

Frenchtown Middle School



2019-2020

Student/Parent Handbook

Students and parents/guardians are responsible to read and to understand the guidelines established in this handbook. Related board policies and the policy language can be found on the school website: www.ftsd.org.

**“Education is the movement from darkness to light.”
~Allan Bloo**

FRENCHTOWN MIDDLE SCHOOL

BRONCS MIDDLE SCHOOL UNIVERSALS

Be Responsible

Be Respectful

Be Safe

STUDENT JOB DESCRIPTION

- (1) Report to each class **ON TIME** with **REQUIRED MATERIALS** and **COMPLETED ASSIGNMENTS**.
- (2) Whenever **ABSENT...** upon returning to classes, check with each teacher to **REQUEST MAKE-UP WORK**.
- (3) Obey the instructions given by school teachers and staff members.
- (4) Respect the rights of others... be courteous, refrain from bullying behavior, and treat property/possessions with care.

PARENT SUPPORT FOR STUDENT SUCCESS

- (1) Contact the school office in the morning whenever your daughter/son will be absent from school that day(s).
- (2) Interact with children concerning their life and activities at school. Review **ASSIGNMENTS/stay CONNECTED**.

The Infinite Campus Parent Portal provides, instant, accurate, confidential information about your child(ren)'s school attendance, grades, report cards, class assignments, schedules and more. This information is available at any time by accessing the school website: www.ftsd.org. Or directly at <https://mtstate.epm.infinitecampus.org/mtstate/portal/frenchtown.jsp>

FRENCHTOWN SCHOOL DISTRICT # 40 MISSION STATEMENT

"Our Mission is to foster an effective learning process in a safe environment where students, parents, staff, and the community share in a commitment to life-long learning and responsible citizenship."

SCHOOL ENTRANCES FOR USE BY STUDENTS

FRONT DOOR (facing south): Students who ride the school bus or west lot drop-offs.

WEST DOOR: Parents and visitors can enter from the west lot through west doors before and after school only. This set of doors will be locked during school hours for student safety.

NORTH DOOR: Students going to playground or going to parking lot after athletic practices.

ACCIDENT INSURANCE: The Frenchtown School District does **not** provide accident insurance to cover injuries that occur at school.

ACADEMIC REPORTING: Report cards are issued approximately one to two weeks after the end of each quarter.

ACTIVITIES ELIGIBILITY

Participation Fee: A \$30.00 participation fee must be paid prior to the student starting practice. This fee is paid one time per year and covers participation in all sports and activities for that school year.

PHYSICAL: All student athletes must have a completed and valid physical exam form on file with the Middle School Principal prior to participation in an extracurricular activity. Physical exam forms are available in the Middle School office or on the Middle School website. Physicals must be administered after May 1st to be valid for the following school year.

CONCUSSION STATEMENT: State law, “The Dillon Steigers Act”, now requires that both student and parents sign a “Concussion Statement” which informs them of the possible effects of concussions that may occur while participating in activities. The statement must be on file for EACH activity in which the student participates.

PERMISSION AND EMERGENCY CONTACT FORM: A completed and signed permission and emergency contact form (Athletic Parent Permission Form) must be on file with the Middle School prior to participation in practice or games.

PRACTICE REQUIREMENTS: Students must participate in a minimum of 5 practice days before competing in any games or matches. (Football, Cross Country, Soccer, Wrestling, Volleyball, Basketball, and Track). Only one practice per day counts toward the minimum.

PARTICIPATION REQUIREMENTS:

- ❖ Extra-curricular **grade** eligibility policies apply only to practices and games for athletic activities. These include, but not limited to, Football, Cross Country, Soccer, Basketball, Volleyball, Wrestling, and Track. Student conduct rules apply to **all activities** including, but not limited to, Sports, Student Council, Honor Band, Honor Choir, Math Counts, Quiz Bowl, dances ***and other special events***.
- ❖ Students who are absent the day of an activity (includes practices and competitive events, special events field trips) may **not** participate in after school events unless given permission by the principal. Time missed for family funerals, medical, or court-required matters are excluded from causing ineligibility.
- ❖ Students who do not participate in their regularly scheduled physical education class are ineligible to participate in “after school” athletic activities on the same day.

- ❖ The Middle School eligibility rules are different than those for the high school. A student who receives two (2) “F” grades on the weekly check list will be ineligible to participate in games but may practice at the discretion of the coach. The student will remain ineligible for competition until he or she is failing no more than one class at the time of the weekly check.
- ❖ Grades for calculating eligibility will be collected on Thursday and published on Friday afternoon. A student, in cooperation with their teacher, has through the following Monday at 12:00 p.m. to turn in work and raise their grade to a passing level. Teachers will be given up to 36 hours to grade and record the late work. The teacher is required to notify the office if a student’s grade has changed affecting their eligibility to participate.

Students are ineligible for a **minimum of 7 calendar days** which runs from the following Monday through Sunday. Students who raise their grades to a passing level during that week will not become eligible until the Monday of the following week. If a student is placed on the ineligible list because of an error by a staff member, they may be removed at any time.

- ❖ A student may participate in a study program approved by the principal **AND remain eligible** to participate in practices and competitions during the ineligible period. The student may make a request verbally or in writing to participate in this alternative program.
- ❖ School rules for Middle School students are in effect at all times and in all places during school activities.
- ❖ Middle School eligibility DOES NOT carry over to the high school for their freshman year. All freshmen are eligible to participate at the beginning of the school year.
- ❖ Any Frenchtown Middle School student who uses, possesses or distributes alcohol, tobacco, nicotine substitutes, Hookah pipes, e-cigarettes or drugs anytime during the season of a Middle School extra-curricular activity shall be ineligible to participate **for 10 calendar days**.
- ❖ **Conduct Ineligibility:** A student, who because of violations of school district rules and regulations or legal violations of federal or state law, is suspended from school will not be allowed to participate in extracurricular or co-curricular activities during the term of suspension. This ban on participation includes practice sessions, competitions, and attendance at school-sponsored activities like dances and non-educational field trips. Absences caused by violation of law may result in loss of participation altogether as determined by the Board of Trustees.

ALLERGIES AND SENSITIVITIES CONSIDERATIONS: Each student is asked for the best interests of their own health and safety, and the health and safety of others to refrain from the use of strong colognes, perfumes, and other body spray fluids at school and on school busses. Allergies and other respiratory discomforts can become serious matters and can threaten the wellbeing and rights of others. FRENCHTOWN MIDDLE SCHOOL WILL BE NUT FREE as possible for the 2019-2020 school year.

ASSEMBLIES: Middle School students must behave courteously at school assemblies. Students should give full attention to the presenters on stage and show appreciation only by clapping hands. Whistling, shouting, and foot stomping are not appropriate. Visitors often form a lasting impression of our school

and community by our behavior at assemblies. **Poor behavior at an assembly can result in loss of the privilege to attend future assemblies.**

WARNING: Do not climb on the bleachers when they are in an upright (stacked) position. Doing so can cause personal injury and significant damage to the bleachers. Please use the bleachers ONLY when they are “pulled out” and set up for seating.

ATTENDANCE (reference: Board Policy 3120, 3121, 3122)

Students are encouraged to attend school on a regular basis because any absence from the classroom deprives them of the opportunity to take advantage of the curriculum offerings. **Students absent from school during the school day (except for medical appointments, funerals, court-required appearances) may not participate in after-school or evening activities/practices during that same day without the Middle School Principal’s approval.**

Whenever it is known that a student is going to be absent from school, parents are requested to contact the school to inform us of that fact. This will help us save time that would otherwise be spent contacting parents. State law requires that schools verify student absences whenever they are not in attendance. A quick phone call, or a note sent with a brother or a sister to inform us of the absence, will help satisfy this legal requirement. **If it is known ahead of time that a student will be absent for a period of days... please inform the school office. Arrangements can be made for completion of class assignments in an efficient manner.**

ABSENCE AND MAKEUP WORK: For absences that are not pre-arranged (for example, calling in sick), the student has one school day to make up the work for every school day missed UNLESS the teacher has already given an assignment in advance and the student has known about it ahead of time. The telephone number for contacting the Middle School office to report an absence is 626-2650.

