

# **Columbia Falls Junior High**



**Student Handbook**

**2009-2010**

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WELCOME TO THE STUDENTS OF  
COLUMBIA FALLS JUNIOR HIGH SCHOOL

The teachers, support staff, and administration are pleased to have the opportunity to share with you this important educational and social part of your life. We will work hard to assist you in achieving the very best for your academic and extracurricular experience. This handbook has information that will help you and your parents understand the guidelines and procedures common to this school. Please take time to read this handbook and share it with your parents.

Columbia Falls Junior High student responsibilities are:

- to attend school daily and be on time.
- to be prepared for school with materials (books, pencils, paper and other items necessary for class) and with assignments as directed by the class room teacher.
- to follow the directions as prescribed by this handbook and your teachers.
- to maintain a positive attitude toward learning and believe in your ability to succeed.
- to respect the individual rights and property of all others.

The staff at Columbia Falls Junior High accepts the responsibility:

- to provide students with quality and timely educational programs in an integrated setting.
- to provide an orderly classroom and a safe environment in which to learn.
- to develop programs and activities which will respond to the social emotional, personal and physical developmental needs of each student.
- to assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as a productive and responsible member of the student body.

THANKS TO THE PARENTS

We wish to thank each of you for the things you have done to prepare your student for this experience and for creating the opportunity for student success. Our goal as educators is to develop positive relationships with all parents. We know how essential your assistance is in helping us to do our jobs and strengthening the school-parent support system. While academics are extremely important for this age group, we also recognize our responsibility for the education of the whole child, teaching young adolescents those skills which will allow them to be successful adults. Perhaps the most important trait a student of this age group can learn is responsibility. The home and school are important partners in this endeavor, and we thank you for helping us to work with your student.

Success can be achieved through knowledge of what happens at school. Your interest and curiosity in our school conveys a powerful message of caring and support that is necessary for any child to be successful.

As parents of a Columbia Falls Junior High School student, your responsibilities are:

- to send your student to school each day on time, with all the necessary materials, well rested and properly dressed.
- to check your student's homework on a regular basis.
- to provide your student with a suitable study place and time to do homework.
- to communicate with your student's teachers when you are concerned about their health or school success.

Sincerely,

David N. Wick  
Principal

W.L. Anderson  
Ass't Principal

**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.*

**AS A COLUMBIA FALLS JUNIOR HIGH STUDENT,  
YOU ARE EXPECTED TO:**

**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 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.**

**ADMINISTRATION AND STAFF**

Parents and students are encouraged to contact the people listed below with specific questions or concerns. All junior high faculty (grades 6-8), may be reached through the main office at 892-6530.

<b><u>Administrators</u></b>	<b><u>Phone No.</u></b>
David Wick, Principal.....	892-6529
W. L. Anderson, Assistant Principal.....	892-6546
Dr. Michael Nicosia, Superintendent.....	892-6550

**Administrative Office Staff**

Nancy Robison, Secretary.....	892-6530
Lynde Newman, Secretary.....	892-6545

**Counselors**

Shari Johnson.....	892-6545
Gary Yee.....	892-6530

**School Nurse**

Renee Ren.....	892-6530
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**Faculty**

Tom Berquist.....	Science
Marcy Birdsell.....	Sixth Grade
Kent Blair.....	Sixth Grade
Cami Bowler.....	FCS
Josie Brown.....	Special Ed.
Wanda Caddell.....	Special Ed.
Tammy Coleman.....	Title Math
Charlotte Corrigan.....	Special Ed.
Cheree Diesenroth.....	6 <sup>th</sup> Grade
Leslie DiMaio.....	Reading
Holly Ekstrom.....	Science
Mollye Faulkner.....	Music
Heather Feist.....	Sixth Grade
Kim Gange Reid.....	Reading/Eng.
Heather Gilchrist.....	P.E/Health
Sandra Goins.....	6 <sup>th</sup> Title
Karyl Gopp.....	Librarian
Nacona Greene.....	Sixth Grade
Kami Johnston.....	Soc.St./Geo.
David Kehr.....	Health/P.E.
Peter Keller.....	Sixth Grade

Joel Knadler .....	Band
Paula Koch.....	Spanish
Diane Marsh.....	Keyboarding
Rubianna Masa.....	6 <sup>th</sup> Grade/Eng.
Trent Miller.....	Social St.
Eric Morgan .....	Science
Sabrina Nichols.....	Math
DeWayne Padgett.....	Social St.
Jackie Robbins.....	Math
Jennifer Robbins .....	English
Kelsey Ronish .....	Title Read/SS
Anne Smith .....	Sp.Ed (6)
Bob Spencer .....	Health/ PE
Jenny Stone.....	Art
Dallas Sullivan.....	Math
Janet Summerscales .....	Sixth Grade.
Gary Vinson.....	Eng./Reading
Wendy Warren .....	Sixth Grade
Joe Welch.....	Ind.Arts
Kathy Wetsch.....	Reading
Christie Wynia.....	Title Reading

