these additional standards in writing to the student and their parent/guardian before the Activity season begins. All participants and/or team members will observe reasonable training rules regarding hours, diet, etc., as required by the coach/sponsor.
- G. The coach/sponsor has the authority to call parents/guardians to pick up students who have violated training rules at any activity, home or away.
- H. All student athletes and parents/guardians will sign a Parent Consent/Release Form which clarifies the student has permission to participate, has proof of insurance, has medical consent to be treated, is aware of the district policies, and has read this form outlining the Standards for Participation in Activities at CFHS.
- I. When school equipment or uniforms are checked out to students, the student is responsible for replacement costs of the item(s) that are lost, stolen, or damaged. School locks shall be provided for all student athletic lockers.
- J. Students participating in a CFHS sponsored, MHSAA sanctioned activity understand that **the use of, association\* with or possession of illicit drugs or alcohol or the use of tobacco at any time** during the season of that activity (First day of practice through the culmination of the season for the individual student) will result suspension from participation. Culmination of the season is defined by the moment the student is no longer under school supervision following the final event of the season.
- K. A student who is placed in the in-school suspension program for any reason will be ineligible for competition during his/her next regularly scheduled contest. They may practice during the day(s) of suspension.

- L. All students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during school trips. Activity travel guidelines are as follows: 1) Students must ride school provided transportation; 2) Students may not drive themselves to an activity or ride with any driver other than the school sponsor, coach, advisor or their own parent/guardian; 3) Parents/guardian who wish to transport their own child must sign a transportation form at least two days in advance of the activity. Students may obtain the waiver from their coach/advisor or in the main office; 4) Students may be released to return home with their parent/guardian from an event at the discretion of the coach/sponsor. A transportation waiver must be signed at the time with the coach/advisor.

## **2. GROOMING**

Inasmuch as the individual student represents the school and community as a member of an activity group or athletic team, good grooming is a requisite for participation. Grooming standards will be required by all coaches/sponsor of every team member or activity group member according to the guidelines established below.

**HAIR:** Each participant must maintain a neat and clean appearance. Regulations concerning hairstyles are to be at the discretion of the coach/sponsor.

**DRESS:** Appropriate dress for traveling to and from an event will be worn, keeping in mind that the participant is representing his/her school in the eyes of the public.

**APPENDIX B:****Disciplinary Action Definitions**

- **Conference**—A formal conference is held between the student and one or more school administrators. The student must agree at this time to change his/her behavior. Written documentation will be maintained.
- **Detention**—Students will serve lunchtime detention in a pre-determined location under the supervision of a staff monitor. Students are given 5 minutes from the end of class to report to detention and are expected to plan ahead regarding lunch and arrive on time in order to serve a full lunchtime detention. Failure to do so will result in additional detentions and/or ISS/Saturday School/referral to School Board Discipline Committee.
- **Expulsion**—Expulsion permanently removes an individual from school for a period of time determined by the Board of Trustees. Reinstatement to school is contingent upon specific Board recommendations and stipulations.
- **In-School Suspension**—In-school suspension means the student will be temporarily removed from the regular environment but permitted to maintain his/her educational progress. The student's teachers will send assignments for the designated period of ISS to the ISS supervisor. Credit will be given for a day served in in-school suspension, if the assignments are completed. During in-school suspension, students shall not: 1) talk, visit, sleep, or listen to music, or 2) leave the assigned seat unless securing permission. The student shall: 1) complete work assigned, and 2) bring enough school work to last the entire session. Violations of set standards will result in increased consequences.
- **Out-of-School Suspension**—Out-of-school suspension temporarily takes away a student's privileges of attending school or school activities. The length of the suspension shall be determined by Administration in accordance with the severity of the act and previous behavior of the student. A parent conference will result from an out-of-school suspension.
- **Parent Notification**—Parent/Guardian will be notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent, appropriate school officials, and other appropriate individuals. Written documentation will be maintained. Parent/Guardian is defined as the parent, legal guardian, or person with parental authority.
- **Saturday School**—Saturday School may be utilized in lieu of suspension for truancy, multiple tardy violations as well as some discipline violations. Saturday School will be held at the high school from 8:00 am and ends at noon. Students who do are late or for any reason do not complete their Saturday School on the assigned date will have to repeat that time and may be assigned additional disciplinary consequences. Students are required to bring with them all materials necessary to be on task with school assignments during this time.
- **Warning**—A teacher, counselor, or school administrator will talk to the student and try to reach an agreement regarding appropriate behavior.