In every case when students miss classes, they are expected to contact each of their teachers on the day they return about making up the missed assignments. If they do not contact their teacher that day, they do not get the extra time noted above because the non-contact will be taken to indicate they have already found out about the assignment.

ATTENDANCE REPORTING: Parents must promptly notify the school if their student will NOT be in attendance that day (or days). This saves the secretary a lot of time spent on the phone!

BACKPACKS, BOOK BAGS, PURSES: Students are allowed to bring backpacks to school. Backpacks must be stored in the student’s assigned lockers during the school day.

BICYCLES: Bicycles are to be parked at **and locked up to the Middle School bicycle rack** when students arrive at school. Bicycles are not to be ridden during the school day. **The school is NOT responsible for stolen or vandalized bicycles.**

DRUGS, ALCOHOL, TOBACCO: The use of tobacco, tobacco substitutes, Hookah pipes, e-cigarettes, alcohol or other illegal substances is **prohibited**. Students determined to be in violation of use, possession or distribution of these illicit substances on school property and/or at any school activities will be subject

to the penalties defined in Board Policy **3340**.

BOARD OF TRUSTEES OFFICIAL POLICIES: Copies of the policies governing our school are available for public access in each school library and on the school's website (ftsd.org).

BOOKS (Reference: Board Policy **3520**): Library books are purchased for student use. Students are encouraged to take books home and read them there as well as in school. Students should handle books with special care by keeping them from being damaged. All books should be returned promptly so others may read them. Students will be responsible to pay replacement costs for any lost books. Damage fees may also be collected if a returned book has been noticeably abused.

Textbooks are checked out to students. The expectation is that the students will take good care of them so they will last several years, or until the School District is ready to replace them. Students will be assessed a charge at the end of the school year for unduly damaged or lost textbooks. **ALL STUDENTS ARE ENCOURAGED TO PLACE BOOK COVERS OVER THEIR TEXTBOOKS FOR ADDED PROTECTION. Failure to pay book fines or assessments will result in a billing statement being sent home, may result in withholding of a student's report card until the fee is paid and/or withholding of registration materials.**

BREAKFAST PROGRAM: Ala carte breakfast foods can be purchased between 7:45 a.m. to 8:10 a.m. Prices vary based on the items selected. Second Chance Breakfast will be offered for the 7th/8th graders between 2nd and 3rd period daily. The 6th grade will not participate in Second Chance Breakfast.

BRONC COM (Daily Announcements): School-wide announcements will be read aloud during the first period on Monday's and Wednesday's. The printed announcements will then be posted in a teacher-designated location in each classroom. Students who were absent when the announcements were read will consult the **BRONC COM** to read the bulletin from that day or previous days.

Every Middle School Student has the responsibility to **KEEP INFORMED!** If important information was included in the **BRONC COM**, the principal expects each student to be informed and responsible for the information publicized.

BULLYING, HARASSMENT AND INTIMIDATION WILL NOT BE TOLERATED (Reference: Board Policy 3226).

<p>BULLYING IS WHEN SOMEONE REPEATEDLY AND ON PURPOSE SAYS OR DOES MEAN OR HURTFUL THINGS TO ANOTHER PERSON WHO HAS A HARD TIME DEFENDING HERSELF OR HIMSELF.</p> <p>BULLYING IS ILLEGAL AND WILL NOT BE TOLERATED</p>

All students are encouraged to resist such behaviors by one or more of the following responses:

- ❖ Shout "stop" immediately. The nearest staff member within hearing range will intervene.
- ❖ Report this incident as soon as possible to a staff member (teacher, counselor, or admin.).
- ❖ Inform your parent... go to the school office and use the school telephone to place that call.
- ❖ Save text messaging of harassment and show it to the administrator.
- ❖ If you receive "sexting," report it to the administrator or a counselor.

There are severe consequences for all acts of bullying, harassment, or intimidation. The consequences include meeting with connected students and/or parents; out-of-school suspension; or direct referral to the juvenile justice system (youth court).

BUS TRANSPORTATION (Reference: Board Policy **8110, 8124, 8125, 8132**): Frenchtown School District provides transportation to and from school for students in accordance with state law. Competent, trained drivers are hired to drive the buses which are carefully maintained. District transportation policies provide for established procedures when difficulties arise on the buses. Parents are encouraged to support the district in maintaining discipline on the buses because distractions to the driver's driving during travel time can be dangerous. The bus driver is in full-charge of the bus and the students. Students must obey the driver promptly and willingly. Students will treat the bus as if it were a classroom situation with "classroom" rules to be followed.

- ❖ If it becomes necessary to discipline students because of **minor** misconduct on the bus, the **FIRST INCIDENT** will result in the bus driver reporting the incident to the principal. The bus driver will notify the parent(s). The principal may assign disciplinary consequences. The **SECOND INCIDENT** will require the student and the bus driver to meet with the principal and a phone call will be made to the parents. *The second incident may lead to time off the bus.* If the **THIRD INCIDENT** occurs, the student may have his/her riding privileges suspended for a longer period of time. *The principal may suspend the student from bus privileges at any time, including the first incident, if he or she deems it necessary. The suspension of riding privileges for a period of time ranging from one day to the end of the current school year may be meted out.* **In such cases, the parents of the students become legally responsible for the safe transportation of the student to and from school.** (Reference: Board Policy **8124**)

- ❖ **Basic Bus Rules**

1. **Bus driver is in charge at all times!!**
2. **Remain in assigned seat for the entire ride.**
3. **Remain seated, facing forward, feet out of the aisle.**
4. **Talk quietly (especially at the RR crossings).**
5. **No profanity or explicit language that offends others.**
6. **No food or drinks allowed.**
7. **No tobacco products allowed.**
8. **Keep your hands to yourself!**
9. **The bus is school property – take care of it!**
10. **No lighters, matches, or flammable devices allowed!**

- ❖ **IMPORTANT NOTICE:** Students are NOT ALLOWED to ride any bus except the bus that takes them to and from their homes. In addition, students are NOT ALLOWED to get off at any other stop except their own. The only exception to these rules is that the district will transport younger students (**i.e. grades K-4 ONLY**) to their daycare provider, if arrangements were made ahead of time in the office. Students will NOT be transported to a friend's house to study, play, spend the evening or attend a party. Parents may contact the Principal for alternatives to this procedure PRIOR to the date requested; the final decision rests with the Principal.

❖ ***THERE ARE TIMES WHEN THE BUSES DO NOT RUN***

Frenchtown District # 40 has decided to keep the schools open if at all possible. It is believed that this is in the best interests of School and individual family situations.

Students absent from school because of extreme weather conditions will also have the time missed classified as excused. **The safety of all students is of primary importance to our school. The right of the parent not to send children to school during extreme weather conditions is one that is fully recognized and respected by the School District.**

CAFETERIA CONDUCT: Appropriate conduct is not only the “right” way to behave in the cafeteria, it is also an expectation!

CARE OF SCHOOL PROPERTY (Reference: Board Policy **3520**): Students are expected to take reasonable care of school property and are accountable for what they lose or damage. Replacement costs will be collected from the individuals responsible for lost or damaged school property. Take extra care to secure locks and lockers ... failure to do this is the NUMBER-ONE cause of PROPERTY LOSS in our Middle School.