### **Instructional Paraeducators**

Sue Berube .....	Comp. Lab
Brenda Booth.....	Special Ed
Stephanie Davis.....	Special Ed.
Norma Hornbacher.....	Special Ed
Linda Jay.....	Special Ed.
Tori McVicker.....	Special Ed.
Jeanette Morden.....	Library
Bobbi Jo Narducci.....	Study Hall
Catherine Nicklaus.....	Special Ed.
Chuck Perkins .....	I.S.S.
Val Phelps .....	Special Ed.
Liz Raymond.....	Special Ed.
Janet Reindl.....	Special Ed.
Marsha Voelker... ..	Title I

### **BOARD OF TRUSTEES**

Jill Rocksund, Chairperson

Dean Chisholm, Vice-Chairperson

Jim Henjum

Barbara Riley

Greg Macijunas

Gail Pauley

Pastor Darrell Newby

Larry Wilson

DAILY TIME SCHEDULE

<p>Busses arrive starting at 8:10 A.M.          Passage time between classes is 3 minutes          8:13 A.M. bell rings (students to class 6-8 grades)          8:21 A.M. class begins (tardy bell rings)          7<sup>th</sup> and 8<sup>th</sup> grades:          A12/B12 8:21– 9:55 (homeroom)          A34/B34 9:58 – 11:30 (11:30)1<sup>st</sup> lunch dismissal                    9:58 – 11:40 (11:40) 2<sup>nd</sup> lunch dismissal)          LUNCH: 11:30 A.M. 1<sup>st</sup> dismissal to lunch                    11:40 A.M. 2<sup>nd</sup> dismissal to lunch          Teacher release for 6<sup>th</sup> grade lunch (start at 12 noon)          12:03 P.M. – bell rings (students to class)          12:10 P.M. – class begins (tardy bell rings for 7<sup>th</sup> &amp; 8<sup>th</sup> grade)          A56/B56 12:10 – 1:45          A78/B78 1:48 – 3:21</p> <p>6<sup>th</sup> Grade Lunch:          12:00 teacher release to lunch          12:35 bell rings (students to class)          12:40 class begins (tardy bell rings)          school ends for the day at 3:21 P.M.</p>
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\*\* EARLY RELEASE SCHEDULE

<p>8:13 A.M. bell rings (students to class)          8:21 A.M. classes begin (tardy bell rings)          A12/B12 8:21 – 9:39          A34/B34 9:42 – 11:00</p> <p>LUNCH: 11:00 1<sup>st</sup> dismissal to lunch                    11:10 2<sup>nd</sup> dismissal to lunch                    11:35 A.M. bell rings (students to class for grades 7 and 8)          11:40 A. M. classes begin (tardy bell rings)          A56/B56 11:40 – 12:58          A78/B78 1:01 – 2:19</p> <p>Sixth Grade Lunch          11:30 A.M. 6<sup>th</sup> grade dismissed by teacher to lunch          12:05 bell rings (students to class)          12:10 P.M. classes begin (tardy bell rings)          2:19 P.M. classes dismissed</p>
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\*\*Every Wednesday is a scheduled early release dedicated to teacher in-service and district program development. Early release days may fall on an A or a B day.

**Tip-Line**

TIP LINE.....881-4700

In response to the need to generate any and all information about dangerous or illegal activities that may negatively impact our schools, School District #6 has initiated a Safe School Tip-line to provide students, parents, and community members with a means to anonymously report school safety concerns.

The Safe School Tip-line number is 881-4700. Calling the tip-line permits an individual to leave an anonymous voice-mail message. Messages will be monitored daily.

If an individual wishes to report information of an immediate threat to school safety, it is requested the call be made to the District Office directly at 892-6550.

**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 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 will 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 afternoon kindergarten students are advised that if the buses are not running in the the morning, it is the parent’s responsibility to pick up those students at the end of the day. Whichever routes run in the morning will determine the afternoon routes. Kindergarten parents need to verify that their child’s bus is running. Parents need 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 after 8:00 a.m.
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 parental knowledge. Parents may retrieve their children from school 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 be sure the buildings are open. If the decision is made that no buses are running, then school will be closed. If some buses are running, school will be open. 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 school is closed.