**APPENDIX C:****Letter to Parents or Guardians**

The school district is pleased to announce the establishment of Internet services for its students. This letter describes the Internet services. The attached documents contain the following information:

- Acceptable & Proper Internet Use
- Student Acceptable Use Policy
- Technical Services provided through District Internet System
- Levels of Student Access provided through District Internet System
- Parental Permission and Parental Request to Restrict Access

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. An Internet filter (Sonic Wall) will be in place, which blocks the availability of inappropriate sites. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

Student work and pictures may be displayed on District web site pages in classroom or school related projects. All work and pictures will be displayed in a fashion that will protect student anonymity.

You have the option of requesting that your child not be provided with access to the Internet, classroom e-mail accounts, or individual e-mail accounts (secondary level only). To exercise these options, please sign the enclosed Parental Request to Restrict Access.

This agreement, once signed, remains in effect throughout the time the student is in attendance at CFHS unless written notification is submitted by a parent/guardian.

Please contact CFHS administrators if you have any questions or concerns.

Alan Robbins, H.S. Principal – 892-6500 Ext 224

Scott Gaiser, Assistant Principal – 892-6500 Ext 225

John Cooper, Assistant Principal – 892-6500 Ext 275

*School District No. 6***Acceptable & Proper Internet Use****Grades 9 – 12 (Students and Parents)**

School District No. 6 is offering Internet access for student use. This document contains the Acceptable and Proper Use Procedure for your use of the District System.

**1) Parental Responsibility**

The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in the student use of the Internet. Further, the District recognizes that parents bear the primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

**2) District Statement**

The primary focus of the District's Internet system for Grades K – 12 is for the classroom setting and classroom use, under the supervision of the classroom teacher and/or an adult under the supervision of the teacher. Unless other arrangements between the student, his/her parents, and the District are made, all K – 12 users of the District system will be supervised and in the classroom. However, the District also realizes that there may be times in which the student may use the Internet in a more private setting. In this event, permission from the student's parents, the student's classroom teacher, and the building administrator is required in writing. An Internet filter (Sonic Wall) will be in place, which blocks the availability of inappropriate sites.

**3) Educational Purpose**

- a) The School District No. 6 Internet System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- b) The School District No. 6 Internet System has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the student disciplinary code and the law in your use of the School District No. 6 Internet System.
- c) You may not use the School District No. 6 Internet System for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet System.
- d) You may not use the School District No. 6 Internet System for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

**4) Student Internet Access**

- a) All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- b) Secondary students may utilize non-District individual or classroom e-mail accounts for educational purposes only under adult supervision with the approval of their parent or guardian Classroom accounts are under the direct supervision and management of classroom instructors and may be created through District services. Individual e-mail accounts will not be issued or maintained through District services.
- c) Agreements for e-mail usage must be renewed on an annual basis. Parents can withdraw their approval at any time.
- d) If approved by your building principal, you may create a personal Web page on the School District System. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

**5) Unacceptable Uses****a) Personal Safety**

- i) You will not post personal contact information about yourself or other people. Personal contact information includes your last name, address, telephone, school address, work address, etc.
- ii) You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- iii) You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.

**b) Illegal and/or Prohibited Activities**

- i) You will not attempt to gain unauthorized access to the School District No. 6 System or to any other computer system throughout the District or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- ii) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- iii) You will not use the School District No. 6 Internet System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of person, etc.
- iv) You may not have extensive use of the District's system for personal use.
- v) You are prohibited from using the District System for unauthorized commercial use or financial gain.