CELL PHONES and other portable electronic devices:

- ❖ Students may listen to music on portable electronic devices (IPADS, Headphones) during lunch and recess times or as allowed by the classroom teacher.
- ❖ Student cell phones should be stored in the student’s locker unless a teacher requests or has specifically allowed that they be brought to class. Teachers may require that cell phones brought to class be stored in a designated area or container in the classroom. Cell phones will not be allowed at the lunch tables/recess/or between classes. Student cell phones are to be placed in lockers between 8:30 a.m. and 3:30 p.m. on a daily basis.
- ❖ Students will be always be allowed to use the school phone to call parents in the Middle School Office at appropriate times during the school day.
- ❖ Student cell phone or other video devices are not permitted at any time inside the Middle School locker rooms.
- ❖ At no time may students use an electronic device, (cell phone, iPad, etc.) to take pictures on campus. The privacy of our students would be violated if these pictures were posted on social media.
- ❖ Teachers are authorized to confiscate cell phones or other electronic devices from students who violate their classroom or other school rules. The teacher will report all violations to the office.
- ❖ The first violation of the classroom or school policy will result in the teacher confiscating the device. The teacher will turn in the device to the Middle School office. The device will be returned to the student at the end of the school day.

- ❖ The second violation will result in the device being confiscated and sent to the office. A conference with the parent by phone or email will be made by the office.
- ❖ On the third or subsequent violation other disciplinary actions such as in-school or out-of-school suspension may be imposed. Note: Violations are cumulative regardless of where they occurred.

CHEATING, PLAGIARISM, or COLLUSION: An effort to improve grades by copying notes, papers, tests, looking at someone’s work or test, using cheat notes, plagiarizing, and/or assisting others with these activities is not allowed. If caught, you will forfeit that grade and other disciplinary actions may occur.

CHILD ABUSE AND NEGLECT: State law and board policy require that school personnel report suspected child abuse and neglect. The abuse will be reported to the Department of Health and Human Services at (866) 820-5437. (Reference: Board Policy 5232 & 5232F)

CLASS DISRUPTIONS: Behavior that impedes student learning, or interferes with the teacher’s right to teach in an optimal atmosphere, is not allowed. Respect is the key word for classroom behavior; we expect our students to respect themselves and the rights of others.

CLASSROOM RULES: Class rules and procedures are posted by each teacher in the classroom. In addition, the teacher will cover all of his or her rules with the students. Students may ask for a copy of the rules at any time. The rules vary in different classrooms. Every effort is made to provide students and parents with a clear understanding of the behavioral expectations and the logical classroom consequences which can be assigned if the rules are not followed. Students who have a clear understanding of the rules are in a much better position to behave appropriately.

COMPLAINTS AGAINST: School District, Programs, Policies, or Personnel (Reference: Board Policy 1700): The Board of Trustees recognizes that situations may arise in the operation of the school system which is of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern or complaint and that all complaints and concerns are best dealt with through communication with the appropriate staff members.

- ❖ Attempts to resolve concerns with Middle School staff members by communicating directly with them either in person (phone conversation or physically meeting with teacher) or in writing is encouraged. If this fails to produce a satisfactory resolution of the problem(s), it is then appropriate to communicate with the Middle School Principal. The next level of appeal would be directed to the superintendent, and if necessary, then to the Board of Trustees.

COMPUTER EQUIPMENT (SCHOOL EQUIPMENT): Unauthorized use, illegal entry, unauthorized program installations, alterations of hardware/software, and destruction of computer equipment is an expensive problem. Students caught abusing or misusing the equipment will not be allowed to use the computers.

COMPUTERS, IPADS, TABLET DEVICES (PERSONALLY OWNED): Our school broadcasts Wi-Fi for educational use only. Students may bring Wi-Fi connectivity media devices to school, but they must get

permission from teachers to use them in the classroom. If permission is granted, use must be for educational purposes only. Do NOT use the devices unless permission is granted. The school is not responsible for stolen or damaged media devices! In addition, do not ask to store media devices in the office or in classrooms. We will not take responsibility for the items.

CURRICULUM OFFERINGS: All Middle School students are enrolled in social studies, mathematics, English, science, reading/literature, and physical education/health. Exploratory courses are offered to all students in various courses like: Art, Technical Education, Keyboarding, Computer Applications, and Spanish.

DAILY SCHEDULE FOR STUDENTS: The doors open daily at 7:45 a.m. for the students to enter the school building. *Students must remain in the lunch room until the 8:05 a.m. bell signals that the academic areas are open. If students abuse the privilege of coming in early (prior to the 8:05 a.m. bell) they will once again have to remain outside until the 8:10 a.m. bell. The 6th grade will be allowed in there commons as soon as they arrive at school.*

- ❖ **Buses Arrive:** Buses routinely arrive to school at about 8:00 a.m.
- ❖ **Classes:** Classes begin promptly at 8:20 a.m. This provides students time to go to their lockers, to get their books, to visit their friends, and to report to first period classes **on time**.
- ❖ **Class Schedule:** To be determined prior to school beginning in the fall.
- ❖ **Lunch Schedule:** To be determined prior to school beginning in the fall; however, Middle School students eat in shifts.
- ❖ **Homeroom (6th) – Advisory (7th-8th):** Each Middle School Student will have a daily advisory/homeroom period. During this time academic interventions may occur for students academic success.

DANCES: Dances are routinely held near the end of the first three academic quarters on Friday afternoons from 3:40 p.m. – 6:30 p.m. The Promotion Dance is held after the Promotion Ceremony, usually from 8:00 p.m. – 10:30 p.m.

- ❖ The Middle School Principal has the right to restrict students from attending dances for academic and/or behavioral reasons.
- ❖ Students/Relatives and/or visitors from other schools are not allowed to attend Middle School dances. Frenchtown High school students, (whether relatives or not), are not allowed to attend Middle School dances.
- ❖ Parents/Guardians are cordially invited to attend all dances!

DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the School District, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from their children’s education records. However, the

School District may disclose appropriately designated “directory information” without parental written consent, unless the parent has advised the district to the contrary in accordance with the district procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual or yearbook
- Honor roll or other recognition lists
- Promotion ceremony printed programs
- Sports activity sheets

Parents who do not want the School District to disclose directory information from their children’s education records without their prior consent, must notify the district in writing by September 15th. The school district has designated the following as directory information:

- Student’s name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

DRESS CODE (Board Policy **3224**): Students are not allowed to wear trench coats or long/bulky coats in which dangerous items can be concealed.

- ❖ Short ‘shorts’ are not appropriate at school. A reasonable guideline to follow is that shorts should not be shorter than mid-thigh which can be measured as follows. Put your arms down to your side; make a fist with your fingers. The hem on your shorts should not be above your knuckles. Shirts, blouses, or pants that leave the midriff exposed are not allowed. No clothing with alcohol logos, drug logos, profanity or other “inappropriate” messages can be worn at any time. Any clothing with inappropriate “innuendo” will not be tolerated either. Undergarments cannot be worn as outerwear, nor can they be visible.
- ❖ Students may not wear “spaghetti strapped” shirts or muscle shirts that exposure breasts and/or show undergarments. Further, students who wear tank-tops or other forms of top-wear clothing must make certain they are NOT low-cut in the front, back or on the sides. Under garments MUST NOT be showing. Please also remember that wearing a flimsy white top with dark under garment beneath it constitutes underwear that is “showing.”
- ❖ Students must not attempt to by-pass the undergarment rule by not wearing undergarments!
- ❖ Low riding trousers are not permitted to be below the waistline even if overlapped by a shirt. Such trousers MUST be pulled up around the waist and remain there. If this means wearing a belt or suspenders, then please do so.