## GENERAL INFORMATION

### ACADEMICS

#### ☒ Course Changes:

Students are expected to follow the schedule they are given the first day of school. However, at times it is necessary to make course changes. If the mistake was made by an improper entry into the computer, the counselor will assist in correcting the schedule. Students requesting other changes must have a parent submit a written statement to the principal detailing the reason for the request. With approval, course changes may be made within the first ten school days. Class size will be a major consideration when determining if a change will be permitted.

#### ☒ 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 classroom teacher determines the grading scale for each class.

Generally letter grades are interpreted to mean:

A.....Superior work  
 B .....Good work  
 C .....Average work  
 D .....Below average work  
 F .....Unacceptable work

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

A = 4      C = 2      F = 0  
 B = 3      D = 1

#### ☒ Homework and Daily Assignments:

Students are responsible for the work that is assigned in class. We want students to learn the importance of a good work ethic and learn that there are consequences for not fulfilling their obligations. Each teacher will explain the requirements for homework and daily assignments. Students who choose to disregard requests to complete daily work, homework, or make-up work will be considered insubordinate. Chronic failure to complete required work can result in assignment to In-School Suspension or Saturday School.

**☒ Honor Roll:**

All students with a G.P.A. of 3.0 or above will earn a place on the honor roll. Students who achieve a G.P.A. of 3.5 or above will be designated as high honors. Academic achievement is encouraged for all students.

**☒ 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 CFJHS counselors or the main office. Teachers should be given the courtesy of a 24-hour notification for parental request deadlines.

**☒ Summer School**

Summer school will be assigned to students in grades 6-8 who do not show significant progress during the regular school year. Students who fail 2 or more of 5 core subjects for the year will be assigned summer school. Failure to attend summer school or failure of classes in summer school will possibly result in retention of that student.

**ASBESTOS INSPECTION REPORT**

This notice is to all constituents of School District #6. The purpose is to inform the public that CFJH is in compliance with all regulations mandated by the Federal Government's Asbestos Hazard Emergency Responses Act. The notice is part of the AHERA regulations.

School District #6 contracted with Y Environmental to perform periodic re-inspection of district buildings and compile an AHERA 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 the management plan are on file and may be viewed at each of the school buildings by contacting the District #6 offices.

**DIRECTORY INFORMATION**

From time-to-time, School District Six will disclose "directory information" from a student's educational 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.

## ACTIVITIES

### ⊗ Eligibility Policy:

The Columbia Falls Junior High eligibility policy is rooted in the belief that the system will help students by encouraging academic effort while they participate in extra-curricular activities. It is not to be considered a punishment or a disciplinary action. Activities are a privilege, so the school can specify minimum standards of school performance for students who participate.

To better facilitate the communication between teachers, sponsors, and parents, each teacher is requested to submit a written reason for a student's ineligibility, including the primary cause of ineligibility and how the student might best remedy the problem(s). A brief note, in terms suitable for use with the student and concerned parents, should suffice.

It is the sponsor's responsibility to see that the team rosters are to the teachers by no later than Thursday afternoon each week during the course of an activity. Eligibility should begin no later than the second week of an activity.

It is the individual teacher's responsibility to return rosters by no later than Friday at 3:20 PM.

A student is ineligible when failing one or more classes (all subjects taken) based on cumulative quarter average. Averages start over with each quarter.

The 1st ineligibility results in the activity participant being able to practice, but not compete Monday through Saturday of the week following the Friday he/she becomes ineligible.

The 2nd ineligibility results in the activity participant not being allowed to practice or participate Monday through Saturday of the week following the Friday he/she becomes ineligible.

The 3rd ineligibility results in the activity participant being eliminated from the activity for the remainder of that activity season.

The building administrator will make the final decision in which there is a question or dispute.

There may be occasion for the need of special provisions to assist in making this policy as positive as possible. Those special provisions should be agreed to, in advance, by the teachers involved, the sponsor and the administrator. In no case may those provisions be more stringent than the existing policy. As an example, special education students or those students not capable of achieving at regular class levels may need special consideration.

## STUDENT SERVICES

### ⊗ Complaint procedure

A student or parent with a complaint regarding a classroom procedure or other matter should first bring the complaint to the appropriate teacher. If the outcome is not satisfactory, a conference with the building administrator should be requested. If the concern still exists, the parent or student may file a written complaint as per School District 6 policy.

### ⊗ Conferences

Questions concerning a student's progress can be answered through a conference with one or several teachers. To arrange a meeting with an individual teacher contact the appropriate teacher. If the meeting concerns more than one teacher, the parent can call the building counselor to set up a staffing.

