

# RIVERSIDE MIDDLE SCHOOL

## Student Handbook & Planner

### 2018 - 2019



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riversidecougars.com

**This Planner belongs to:**

**Name:**

**Student ID#:**

### Daily Schedule

PERIOD	SUBJECT	A	B	ROOM #	TEACHER
1					
2					
3					
4					
5					
6					
Advisory					

This planner will assist you in organizing your daily assignments and activities, and will be used as your hall pass. **You are expected to take it with you to all classes!**

### COUGARS:

Have the Courage to try...

The Commitment to follow through...  
Compassion for others...  
And Confidence to succeed!

**REPORT CARD DATES**

Dates	Report Card	Dates	Report Card
September 14	3 Week Grades Update	February 7	3 Week Grades Update
October 5	1st Six Week Grades	March 1	4th Six Week Grades
October 26	3 Week Grades Update	March 22	3 Week Grades Update
November 20	2nd Six Week Grades	April 12	5th Six Week Grades
December 14	3 Week Grades Update	May 10	3 Week Grades Update
January 11	<b>1st Semester Grades</b>	May 31	<b>2nd Semester Grades</b>

**LOCKERS**

Please DO NOT give out your locker combinations. We recommend that you don't share with someone either. With cell phones, MP3 players, Ipods, Ipads and other electronics being brought to school, it is hazardous to keep them in your lockers when you are giving out the combination. If you are not careful with putting in your combination while others are around you it is possible for them to get the code as well.



15-42-35  
Start at 0,  
turn to the  
right-stop on  
15-turn to  
the left past  
15 to  
42-turn back  
to right to 35  
OPEN

**BILLINGS PUBLIC SCHOOLS  
K-12 GRADING SCALE**

A+ 98-100	C+ 78-79
A 93-97	C 73-77
A- 90-92	C- 70-72
B+ 88-89	D+ 68-69
B 83-87	D 63-67
B- 80-82	D- 60-62
	F 50-59



**WHERE STUDENTS CAN GET HELP**

**Attendance Questions:**

Attendance Secretary

**Class Schedules:**

7<sup>th</sup> or 8<sup>th</sup> Grade Counselors

**Fees, Fines & Payments:**

Office Secretary

**First Aid:**

School Nurse  
Office Secretary

**Illness:**

Attendance Secretary

**Lockers:**

Homeroom Teacher, Office

**Lost & Found:**

Office Secretary

**Lunch Information:**

Office Secretary

**SCHOOL TELEPHONE USE  
BY STUDENTS**

As a Riverside student, I may use the telephone in the main office only when it is absolutely necessary and with permission. I will keep my calls as brief as possible. I will keep my conversations to a respectful tone and volume. I understand that any school employee may terminate my conversation at any time if I fail to act respectfully. If I am attending after school or evening activities, I will make arrangements in advance with my parents so that I do not need to use the telephone.

**INFORMATION FOR PARENTS**

When calling in an absence or you need to get a message to your son or daughter please use the direct line for attendance 281-6004 or 281-6000, Opt. 1. Sign up for Power School for Parents: [www.riversidecougars.com](http://www.riversidecougars.com), this allows you to follow the progress of your student(s) Ex: Missing assignments, grades, attendance, etc.

Middle School Athletic Season 2018-2019
<b>SEASON 1</b> <u>Football, Cross Country, Softball</u> August 20 <sup>th</sup> * - October 8 <sup>th</sup>
<b>SEASON 2</b> <u>Girls Basketball, Wrestling</u> October 15 <sup>th</sup> - December 7 <sup>th</sup>
<b>SEASON 3</b> <u>Boys Basketball</u> December 10 <sup>th</sup> - February 5 <sup>th</sup>
<b>SEASON 4</b> <u>Volleyball</u> February 4 <sup>th</sup> - March 26 <sup>th</sup>
<b>SEASON 5</b> <u>Track</u> March 27 <sup>th</sup> - May 21 <sup>st</sup>
* Dates are subject to change

### VISITORS

My parents and other adults are always welcome to visit the school.

All visitors must buzz in with photo ID and check in at the main office before going anywhere else in the building.

WIN	1:41 - 2:11 - 30 min
6th Period	2:15 - 3:10 - 55 min

## School-wide Intervention WIN - "What I Need"

Riversides Middle School will participate in a school-wide intervention/enrichment time called "WIN" or "what I need". During this built-in time, our middle school students' academic needs are the focus. Students receive additional support from teachers in the academic area of need, time to make up missing assignments, study for and retake tests, and enrichment opportunities.