- ❖ Bandannas are NOT allowed to be worn at any time (boys or girls). A girl may wear a traditional headband to hold back her hair, but not a bandanna. Hooded sweatshirts may be worn during the school day but for safety considerations the hood may not be covering the head while indoors.
- ❖ Students must wear appropriate and safe footwear at all times while on school property.
- ❖ Dressing for cold weather: Students are encouraged to dress for cold weather. Students are outside during lunch recess and sometimes during their physical education classes.
- ❖ Hats/winter stocking caps may not be worn to classes. Students can wear hats before/after school and at lunch.

Drug (and drug paraphernalia)/alcohol use or possession: (Reference Policy 3310 and 8225) Students are prohibited by state and federal law, and board policy, from possessing or being under the influence of drugs and alcohol. Possession or use of drug paraphernalia is also prohibited. Prescription Drugs (including medicinal marijuana) prescribed to the student, and e-cigarettes, vapor pens, and other inhalant devices are not permitted on school grounds and are a violation of policy.

Drug dogs may be employed to check campus for drugs; this includes the parking lot and the vehicles in the lot. Discipline involving alcohol, drugs, e-cigarettes, vapor pens, and tobacco will be progressive in manner involving suspension and up to expulsion for use or possession.

DUE PROCESS FOR STUDENTS (Reference: Board 1700): This handbook lists the rules and regulations of the Frenchtown Middle School for both students and parents. Students are instructed to ask questions about any contents of the **STUDENT/PARENT HANDBOOK** which is either unclear or requires further explanation. Students and parents should look at this together.

- ❖ Students and parents have the right to appeal disciplinary action decisions and are encouraged to communicate directly with the Middle School staff member responsible for that decision either in person or in writing. If this fails to produce a satisfactory resolution of the problem, it is then appropriate to communicate with the Middle School Principal. If necessary, the next level of appeal would be directed to the Superintendent. (Reference: School Complaint policy -- Board Policy **1700**).

ELEVATOR USE: **ONLY** students authorized by the Middle School Principal, the School Administrative Assistant, or a School Nurse, **may use the school elevator as needed on a shared basis with designated staff members and school guests.**

EMERGENCY CLOSURE OF SCHOOL: Rarely is school closed due to weather, but we may have “late starts.” If the weather is bad enough or if we have lost power or water to the building, the school may be closed. Public information about school “late starts” or closures will be posted on our website’s front page. If you cannot use a computer to check, listen to local radio stations because they will update school information that we report to them. (KGVO 1290 am, KYLT 1340 am, and KGRZ 1450 am, KYSS 94.9 FM, KZOQ 101.1 FM, KMSO 102.5 FM, and KBQQ 106.5 FM) Local television stations will also broadcast in the event of “late starts” or closure.

EMERGENCY DRILLS: Students will exit from the building (follow their teacher) whenever the fire alarm sounds. It is essential that all evacuees go a minimum of one hundred feet from the building before waiting as a group to determine subsequent actions.

- ❖ **Shelter-in-place drills** will result in students (per their teacher’s instructions) will seek safety in specific locations within the classroom intended to provide protection from injury resultant from debris or other hazards.
- ❖ **Lock-down drills** will result in students (per their teacher’s instructions) moving to specific locations within the classroom that hide them from view from intruders not in the classroom. All classroom doors will be locked from the outside and students must remain quiet while in this mode. All lock-down drills will be immediately identified as being a “drill” so that students are not potentially under the impression that there is the presence of a “real” danger.

END OF THE SCHOOL YEAR PROCEDURES: At the end of the school year students will be responsible for checking in all their books. Fees will be assessed for books that are lost or damaged. **THE STUDENT IS RESPONSIBLE FOR HIS OR HER OWN BOOKS – EVEN IF SOMEONE “HAS STOLEN” THE BOOK!!** RESPONSIBILITY FOR MAKING SURE THE BOOKS ARE NOT STOLEN LIES WITH EACH BOOK BORROWER.

- ❖ Once the students have checked in all their books, they will be provided time to clean their lockers. All lockers must be cleaned to remove pen and pencil marks and to make sure tape has been removed. If a locker is damaged... the student will be billed for locker repairs.
- ❖ Fees or fines for lunch (overdue balance), library (fines), band (instruments), PE (locks), or office (locks or locker fees) must be paid prior to report card issuance.

FIELD TRIPS (Reference: Board Policy **2320**): Field trips of various types are a part of the curriculum and serve a valuable service in that students actually get to experience firsthand the things they have been studying in the classroom. They also can serve as a motivator for student learning. Parents may be asked to help monitor field trips. Students are expected to be on their best behavior on field trips because of the added supervision responsibilities that accompany this type of event. Should problems occur, disciplinary measures may include denial of this privilege to participate in similar events. If students are denied the privilege of participating in a field trip, they are expected to be in school and working on appropriate studies during the day(s) of the event. Students will be required to ride the field trip bus unless their own parent is driving or has made arrangements to pick them up. **Students will not be allowed to ride TO OR FROM with another parent, adult, or relative.**

FOOD, CANDY, AND DRINK DURING CLASS PERIODS: Food, candy and beverages are permitted in the classroom *at the discretion of the classroom teacher*. It is the student’s responsibility to know each of their teacher’s classroom rules. NOTE: Gum chewing in the library, the Band Room, or during Choir class is prohibited.

<p>Absolutely NO sunflowers seeds, peanuts or other raw nuts are permitted in the Middle School... anywhere, anytime!!</p>

FREE OR REDUCED LUNCH: Contact the school office to get a form, or to see if your family qualifies for the free or reduced lunch program. Applications for these programs can be found at www.ftsd.org, can be emailed to you from our office, or can be picked up in person.

FUNDRAISING (Reference: Board Policy **3530**): Fundraising projects are often necessary since school organizations need funds with which to operate. Middle School dances and the annual 8th grade JOG-ATHON are traditional fundraisers. All Middle School fundraising projects [both on and off campus] must be approved by the administrator who, in turn, will coordinate such operations with the superintendent and other district-wide approval processes.

GANGS AND GANG-RELATED ACTIVITIES (Reference: Board Policy **3611**): Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. The wearing of bandanas is not permitted because of the possible gang-related symbolism that can be associated with this.

GRADES (For student records refer to Board Policy 3600-3600F) **The Parent Portal:** Parents can access their child's grades through the school website and click on the "Parent/Student Portal." The portal provides immediate access to the latest grades, absences, report cards, schedule, and other student information.

Grading Scale:

A Superior . . .

Course work is excellent in nature; ideas are fully developed with evidence of superlative comprehension of the materials studied.

B Above Average . . .

Course work is above average and complete, higher than average comprehension of the course content studied are being demonstrated.

C Average . . .

Normal level course work, average in completion with some context errors submitted that demonstrate an incomplete comprehension or careless application of the concepts studied.

D Below Average . . .

Submitted course work is below average in completeness and suggests a problem or the failure to develop an understanding and application of the concepts taught.

F Failing . . .

Did not meet requirements for passing the course.

GYM LOCKERS: Remember to keep gym lockers locked! Theft can be an easy endeavor if students are not mindful of locking their things up. The 7th and 8th graders will receive gym lockers. The 6th graders will not receive gym lockers and will store their shoes in their academic lockers.

HALL PASSES: Hall passes are required when students are in the corridors while classes are in-session.

HARASSMENT AND INTIMIDATION: Federal law prohibits the “unwanted attention” students place on others. This includes, but is not limited to, name-calling, bullying, hazing, verbal abuse, mocking, initiations, and other behavior that can be construed as derogatory and offensive. The students are reminded to follow the guidelines of the Olweus Program as noted by school officials. It comes down to this: all students are to respect others and to treat others as equals.