### ⊗ Guidance/Counseling

Students, as well as parents, are encouraged to visit with Ms. Johnson or Mr. Yee for personal or school assistance and class planning. The counselors' offices are co-located across from the cafeteria area.

### ⊗ Health Services

Students who become ill at school must check out in the main office who will notify the parents or guardians. The name and number of a relative or a neighbor who may be notified if a parent cannot be reached should be on file in the office. Aspirin or other medication will not be dispensed without parental permission. Students who receive daily medication at school must have a release form signed by the parent including the name of medication, dosage, doctor's name and time of administration. Screening programs which will be administered throughout the school year will include vision: grade 7; scoliosis: grades 6 - 8; dental: grade 6. Montana law prohibits admitting a student into school until immunization records are provided. Students with confirmed or suspected contagious disease will not be allowed in the classroom until treated and cleared by a physician.

Students needing the nurse's services must:

- a. Obtain a pass from a teacher
- b. Have the pass okayed at the office
- c. See the nurse
- d. Return to class immediately once pass is signed

### ⊗ Hot Lunch/Breakfast

Morning breakfast and hot lunch are provided daily at CFJHS.

- 6th Grade students will be dismissed by teacher and by classroom.
- The gym is closed during lunch except in the case of severe weather.
- The cafeteria is a lunchroom and a place to meet friends. Each student is asked to practice good manners and clean up his/her area when completed eating. Failure to meet the standards of good behavior may result in loss of lunchroom privileges, detention, or lunch cleanup.

- Daily tickets can be purchased in the line for \$1.75.
- Students not eating hot lunch will eat their ala carte or sack lunch in the cafeteria.
- Applications for free and/or reduced lunches and breakfasts are available to students through the office.
- Parents may request their student's lunch ledger and they add money to the account.

### ☒ **Library**

The library is available to all students. Check with your homeroom instructor for the library schedule. Plan your library visits to coincide with your study hall times.

### ☒ **Lockers**

1. Each student is responsible for his or her locker.
2. Lockers are assigned by homeroom teachers and students will stay with that locker throughout the year. No lockers will be shared.
3. No outside or inside the locker decoration is permitted.
4. Lockers are to be free from graffiti. Locker privilege can be lost for misuse or abuse.
5. Students must be accompanied by a staff member during class times to use or access their lockers and this is for emergencies only!
6. Students should not bring valuables to school. Large sums of money and other valuables should be given to the office for safekeeping. During P.E., store personal items in your locker and locked.
7. Lockers are the property of School District #6 and may be inspected at any time.

### ☒ **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 given to local charities.

### ☒ **Non-Custodial Parent**

Non-custodial parents do not have the right to pick a child up from school without permission of the custodial parent. Principals and school officials will require that the student remain in school for the duration of the school day and be transported home in the usual manner unless this permission is granted by the custodial parent.

Non-custodial parents do have the right to obtain any and all information concerning his/her child that is available to the custodial parent. If a counselor is disclosing information to a custodial parent, that information must also be shared with the non-custodial parent upon request. A non-custodial parent has the right to any and all information concerning his/her child irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary.

### ☒ **Public Notice of Non-Discrimination**

School District Six complies with the American 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 this regulation is directed to Ms. Terri Burghardt, Director of Special Services, at 892-6562 or 6590.

### ☒ **Video Surveillance**

School District #6 authorizes the use of video cameras on District property, including busses, to ensure the health, welfare and safety of the students, the staff and visitors. Their use also safeguards District facilities and equipment. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to records and maintenance and retention.

### ☒ **Telephone/Messages**

A telephone for student use is available in the foyer. It is not for use during classes without staff permission.

Cellular phones are not to be seen, used or be operational during school hours and are to be stored in the student locker during the day. They will be confiscated if visible or heard. (see page 15 for more on cell phones)

### ☒ **Student Council**

Each homeroom will elect a representative to student council. The student council president will be the student body president.

### ☒ **Student records**

Parents and eligible students are permitted to inspect and review the education records of the student in accordance with The Family Rights and Privacy Act of 1974. An eligible student means a student who has attained 18 years of age.

## **SCHOOL AND FACILITIES**

### ☒ **Dance Regulations**

1. Dances are permitted for the 7th and 8th grade Columbia Falls students only. Parents are welcome to observe or chaperone.
2. Dances start at 7:00 P.M. and students arriving late, but prior to 7:30 P.M., must be admitted with their parent. No students will be admitted after 7:30 P.M. Students will not be allowed to leave before 8:15 unless accompanied by a parent. Dance times are 7:00 P.M. to 8:30 P.M.
3. Once a student leaves the dance, he/she will not be readmitted.
4. Students that are not present in school during the day of the dance will not be allowed unless they have an administrator's written permission.
5. Students with overdue detentions, assigned Saturday School, or who have been suspended the day of the dance are not permitted to attend.