**c) System Security**

- i) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- ii) You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- iii) You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

**d) Inappropriate Language**

- i) Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- ii) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- iii) You will not post information that could cause damage or a danger of disruption.
- iv) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- v) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- vi) You will not knowingly or recklessly post false or defamatory information about a person, organization, or the District and any of its schools.

**e) Respect for Privacy**

- i) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- ii) You will not post private information about another person.

**f) Respecting Resource Limits**

- i) You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- ii) You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- iii) The System Administrator reserves the right to set a quota for disk usage on the system. You will not exceed this quota and will be required to delete files to return to compliance. If you exceed the disk quota you may receive notification from the System Administrator, who may remove excess files from the user within seven (7) days after notification. You may request that your disk quota be increased by submitting a request in writing stating the need for the quota increase.
- iv) You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

**g) Plagiarism and Copyright Infringement**

- i) You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- ii) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

**h) Inappropriate Access to Material**

- i) You will not use the School District No. 6 Internet System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.

- ii) If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
- iii) Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

## **6) Student Rights**

### **a) Free Speech**

- i) Your right to free speech applies also to your communication on the Internet. The School District No. 6 Internet System is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **b) Search and Seizure**

- i) You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- ii) Routine maintenance and monitoring of School District No. 6 Internet System may lead to discovery that you have violated this Policy, the student disciplinary code, or the law.
- iii) An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- iv) Your parents have the right at any time to request to see the contents of your e-mail files.

### **c) Due Process**

- i) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School District No. 6 Internet System.
- ii) In the event there is a claim that you have violated this Policy or student disciplinary code in your use of the School District No. 6 Internet System, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- iii) If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of your Internet account.

## **7) Limitation of Liability**

- a) The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

## **8) Personal Responsibility**

- a) When you are using the School District No. 6 Internet System, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a

network you leave little “electronic footprints,” so the odds of getting caught are the same as they are in the real world.

- b) But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don’t get caught, there is always one person who will know whether you have done wrong—and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## 9) Technical Services Provided Through District Internet System

### Available to Secondary Students

- i) **E-mail.** E-mail will allow students to communicate with people from throughout the world within an educational forum.
- ii) **World Wide Web.** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students.
- iii) **New and Developing Technology.** Any new or developing service not specifically listed as available in District Policy but which becomes available or is requested for use through the District system must be approved by appropriate supervisory personnel.

## 10) Levels of Student Access Provided Through District Internet System

### Available to Secondary Students

The following levels of access will be provided through the School District No. 6 Internet System. Parents may request that their child not have any access to the Internet by signing and returning to the District the Parental Request to Restrict Access.

- i) **World Wide Web.** All students will have access to the Web through the District’s networked computers. No individual account agreement will be required.
- ii) **Individual E-mail Accounts for Students.** Secondary students will not be provided with individual e-mail accounts. Individual e-mail accounts used at school are to be maintained through non-District e-mail service providers. Any use of E-mail accounts must be for educational purposes and under adult supervision. An agreement will be required for an individual e-mail account usage. This agreement must be signed by the student and his or her parent.
- iii) **New and Developing Technology.** Any new or developing service not specifically listed as available in District Policy but which becomes available or is requested for use through the District system must be approved by appropriate supervisory personnel.

**High School Student Account Agreement****Student Section**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent or Guardian Section**

I have read the District Acceptable Use Policy.

I hereby release School District No. 6, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

**~ Parental Permission - Full Access ~**

I give permission to issue an account for my child and certify that the information contained in this form is correct.

**~ Parental Request to Restrict Access ~**

I give permission to issue an account for my child *with restrictions listed on the back of this sheet* and certify that the information contained in this form is correct.

**~ Parental Request to Deny Access ~**

I refuse permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_