HOMEWORK: Homework is an integral part of school and is encouraged because it does help students form consistent work habits, can improve learning, and develops a high sense of responsibility. Parents are encouraged to help the student complete assignments by providing a comfortable environment for their child to study in, and also to supervise the work. Establishing a set time each day for homework will help form a routine that quickly becomes a regular part of the day for the student. In the event of an extended planned absence, parents are requested to contact the school far enough in advance to enable the student to get all assignments and complete some or all of the work prior to the absence.

- ❖ Students may make up work missed for excused absences and will be allowed one day for each day of excused absence to do so. The option to make up work for unexcused absences is at the teacher’s discretion. Homework make-up policies are addressed in the copy of the attendance policy which appears in the appendix of this handbook.

HONOR ROLL: The Honor Roll is established *each academic quarter*. Students who earn a 3.67 (“A” average) grade point average qualify for the **HIGH HONOR ROLL**. Earning a 3.00 (“B” average) grade point average qualifies a student for the **HONOR ROLL**.

INTERNET AND COMPUTER USE (Reference: Board Policy **3612 – 3612P**): *By signing for this handbook, students understand the internet policy that stipulates computer use for educational purposes only (the policy is included in the addendum of this booklet)*. Even though the school has purchased a filter that restricts access to inappropriate web sites, sometimes the filter might be “fooled” by web designs, or there may be students who can figure out how to circumvent the system. The signed policy is a student’s promise to view only educational web sites or to do research for assignments. Students found violating this policy will be banned from ALL computer use for a specified amount of time at the discretion of the principal.

JEWELRY IN GYM CLASSES: For safety and health reasons, students are not allowed to wear jewelry during PE classes. If a student is not willing to take jewelry off, it becomes a behavior issue.

KEYS (SCHOOL): The possession or use of any school key, by students, is prohibited!

LASER LIGHTS: Do not bring them to school for any reason. They will be confiscated and returned only when parent comes to get them.

LAVATORY USE: Students authorized by the administrator, or other staff members, are permitted to use the school special needs bathrooms or elevator as needed.

LICE INFESTATION PROCEDURE: (Reference: Board Policy 3420) Lice infestation is a communicable public health problem and no student who is afflicted by lice will be permitted to attend school. Any student afflicted by lice may not return to school until it has been determined they are nit free. Students not in compliance with this procedure will be sent home and may not return to school until the school nurse has determined that they are “nit free”.

LOCKER AND PERSONAL SEARCH (Reference: Board Policy 3231-3231P): School officials have broad powers to search student lockers, backpacks and desks by reason of their duty to protect other students and maintain discipline and control. Principals and other school officials may search lockers, backpacks and desks if they have some reason to suspect that the locker contents include anything that poses a danger to others or is a violation of school rules or law. School administrators do not need “probable cause” to search, as required by law for law enforcement officers. **NO STUDENT IS ALLOWED TO USE A LOCKER WHICH HAS NOT BEEN ASSIGNED TO HER/HIM.**

DOGS: Dogs of any size are not permitted on campus at any time. This includes extra-curricular events. Exceptions will be made for law enforcement, school assemblies, and contraband searches.

DRUG DOG: Frenchtown School District has a contract with Montana Interquest Detection Canines. They conduct periodic inspections of our campus. Student lockers, classrooms, locker rooms, athletic facilities, commons area, vehicles, backpacks and any other articles on school property are subject to inspection.

LOCKER RULES AND USE: Students are required to use only the locker assigned to them. Replacement locks cost \$ 5.00. Only school assigned locks may be used.

- ❖ There are times when lockers and locker rooms cannot be monitored by staff to prevent theft. Even though theft rarely occurs, when it does, the person whose property is stolen becomes a victim. Every effort is made to prevent theft and to apprehend culprits when it does occur; however, determining the responsible party(ies) is/are not always possible, especially if someone has gained access to a locker left open by the occupant.
- ❖ **THE MOST FREQUENT CAUSE OF UNAUTHORIZED LOCKER ACCESS RESULTS FROM THE FAILURE OF THE STUDENT TO MAKE SURE THE LOCKER IS SECURED, AND BY LETTING OTHERS LEARN THEIR LOCK COMBINATION! ALL LOCKER SECURITY PROBLEMS SHOULD BE REPORTED IMMEDIATELY TO THE SCHOOL ADMINISTRATIVE ASSISTANT.**

LOST AND FOUND: A Lost and Found Area is maintained by the school. A large number of items are misplaced by students each day during school and are deposited in the designated collection located across from the entrance to the school office. If your son or daughter has lost any items, please encourage him/her to check this area more than once.

- ❖ Numerous items such as coats, shirts, hats, shoes, lunch boxes and thermos containers are left in this area at the end of each school year. **After ample school-wide notification**, unclaimed articles are donated to charity.

MAKE-UP WORK: The responsibility for make-up work rests with the student. It is expected that a student will seek out the teachers to find out what he or she missed. If a student missed school for an excused reason/event, he or she gets ONE day to make-up for the day missed. For example, if a student misses classes on Monday, he or she has until Wednesday to make-up the assignments.

Meals: School meals must be pre-paid in the office: Meals may be purchased daily or paid for on a weekly or monthly basis. Parents may use credit cards or debit cards to pay for lunches via the School District's website, www.ftsd.org. Students are not permitted to charge their lunches **except on an emergency basis or by arrangements made with the Middle School Principal.**

MEDICAL PRACTICES AT SCHOOL (Reference: Board Policy **3410 and 3416**): The School District has contracted for the services of a licensed public health nurse for the protection of student health, maintenance of records, administration of medications and health education. When it is necessary for students to receive medication during the school day, a nurse or lawful designee will give the medicine.

- ❖ Prescription medications properly labeled must be hand delivered to the school by the parent or legal guardian of the student. **Under no circumstances** shall the school administer medications that have been brought to school by the student. 9-1-1 will be called to dispatch an ambulance for emergency treatment (i.e. bee sting emergency instances).
- ❖ When medications are brought to school to be administered, they should be in the original container, with full instructions included as to the time and proper dosage displayed on the side. If students are on a cycle of medication where the doses can be administered at home rather than at school, it is recommended that schedules be established to accommodate this to prevent forgetting medicines at school and problems with transporting them to and from school. Parents are also required to sign permission statements before any medications may be administered to their children at school.
- ❖ The school health room is the designated emergency treatment area for students who become ill or are injured during the school day. Parents and/or other designated persons need to be available to transfer these students from the school environment to facilitate additional care for injured students and to prevent contagious infections from spreading to other students. **Parents are notified whenever students are treated in the nurse's office that requires follow-up attention.**
- ❖ Parents are reminded that the school health services are provided for the maintenance of good standards for health in the school, not diagnosis of injury or illness. Injuries that do not occur at school cannot be diagnosed or treated by the school nurse. If a student is injured at home to the extent that a diagnosis is required, parents are urged to take their children to their physician for treatment.

NON-DISCRIMINATION POLICY: No student in the Frenchtown School District shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in any phase of the instructional programs, or activities on the basis of race, color, religion, national origin, sex, sexual orientation, disability, marital or parental status. If you feel you have been the subject of discrimination, contact **Middle School Principal**, compliance officer for Section 504 (discrimination on the basis of disability) and for Title IX (discrimination on the basis of sex). The Title IX compliance officer is Dave Duhamel and he can be contacted at duhamel@ftsd.org or by calling Frenchtown High School at (406) 626-2670.

Title IX Grievance Procedures: The Frenchtown School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. The Frenchtown School District does not discriminate on the basis of sex in its education programs and activities.

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

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

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence or sexual misconduct. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving

consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion. Sexual misconduct may also include dating violence or stalking.