6. The administration may deny a student entrance into a dance based on school behavior or discipline from a previous dance. Students and sponsors of the dance will be notified.
  7. No food or beverages are to be brought into the dance.
  8. Parents will be contacted to pick up their student if the student's behavior is inappropriate.
- Note: Dances will not be scheduled after April 15<sup>th</sup> of any school year.

⊗ **Elevator**

Use of the school elevator is restricted to students with disabilities or injuries who have received written permission from the office.

⊗ **Fire and Emergency Procedure Drills**

These drills are conducted several times per year. Consult your classroom teacher for directions. Please leave the room in an orderly and quiet manner. Routes for emergency evacuation from classrooms are posted in each room near the exit door.

⊗ **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, no food and no open containers of drinks are permitted. No food or drink items are to be eaten outside during the school day. We all need to be responsible for cleaning up our own litter.

⊗ **Non-Student Loitering and Trespass**

Individuals who are not members of the student body or faculty are not permitted on the school premises to visit or solicit unless the office or administration has given permission. Individuals trespassing in the building or on the school grounds may be requested by any staff member to leave the school area. If the individual persists, law enforcement will be contacted and appropriate legal action will be taken.

⊗ **School Grounds/Weather**

Students will be admitted into the building in cases of inclement weather and also with a pass to a teacher's classroom. Junior High students are not allowed to be in the parking areas (except for pickup and departure), or off the campus proper before school or during lunch. The administration will determine inside and outside recess before and during school by utilizing 15 degrees as the benchmark. Wind chill and other factors will also be considered.

⊗ **Textbooks/School Equipment**

Students who lose or damage school equipment or textbooks will pay the cost for replacement or repair. A fee structure district-wide is established and on record with each school.

**⊗ Vending Machines**

The vending machines are open for sales at noon and after school. Students are not allowed to use the machines between and during classes. The office is not responsible for money lost or not refunded by the machines.

**⊗ Visitors**

Parents are always encouraged and welcome to visit CFJHS. Parents requesting to visit a classroom must make a written request to the principal one day in advance of the visitation. All visitors must report to the office to obtain a visitor's pass before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which is to be secured a minimum of one school day in advance.

**STUDENT RESPONSIBILITIES****⊗ Cellular phones and Personal Listening Devices (PLD)**

Cellular phones, pagers, disc players or electronic/battery devices or games are discouraged at CFJH. Cell phones and pagers, if present, must be turned off when entering the school building, and locked in the student's locker for the remainder of the school day. If observed or heard in the building it will be confiscated and turned into the office. Students will comply with the staff request to confiscate the phone or PLD. The student will be given a consequence, and the parent will need to pick up the items.

Cellular phones used to transmit obscene, abusive, sexually explicit, inappropriate or threatening language or images while on school grounds, or at school activities is a major disciplinary infraction. Violations of this policy will result in disciplinary measures that include but are not limited to detentions, suspension, or a recommendation for expulsion to the school board of trustees. All cases will be reported to law enforcement authorities.

**⊗ Bicycles, Skateboards, In-line Skates**

Bicycles and skateboards are not to be ridden on campus. Please walk your bike and use bike racks and locks for safekeeping. In-line skates are not allowed on campus. PE classes utilize inline skates during classes only.

**⊗ Bus Regulations**

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus, and students are to keep their hands to themselves at all times.
3. Students shall use the emergency door ONLY in the case of an emergency.
4. Students are to be on time at the morning and afternoon departures.

5. Students shall not bring weapons, animals or other potentially hazardous material on the bus.
6. Students shall sit in their seat, facing forward, and there is no moving from seat to seat without the permission of the driver. Feet must be out of the aisle, and there is to be no moving about while the bus is in motion.
7. Students may be assigned seats by the bus driver. (K-6) students will be assigned.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students will not open any windows without the driver's permissions and do not extend hands, arms, feet or heads outside of any open bus window while stopped or moving.
10. Students must have written permission to leave the bus other than at home or school.
11. Students shall talk in normal voices, and no loud or vulgar language is permitted.
12. Students are not permitted to eat or drink on the bus and they are expected to keep the bus clean and free from damage.
13. Students shall be courteous to the driver, to fellow students, and to passersby. There is to be no throwing of items on the bus or out of the bus.
14. Students will respect all private property rights while waiting for bus transportation.
15. Student projects, musical instruments, athletic gear, health devices and other items must fit on the student's lap or in appropriate storage. If there is a special request to transport an item, contact your building principal.
16. Cellular phone usage on the bus is not allowed. Permission to use a cellular phone may be granted by the driver under extenuating circumstances.