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:
David Duhamel
Title IX Coordinator
626-2670

Inquiries involving staff members should be referred to the building level principals.

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

Filing a Complaint

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

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

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

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution.

Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

Formal Complaints

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

Investigation

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

Parties (the individual making the complaint and the individual(s) who is(are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interview. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

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

Notice of Outcome

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

Time Frames

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

Appeals

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

Remedies

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

OFFICE HOURS: Regular office hours are from 8:00 a.m. until 4:00 p.m. Parents are invited to call or visit during those times. The Middle School office telephone number is **626-2650**.

PARENT/STUDENT PORTAL GRADE REPORTING ON THE INTERNET: The parent access system is for looking at student grades, behavior logs, absentee logs, and other information. Just click onto our website, www.ftsd.org, and click onto the PARENT/STUDENT PORTAL button. If you do NOT already have your GUID number, please contact the school secretary.

- ❖ New and updated information is posted daily. It is our goal to keep each parent informed.

PARENT - TEACHER CONFERENCES: Parent-Teacher Conferences are an important part of the school program for learning and other activities. Parents are encouraged to communicate with the school often and to set up conferences with teachers to review their children's academic and social participation in the Middle School. **Parent-teacher conferences run from 4:00 p.m. to 7:00 p.m. on the dates noted on the school calendar.**

PARENT VISITATION: Parents are welcome to come to our school to visit their children's classes, confer with the teachers, or volunteer their help. Please 'check-in' at the school office to make arrangements with the principal, sign in and receive a visitor's badge whenever visiting the school. This procedure assists with the school's commitment to provide increased building security.

PERSONAL/Dangerous items such as knives, throwing stars, spiked jewelry, weapons, items that are used as a weapon, *etc.*, are not allowed at school.

PETS (ANIMALS) AT SCHOOL: Middle School students are **not** permitted to bring animals to school. Teachers may make arrangements with the principal if an animal is to be brought to school in connection with a class project. The principal will then make the arrangements directly with the parent to coordinate when the parent will deliver, accompany, and remove the animal from school.

PHYSICAL EDUCATION CLASS PARTICIPATION: The Middle School Physical Education program is dedicated to improving the health, fitness and physical skill level of our students. Each Middle School student in 7th/8th grade is scheduled to participate in a physical education class everyday unless medically excused in writing by a licensed medical professional. The 6th grade will have PE twice each week. Parents may write interim notes to excuse their child from class participation while engaged in the process of securing physician recommendations for extended exemption time periods.

In the event a parent deems their child cannot participate in PE for a health related reason, they may choose to have their child do an alternative PE assignment to make up points for that day. These exemptions for short term illnesses or injuries (3 to 5 days) that do not require a doctor visit. The parent may request an alternative written assignment for their child. The parent may also indicate, in writing, the physical activities their child CAN participate in such as walking. Students who complete the alternative assignment or alternate physical activity will receive full credit for participation. Parent notes are valid for a maximum of 5 school days. If the parent wants to extend the period of time, additional notes will be required.

Physical Education is a GRADED class. Students are required to dress out for PE in clothing suitable for rigorous class participation.

Grading in PE will use the following point break down:

- 5 Points Dressing Out
- 5 Points Class Participation
- 5 Points Behavior and Attitude

Suitable PE attire: Spandex shorts, tank tops and sleeveless t-shirts are not considered suitable clothing. Students are NOT allowed to wear jewelry (including earrings) during participation in physical education classes and activities because such items can result in causing personal injury to themselves and others. Jewelry articles should be locked in lockers that are provided. The school and teachers cannot assume responsibility for personal items which disappear as a result of theft. Students who do not participate in their regularly scheduled physical education class are ineligible to participate in “after school” athletic activities on the same day.

PICKING UP AND DROPPING OFF MIDDLE SCHOOL STUDENTS AT THE SCHOOL: This year we are asking for parents to pick up and drop off Middle School students in the **WEST PARKING LOT**. By using this area as the pick-up and drop off site, parents will avoid delaying busses (and themselves) by over-congesting the west roadway. Middle School students may then walk on the sidewalk to get to the middle school building.

- ❖ STUDENTS WHO NEED TO BE PICKED UP FOR APPOINTMENTS OR TO LEAVE SCHOOL EARLY CAN USE THE **WEST PARKING LOT**. PARENTS MUST COME IN AND SIGN THE STUDENT OUT AT THE MIDDLE SCHOOL OFFICE. STUDENTS ARE **NOT** ALLOWED TO SIGN THEMSELVES OUT.
- ❖ PARENTS WHO WISH TO PARK AT THE SCHOOL FOR A MEETING OR TO PICK UP A CHILD FOR AN APPOINTMENT... MAY PARK IN THE DESIGNATED VISITOR PARKING LOT DIRECTLY WEST OF THE MIDDLE SCHOOL. The north entrance on the west wall (across from the **QUICK STOP** parking spaces) is locked during the school day; please enter the school through the main Middle School doors.

PICKING UP STUDENTS AFTER ATHLETIC EVENTS: It is a parent responsibility to pick up their children as soon as an athletic activity has concluded or as soon as the bus arrives back at school. For “away” events, the coaches have given an approximate time of return, and in most cases the coach will have a cell phone your child can use in order to inform you if the bus will be early or late in arriving. Please be prompt in picking up your child because a coach must stay at the school until the last student is gone.

PLAYGROUND RULES: The Middle School playground is available to students enrolled in the 6th, 7th and 8th grades and is located on the north side of the Middle School building. A paved outdoor basketball court and a selection of outdoors playground equipment have been purchased for student recreational use.

- ❖ Students are expected to refrain from behaviors that contribute to causing harm to themselves, other persons, or property.

PLEDGE OF ALLEGIANCE: The salute to the flag of the United States of America, otherwise known as the “Pledge of Allegiance” is recited aloud, in a large group, during the first hour of each school week. The wording is as follows *“I pledge allegiance, to the flag, of the United States of America, and to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all”*

- ❖ Parents who do **not** want their children to participate in the “Pledge of Allegiance” are asked to please notify the school administrator.

POSTING OF MATERIALS: (Reference Board Policy 3222) Organizations and individuals must have the approval of the administrator before materials may be posted or presented to students.

PROMOTION CEREMONY: Students who successfully complete the eighth grade may participate in the Middle School promotion ceremony conducted in their honor at the end of the school year. Ceremony participation is not mandatory.

PUBLIC DISPLAYS OF AFFECTION: A student’s primary responsibility at school is to get an academic education. We want students to enjoy school atmosphere as well, but that does not include “PDA.” The rule also extends to field trips, after school events in which students participate, and dances.

RELIGIOUS ACTIVITIES: (Reference: Board Policy 2332) “...the First Amendment forbids religious activity that is sponsored by the government; but protects religious activity that is initiated by private individuals” such as students. The religious rights of students and families are recognized in accordance with applicable laws. Students may read Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, lunch time, or other non-instructional time.

- ❖ At the same time, school officials may not compel students to participate in prayer or other religious activities. School officials may not, when acting in their official capacities as representatives of the school, encourage or discourage prayer, or participate in such activities with students.

REPORT CARDS (Reference: Board Policy 3600 – 3600F): Report cards are issued shortly after the end of each academic quarter [9 week period]. **Mid-Quarter reports** will be issued half-way through each quarter. **Progress Reports** are also directed to parents whenever student performance information updates are deemed necessary by the teachers. Grade reports can be found on-line through the Infinite Campus Parent/Student portal at any time.

SAFETY DRILLS (Reference: Board Policy 8301): Frenchtown Middle School will participate in regular fire,

earthquake, tornado, dangerous intruders, and evacuation drills. Students are advised that these drills are to be taken very seriously! It is important that each student be well informed in terms of recognizing the types of drills undertaken; the requirements for efficient drill participation; and when necessary to evacuate ... the route to follow and the destination from any point in the building.

SECURITY: Safe and secure surroundings provide an environment where students, parents, teachers and staff can enjoy the comforts and blessings for a successful school climate. All outside doors, except the **main front entrance**, will be locked **from the outside** during the school day to increase security in the buildings. Parents and authorized visitors must enter the Middle School by either of these two entrances. All visitors must **'sign in'** at the **main office and be issued a visitor's badge**.

K-9 SEARCHES: Our school district has a contract with a third party vendor to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gun powder related items, alcoholic beverages, and over-the-counter and prescription medications. Student lockers, classroom, locker rooms, athletic facilities, commons, areas, vehicles, desks, backpacks, and any other articles on the school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

SEXUAL HARASSMENT: (Reference: Board Policy 3225 and 3225F) Sexual harassment is a form of gender discrimination and it is prohibited! Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussion of sexual experiences, pressure for sexual activities, intimidation by words (insults or name-calling) and actions that are sexual in nature. Teasing related to sexual characteristics and spreading rumors related to a person's sexual orientation are also prohibited. Students who believe they have been sexually harassed or intimidated should contact an administrator, counselor, or teacher who will arrange help you with the complaint procedure and with bringing the harassment to an end. Students are encouraged to communicate with parents about such matters as well.

SKATEBOARDS, ROLLERBLADES ROLLER SKATES, "WHEEL-HEEL" SHOES: For reasons of health and safety for each student; the use and/or possession of skateboards, roller skates or in-line roller blades is not permitted anywhere on school property AT ANY TIME.

SKIPPING SCHOOL: State law requires Middle School students to attend school. Students skipping school can be turned over to local authorities for truant behaviors, and they can be ticketed.

SPECIAL NEEDS (Reference: Board Policy **2161, 2161P, 2162, 2162P**): Parents who desire special accommodations for their children in the idle school are to contact either the Middle School Principal or the middle school guidance counselor.

- ❖ Parents and/or students are encouraged to (1) request special services or (2) request consideration/evaluation for the need for special services. There is a wide range of special needs which can be served in the Middle School setting. Assistance and accommodations are available for students who may be experiencing some difficulties with learning; may be experiencing some physical difficulties which interfere with performance in school; may be experiencing some psychological difficulties which interfere with performance in school; may be

in need of some facilities modifications to accommodate specific needs; or have other circumstances which significantly interfere with performance in school that can be addressed to benefit the student.

SPECTATOR CONDUCT AND SPORTSMANSHIP: Students are to behave in a positive and sportsmanship manner during athletic, co-curricular, and other school events (i.e. assemblies). The expectation is that students will act with courtesy and respect; both as hosts and guests at school activities and events.

STUDENT COUNCIL: Student representatives are elected from their homerooms to serve on the Student Council. The Student Council facilitates communication among students, teachers, administrators and the Board of Trustees. The Student Council provides leadership in organizing, staffing and conducting student school social events and serves as the “official student voice” concerning matters of organized student school business. Student council elections will be conducted within the first three weeks of the school year.

STUDENT SIGN-IN AND SIGN-OUT: Parents are to report to the Middle School office to request that their child(ren) be called out of class. At that time, if parents are taking their child(ren) with them, we ask that they **personally** sign the student out on the **STUDENT SIGN-OUT LOG SHEET** provided for that purpose. Students returning before the end of the school day are to report to the Middle School office to be signed-in **either accompanied by the parent OR with a note advising what time they are to “sign-in”**. The EXCEPTION to this occurs when a returning student is ***returning at the time specified*** on the **SIGN-OUT LOG SHEET** by the parent when the student departed. This procedure provides both the school and parents with important accountability concerning the supervision of their sons and daughters during the school day.

SUMMER SCHOOL: Summer school provides an opportunity for students to participate in a program designed to help students improve their performance and relationships with specific academic classes. Summer school typically operates four days a week for half-days during the first three/four weeks after the final day of the regular school term.

SURVEILLANCE CAMERAS: (Reference: Policy 3235) Video surveillance will occur on school property to safeguard the health, welfare, and safety of all staff, students, and visitors. Video cameras will be used in locations (selected corridors, entrances, and parking zones) as deemed appropriate by administration. **Some cameras may have sound recording capabilities.**

SURVEY PARTICIPATION: Prior written parental permission is a prerequisite for Middle School student participation in surveys conducted during the school day. Whenever survey opportunities occur, a descriptive parent permission form will be sent home. The survey sponsor, purpose, information covered and the results-publication process will be fully described. Parents not wanting their child to participate in the survey will sign an “opt-out” form for each survey to be given

TARDIES: A student is considered tardy if he or she is not physically in the classroom when the bell rings.

TELEPHONE (school’s phone) USE BY STUDENTS IN SCHOOL (626-2650): Students may place and receive telephone calls to and from parents when necessary, and as allowed by the school

administrative assistant. Students may not place telephone calls during class time unless it is for emergency purposes or to return a call from a parent.

- ❖ Telephone messages for students **from parents** will be delivered to students throughout the school day. Please refer to the cell phone use policy in this handbook for rules and guidelines pertaining to cell phone use of school property.

TRANSCRIPTS AND STUDENT RECORDS: Requests for student transcripts and/or records are to be directed to the school administrative assistant.

VISITORS: Student visitors from other schools are **not permitted** to visit the Middle School during school hours. Students who are accompanied by a parent/guardian who request an opportunity for **both** the parent and a student to visit, may do so with the approval of the administrator. **Parent visitors are welcome at school as long as they check in at the office and get the appropriate visitor pass.**

VOLUNTEERING IN THE SCHOOL: Volunteers must complete a **Volunteer Approval Form** to work in the classroom, chaperone a school activity, or accompany a class on a field trip. If you would like to volunteer for events all school year, simply make that known on the volunteer form. If you want to do specific events, you will need to do a new form for each event.

- ❖ **Parents! Thank you for your help in our school. You are welcome at all times and are an important part of “Middle School life”.**

WEAPON-FREE CAMPUS: ALL FRENCHTOWN SCHOOL CAMPUSES ARE GUN AND WEAPON FREE ZONES! IF YOU BRING A GUN OR WEAPON TO SCHOOL YOU CAN BE EXPELLED.

DISCIPLINE: STUDENT RESPECT POLICY

(References: Board Policies 3225, 3225F, 3226, 3231, 3231P, 3300, 3300P, 3310, 3310P, 3312, 3440, 3440P, 3611, 8425, and 8340) ... copies available in school offices and library and on the School District website... www.ftsd.org

Legal Statement about School's Right to Discipline Students for Off-Campus Behaviors:

"State courts have routinely held that schools may discipline students for conduct that has a direct effect on the discipline and order of the school – regardless of whether it took place on or off campus (section 20-5-201, MCA)... The fact that misconduct by a student occurs off-campus does NOT render a district powerless to act... Moreover, Montana law does NOT restrict the ability of school officials to discipline a student who 'harms or threatens to harm another person or person's property' off school property... Courts have generally upheld the discipline of a student for off-campus fighting, bullying, harassment, or other acts of violence."

In other words... schools have the responsibility to work with off-campus student acts of misconduct with respect to the adverse impact that can result from such acts within the school setting
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Philosophical Considerations about the Role of Discipline and Self-Discipline

Discipline should not be confused with punishment. The goal of discipline is to help students evolve into self-disciplined individuals with mature attitudes and socially acceptable behaviors. A self-disciplined student is one who makes the right decision when there is an event that asks for a right or wrong choice to be made! Parents and guardians are encouraged to look at their child's decision making process when these events occur.