### ⊗ **Closed Campus**

Students may not leave once they have arrived on campus whether by vehicle, bike, bus or on foot. Students may not leave campus during lunch unless their parent accompanies them, and students must also check out of the office before leaving. Crossing bus lanes in the morning and afternoon is prohibited.

Notes from parents/guardians requesting that a student be permitted to leave the campus will not be honored. The office secretary or administration must approve any exceptions.

### ⊗ **Hall Passes**

Students leaving a classroom must have a hall pass or their "daily planner". Passes are to be used by one student at a time and for emergencies only.

### ⊗ **Harassment/Discrimination**

Columbia Falls Junior High is a part of the District #6 Title IX policy, a grievance procedure by which students may present grievances dealing with discrimination on the basis of sex (gender bias). Title IX Coordinators are Mr. Anderson, Ms. Johnson and Superintendent Dr. Nicosia. If you feel this is an issue with you, contact one of the coordinators listed above.

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 affect 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.

### **⊗ Harassment/Bullying/Intimidation/Hazing**

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 substantiation of a threat of “deadly force” may result in an immediate referral to the school board with a recommendation for expulsion.

### ⊗ **Personal Appearance/Dress Code/Demeanor**

In the interest of health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. The student will not be allowed to attend school until these requirements are met. In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student or other students, that student will be required to make modification if they wish to remain in that class. If a student’s appearance disrupts or distracts from the teaching or learning process, that student will be required to make modifications in order that disruption or distraction will cease. Parents may be requested to bring clothing to the school for the student that will conform to the dress code.

- Shirts and shoes must be worn. Underwear and undergarments are not to be showing. No see-through clothing, pajama pants or tops, halters, back-less dresses, or tops and tube tops, may be worn.
- Shirts or blouses tied at the midriff, clothing improperly fastened or anything with a bare midriff may not be worn.
- Clothes displaying alcohol, drugs, or making sexual references will be prohibited.
- No hats, bandanas, scarves or other headwear are to be worn in the building.
- Coats are not to be worn in the classroom, cafeteria, gym or library.
- Cutoffs and “short” shorts and pants/jeans with un-mended holes are not permitted.
- Tank tops (sleeveless blouses, shirts or sweaters) are not permitted. Tops must go over the shoulder.
- Backpacks, or book bags are to be kept in the student locker and not carried about the building following the first bell of the day.
- “Spitting” on the campus, inside or out, is not permitted.
- Public displays of affection(PDA’s) with fellow students are discouraged in the school setting, consequences will be given if observed.

The administration will make the final determination in cases where a question exists.

### ⊗ **Technology Use**

Students will sign the School District 6 acceptable use policy to utilize the internet within the junior high. This permission slip also includes a parent signature.

Students are reminded that no personal e-mail is allowed on the district system.

Students must show an internet pass to an adult supervisor before accessing the internet. Violations of the acceptable use policy or abuse of district equipment or software will result in the loss of internet privileges for the remainder of the school year.

**⊗ School Bulletin Announcements**

Teachers, or students (over the public address system) will read the announcements daily. If you have an item for the bulletin, it must be turned into the office and Mrs. Robison prior to 3:30 P.M., to be placed in the next day's announcements.

**STUDENT CONDUCT CODES****⊗ 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**— Teachers may issue noon detentions for a variety of infractions occurring outside the classroom. Detentions will be served in a designated classroom. Lunch will be eaten in the detention room; no other food or drink is permitted. Failure to serve an assigned detention will result in additional detentions assigned. Excessive detentions will receive one or more of the following consequences: Saturday school, or in-school or out of school suspension from classes. Students will maintain a quiet, orderly setting and will not be allowed to study or read during this disciplinary time. The teacher, whose class precedes the detention period, will escort the assigned student(s) to the detention supervisor. Typical offenses for detention assignment include: snowball throwing; other objects thrown in the lunch area, the campus grounds, or halls; pushing or shoving in line or lunchroom; remaining in the building following lunch (unless escorted); excessive loudness or profanity; and tardies. If a student accumulates six (6) or more detentions in a semester, they will be assigned to in-school suspension or Saturday school. Those with repeated violations will be assigned out of school suspension.
- **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. All expulsions are permanently recorded on a student's transcript.
- **In-School Suspension**—ISS will be assigned for disruptive behaviors or failure to do assigned work. Administrators will assign ISS for grades 6-8. Students will do class work during ISS with restroom breaks scheduled. Behavior standards will be set and followed. Defiance of behavior standards or other serious breaches of school policy will result in an OSS. Repeated ISS or OSS referrals will require Board Discipline Committee action and possible expulsion. Students assigned to ISS or OSS will not be allowed to attend or participate in extra-curricular activities, as stated in the Junior High School Activities Policy, until the ISS or OSS is served.