The following behavior statements are productive, positive guidelines:

❖ Behavior towards other students

- (1) Do not BULLY them ('on' or 'off' campus).
- (2) Do not physically harm them.
- (3) Do not steal from them.
- (4) Do not harass/endanger them.
- (5) Be courteous, considerate, and respectful.

❖ Behavior towards yourself

- (1) Request help when you need it – REPORT BULLYING (friend, nurse, counselor, teacher, principal, or parent).
- (2) Respect your own property rights (take good care of your belongings).
- (3) Strive to understand other peoples' points of view (especially if you are angry).
- (4) Develop positive goals (write them down, work to accomplish them).
- (5) Offer help to others (if you can make a positive difference, you will feel "great" doing this).
- (6) Respect your own body and mind (refrain from the use of alcohol, tobacco and other drugs).

RANGE OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

The following listing of consequences does not indicate that the discipline will be meted out in that order. The principal has the discretion of advancing to any step deemed appropriate and lawful: advisement, warning, parent conferencing, contracting, clean-up duty, loss of student privileges, loss of bus privileges, administrative detention, referral for counseling, referral to outside agency, restitution for damages to school property, referral to law enforcement agency, out-of-school suspension, or referral to the Board of Trustees for expulsion (removal from school).

At all times, if necessary, the principal will focus upon assigning disciplinary consequences that are appropriate to the student infraction(s). Such consequences shall be reasonable and can escalate with respect to whether or not the student's behavior has risen to higher levels of student misconduct.

The principal will make every effort, at all times, to work with students and their families to remedy problems with the least amount of negativity. Supporting students for success in schools includes making every effort to understand the reasons for sustained misconduct in the context of serving them within a "caring" context.

LUNCHROOM RULES

- ❖ Do not push or shove students in line
- ❖ Please do not cut in line nor save spaces in line for other students
- ❖ Throwing food, drink, or other objects is not permitted
- ❖ Saving spaces at the tables is not allowed
- ❖ Students are expected to work cooperatively to insure that the table and surrounding areas are litter-free
- ❖ Please dispose of litter in the trash containers
- ❖ Please refrain from sitting on the table tops
- ❖ The hallways, and the gym are off-limits during lunch time (exception: possession of a pass, or during times when the gym is open and available for student recess use).

PLAYGROUND RULES

Footwear: Students MUST wear shoes. This is a safety concern intended to avoid personal injury.

Lining up to enter building from recess: Line up orderly with no pushing or shoving.

Parking Lot: Students are NOT allowed in the parking lot unless permission is given from the office.

Snowball Rule: Students are NOT allowed to make or throw snowballs at recess or any other time *while on campus or at bus stops*. Throwing snowballs can lead to serious injuries, conflicts, and property damage.

Throwing Items: Throwing items (other than game balls) is dangerous and is prohibited.

Rough Play: Students must refrain from inappropriate conduct that causes physical injury or insult.

DEFINITION OF INFRACTIONS {INAPPROPRIATE BEHAVIORS}	
Absences (chronic)	Not in attendance (excessive amount of times)
Absences (unexcused)	Not in attendance (without valid/legal reason)
Academic Insubordination	The intentional failure to complete/submit coursework assigned by the teacher
Alcohol use/possession/distribution	Possession/use/distribution of alcohol
Arson/pyrotechnic devices	Possession and/or use of flammable materials or devices used in conjunction with starting fires
Assault	Violent physical attack
Bullying – cyber	Sending abusive messages electronically (computer, cell phone, etc.)
Bullying – non cyber	Abusive treatment
Bus rules violation	Failure to obey the rules for safe bus transportation
Cell phone violation	Violation of school cell phone use restrictions
Cheating	Copying other students' work and submitting as your own work product (includes plagiarizing, forgery)
Computer Use Violation	Failure to comply with school district's appropriate computer use policy
Defiance of Authority	The willful refusal to follow directions given by a staff member
Detention violation	Behavior that causes removal from detention (talking, non-compliance)
Disorderly Conduct	Intentional inappropriate behavior resulting in harm and/or disruption
Dress code violation	Wearing clothing inappropriate for the school setting
Drug use/possession/distribution	Possession/use/distribution of drugs
Extortion	Obtaining something by force and/or intimidation
Fighting	Engaged in mutual physical and/or verbal conflict
Fire Alarm Activation (no fire)	Activation of a fire alarm when there is no fire is a violation of state law
Guns/Weapons Use-Possession	Possession and/or use of guns, explosive materials, knives, or other articles considered to a weapon or its equivalent
Harassment – Physical	Unwanted physical attention
Harassment – Sexual	Unwanted sexual or sexually-related verbal and/or physical attention
Harassment – Verbal	Unwanted verbal attention
Hazing	Harassment – for purposes of initiation or imposed group compliance
Inappropriate articles	On-campus possession/use of items banned by school rules
Insubordination	Inappropriate/non-compliant behavior
Insubordination (supervised by substitute teacher)	Inappropriate/non-compliant behavior while under the supervision of a substitute teacher
Intimidation	Causing one to be fearful by threatening or humiliating behavior
Library violation	Failure to behave appropriately in the library
Locker violation	Causing locker damage or failure to comply with locker use rules
Lunchroom violation	Behavioral violation in the cafeteria (violation of lunchroom rules)
Non-compliance	Failure to behave appropriately with respect to established rules
Other	Not listed
PE dress-out violation	Failure to change into clothes intended for use while in PE class
Playground violation	Inappropriate behavior on the school playground
Pornographic violation	Possession, use, distribution of pornographic/illicit sexual content materials (includes computer access violation)
Profanity	Verbal or written use of inappropriate language
Public Display of Affection (P.D.A.)	Public displays of affection (i.e. hugging, inappropriate touching, kissing) on school property (includes school busses) and at any school activities

	elsewhere (as a participant or spectator).
Pushing/Shoving/Kicking	General physical misconduct
Snowball Throwing	Throwing snowballs (includes rubbing snow on another individual)
Tardiness (chronic)	Arriving late to class (excessive amount of times)
Theft	Stealing
Tobacco use/possession/distribution	Possession/use/distribution of tobacco products
Trespassing	Unauthorized presence on campus (non-criminal trespass)
Truancy	Unexcused time missed from school
Vandalism	Causing property/materials damage or destruction

DISCIPLINARY ACTIONS

The following actions can be taken by the administrator depending on the severity of the behavior and the behavior record of the student. If a student is a “repeat offender” then the consequences will get progressively “tougher.” The administrator cannot suspend a student for more than 20 days (usually 10 is the maximum number, but if an investigation is on-going, the administrator can keep the student out-of-school for up to the 20 days maximum.

Advisement	Student meets with the administrator to resolve the problem
Counselor Referral	Student is referred to the guidance counselor to seek resolution of the problem
Warning/Reprimand	Student is warned or reprimanded and the problem must end now or...
Behavior Contract	Student is put under a behavior contract with consequences listed
Detention or Work Assignment	Student is assigned detention(s) during lunch/recess period OR the student can be given a work assignment with parent approval (cleaning campus, etc.)
Parent Conference +	Administrator meets with student & parent(s) + consequence is given
In-School-Suspension	Student is placed in ISS area and must do schoolwork while there
Out-of- School Suspension (OSS)	Student is removed from school for a specific number of days; does his or her schoolwork at home
Expulsion	Removal from school for more than 10 days

- ❖ The school administrator has the right to vary consequences based on the information he or she garners from an investigation or by what he or she knows about the student and the student’s behaviors. As always, student privacy is upheld for each behavior incident and disciplinary consequence. We DO NOT tell other parents/community members what consequence a student received. That information remains private between the disciplined student, his or her parents, and the administrator.