- **Out-of-School Suspension**— OSS temporarily removes a student from the privilege of attending school and school activities. The length of the suspension shall be determined by the administration in accordance with the severity of the act and previous deportment of the student. If the parents do not arrange a conference, within a reasonable period of time, the student may be given an unexcused absence with no opportunity to make up the class work.
- **Law Enforcement Involvement**— School officials have the option to notify police authorities, and in cases of major violation, may press charges. If law enforcement is notified, an attempt will be made to contact parent(s). Any action taken by law enforcement will be in addition to action by the school. The school resource officer will be notified.
- **Warning**—A teacher, counselor, or school administrator will talk to the student and try to reach an agreement regarding appropriate behavior.

### ⊗ **Search and Seizure**

School lockers are the property of the District. School authorities are obliged to search lockers if needed to assure the safety and welfare of students as well as for the protection of students and school property. All searches will be made by the principal, assistant principal or administrative designee, or conducted by canine detection services at the junior high. Parents will be notified should illegal items be found.

K-9 contraband detection services are contracted by the school district and unannounced searches of the campus will occur several times during the school year.

## **CONDUCT CODE VIOLATIONS**

- ⊗ **Alcohol, Tobacco, or Drugs:** The use, possession, or being under the influence of alcohol, tobacco, marijuana, or other mind or mood-altering substances is prohibited. Violations of this conduct code will be handled in accordance with school policy and Montana law. (See alcohol/drug policy for school procedures) (Parent and law enforcement will be notified.)
- ⊗ **Assault:** Intentional, unauthorized physical contact with another person which may cause physical injury. Any physical assault upon any staff member may bring an automatic recommendation for expulsion on the first offense. (Suspension, parent and law enforcement will be notified.)
- ⊗ **Cheating/Plagiarism:** 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. Repeated offenses may result in suspension.

- ⊗ **Defiance of Authority:** Refusal to follow the reasonable requests of school personnel or language that is used to cause a disruptive, personal attack upon a staff person within the class or school.
- ⊗ **Fighting:** Physical actions between two or more individuals which may result in injury or any action that threatens or violates the safety of others. Students provoking/inciting a fight and bystanders may be included in the disciplinary consequences. (Suspension, parent and law enforcement will be notified.)
- ⊗ **Other:** 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 POLICY

Students are not to use, be under the influence of, or possess drugs, alcoholic beverages or intoxicants at any time while under the supervision, jurisdiction, or control of the school. Consequences:

1. Violations will be reported to the appropriate civil authorities; i.e., juvenile court system and police (school resource officer)
2. First offense will result in a three-day suspension. To be successful, an offender must follow all rules and complete school assignments.
  - a. Students will be suspended from extra-curricular activities for thirty school days from the time of administrative action.
  - b. If the offender does not fully comply with the recommendation of the junior high administration, an expulsion hearing will be recommended.
  - c. Participation in any extra-curricular activity will require a recommendation from the administration.
3. Second and subsequent offenses will result in:
  - a. Five day suspension
  - b. Participation in any extra-curricular activities would need the recommendation of the administration.
  - c. Automatic request for a professional assessment
    - 1) Offender must comply with the results of the assessment.
    - 2) Failure to comply will result in a recommendation for expulsion.

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

### TOBACCO POLICY

Students are not to use tobacco products of any kind while under supervision, jurisdiction or control of the school. Tobacco products used or possessed by children under the age of 18 are an illegal substance under state law.

1. Violations will be reported to the appropriate civil authorities (law) and the parents.
2. First offense will result in a one day out of school suspension.

3. A second violation will result in out of school suspension for two days, and the parent and law will be informed.
4. Subsequent violation(s) will include out of school suspension at administrative discretion and referral to the School Board Discipline Committee.

### **ATTENDANCE POLICY**

According to the laws of the state of Montana, school attendance is the responsibility of the student and the parent or guardian. Students should be regular and punctual in their attendance. Students should remain out of school only when absolutely necessary, since most classroom activities 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 regular attendance is the key to student success. The following attendance policy is designed to help the pupil recognize the importance of regular and prompt school attendance as it relates to school progress. Please also note the ten per cent absence policy outlined in the next section under Saturday School.

a. **Excused Absence:**

1. An absence due to illness or emergency. If a student is absent more than one day, the parents should phone the school each day that the student is absent.
2. If the school determines that the student has excessive excused absences, a medical note may be requested.

\*\*\*Other excused absences must be pre-arranged prior to the absence by the parent, either by phone or note to the principal. Each such absence is an individual case and will be treated according to the circumstances surrounding the request.

Examples of absences that are to be handled in this way are funerals, hunting trips, vacations, or any other absence for reasons other than personal illness or emergency.

b. **Unexcused Absences**

1. Students who fail to sign out of the building during the school day.
2. Students whose parents fail to clear an absence by phone or note. The student will receive an unexcused absence for the period of time in question and shall be subject to disciplinary action.
3. Students who, in an attempt to clear an absence, impersonate their parents or someone else's parent, either by phone or note, shall receive an unexcused absence for the period of time in question and shall be subject to disciplinary action.

c. **Consequences for Unexcused and or Excessive Absences**

1. 1<sup>st</sup> offense- Parents will be notified and the student will be assigned Saturday School.
2. 2<sup>nd</sup> offense- Parents will be notified and the student will serve one day of ISS and one Saturday School.
3. 3<sup>rd</sup> offense- Parents will be notified and the student will be suspended from school for one to ten days. A letter will be forwarded to the parents regarding their responsibility for student attendance. A complaint may be filed with law enforcement authorities. Saturday School will be required to maintain

enrollment and a meeting with the school board discipline committee will result.

Academic work that has been missed or is late due to an unexcused absence shall not be accepted for credit.

d. **Excessive Tardies**

1. All students are expected to be in class on time. Students are considered tardy when they enter the classroom after the tardy bell rings. Students receiving their third tardy may be issued detention, as per teacher policy.
2. Students arriving late to school for any reason during the school day should report to the office before going to class.
3. Students are considered unexcused upon entering their class late unless they present a pass signed by a staff member.
4. Students will not be issued excused passes through the office.

☒ **Saturday School**

Saturday School may be assigned to students in grades 6-8. Students will be placed in SS only by administrative decision. Students in grades 6-8, who miss more than 9 days in one semester (10% Rule), will attend SS for the first day over the 9 days allowed, in order to complete work missed. Additional Saturday schools will be assigned for absences beyond the tenth day. If a student has demonstrated previous excellent attendance and academic performance and the absences are due to a verified medical condition or other extraordinary situations, the administration may consider this student's positive performance in determining the appropriateness of SS. Each truancy will result in SS. Three tardies will be considered one (1) absence in consideration of Saturday school. Academic work will be required and provided by the classroom teachers. Students may also be assigned to SS due to a lack of academic progress. Saturday School hours are 9:00 until 3:00.

Students failing to attend SS will be assigned in-school suspension on the day they return to school and an additional day of SS as well. Absence from SS will only be accepted with prior notification and approval. The second missed SS will result in a three-day out of school Suspension and additional Saturday school penalties. Students will not be permitted to participate in or attend extra-curricular activities, based on the Junior High Activities Policy, until the SS have been served. SS may be assigned for days missed due to out-of-school suspensions. Students who do not show regular attendance and/or Saturday school attendance will face the school board discipline committee and possible expulsion.

☒ **Withdrawals**

Students who need to withdraw from school should see a counselor, Ms. Johnson or Mr. Yee, for a withdrawal form.

### MONTANA BEHAVIORAL INITIATIVE

Columbia Falls Junior High has embarked on a program to improve student behavior and expectations. The program is utilized statewide and has been initiated in our

school for several areas of behavior management. MBI is considered “prevention” at its best. “If you expect a behavior, teach it.” Students can learn best when there are clear instructions and clear expectations. During the next several years, areas of concern and need, regarding expectations for students, will be initiated. This is a prevention-oriented sub-curriculum designed to eliminate negative behaviors before they begin to be problems.

MBI VISION AND MISSION STATEMENTS:

**VISION STATEMENT:**

Columbia Falls Junior High School will foster a safe and caring community of responsible learners through the promotion of mutual understanding, responsible actions, and individual success.

**MISSION STATEMENT:**

It is the mission of CFJHS, through the actions of all staff, to develop responsible and respectful behavior in all students. This will be accomplished through teaching, modeling, practicing and reinforcing realistic expectations for behavior that will contribute to each student maximizing their learning capabilities.

The current MBI behaviors and actions warranted are listed in **Appendix B** of this handbook.

**NOTICE**

As required by Federal No Child Left Behind legislation, School District Six and Columbia Falls Junior High School 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 teacher, 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: Dr. Michael Nicosia, Superintendent  
School District Six  
P.O. Box 1259  
Columbia Falls, MT 59912