WIN is a 30-minute time set aside four days a week between 5th and 6th periods. If a student receives a stamp in their planner they **MUST** report to that teacher's room for WIN, otherwise students may choose an open session to report to and engage in academic activities.

### Bell Schedule Monday / Tuesday / Thursday / Friday

1st Period	8:10 - 9:05 - 55 min	
2nd Period	9:09 - 10:04 - 55 min	
3rd Period	10:08 - 11:03 - 55 min	
6th Grade 1st Lunch 11:07 - 11:37 30 min	7th Grade 4th Period 11:07 - 11:37 30 min	8th Grade 4th Period 11:07 - 12:02 55 min
4th Period 11:41 - 12:36 55 min	2nd Lunch 11:37 - 12:07 30 min	3rd Lunch 12:06 - 12:36 30 min
	4th Period 12:11 - 12:36 25 - min	
5th Period	12:40 - 1:35 - 55 min	
WIN Dismissal	1:35 - 1:41 - 6 min	

### Bell Schedule Wednesday

1st Period	8:10 - 8:56 - 46 min	
2nd Period	9:00 - 9:46 - 46 min	
3rd Period	9:50 - 10:36 - 46 min	
6th Grade 1st Lunch 10:40 - 11:10 30 min	7th Grade Advisory 10:40 - 11:10 30 min	8th Grade 4th Period 10:40 - 11:26 46 min
Advisory 11:10 - 11:40 30 min	2nd Lunch 11:10 - 11:40 30 min	Advisory 11:30 - 12:00 30 min
4th Period 11:44 - 12:30 46 min	4th Period 11:44 - 12:30 46 min	3rd Lunch 12:00 - 12:30 30 min
5th Period	12:34 - 1:20 - 46 min	
6th Period	1:24 - 2:10 - 46 min	

### TITLE I PARENT INVOLVEMENT PLAN

At Riverside Middle School, there is a strong school, home, and family communication component with our Title I students in order to help the student be successful. Sixth grade parents or guardians are first invited to the spring incoming seventh grade open house followed by an August open house event. Frequent phone calls are made to report academic and behavior progress of Title I students. Parents/guardians are frequently invited to meetings to help determine the best educational plan for the child. In order to build relationships and partnerships, compacting forms which indicate responsibilities for each party are signed by school personnel, parents, and students. We encourage parents to contact their child's teachers if they have concerns and also, to be involved at Riverside because we understand that education begins at home.



### SELF-RESPONSIBILITY

As a student, I have many responsibilities. I am responsible for coming to class prepared with my books and papers, for completing my homework assignments, and for studying for exams/tests. As a member of my school community, I also have responsibilities. I am responsible for the way I treat myself and others. I am responsible for the choices I make and the actions I take. I am responsible for maintaining a safe environment and letting staff know of unsafe activities.

### CELEBRATING DIVERSITY

I understand that all students attending Riverside Middle School, regardless of race, color, national origin, religion, age, disability, or sex, may participate in educational programs and activities including but not limited to health, physical education, music, and vocational and technical education. Harassment of any kind (verbal, sexual, racial or physical) will not be tolerated at Riverside.

### ASSEMBLIES

I have the opportunity to participate in a wide variety of entertaining and informative assemblies. We hold assemblies in the Cougar Dome and I agree to always sit with my assigned teacher in the assigned section of the bleachers. I will show respect by listening when presenters are speaking, by supporting RMS student and staff tradition of being a welcoming and courteous member of RMS.

### COUGAR PRIDE

As a member of the student body of Riverside Middle School, I demonstrate **PRIDE** through:

- *Perseverance* – I will not give up on myself or others and will come to class daily, on time, and prepared to do my best.
- *Respect* – I will show respect for property and for other people's feelings through my words and actions.
- *Integrity* – I will be a trusted person who can be counted on to be honest in all my actions.
- *Dedication* – I will be involved in my school through clubs and activities, will keep it clean, and will dedicate myself to being a positive example for other students, guests and staff members.
- *Empathy* – I will respect and understand the differences of others by putting myself in their place, and will resolve conflicts by talking with a teacher or counselor.

## School Wide Expectations

**Students will be in their seats and ready to learn when the tardy bell rings.**

**Students will follow directions the first time they are given.**

**Riverside Guidelines  
for participating in Field Trips and  
End-of-the-Year incentive activities**

1. No major or excessive number of write-ups; subject to administrative discretion
  2. No excessive number of absences or tardies
  3. Students must be passing all classes with a 70% or higher
  4. Students must not have any missing assignments
- ❖ End-of-the-year incentives are earned
  - ❖ Criteria is different between End-of-the-Year incentives versus academic activity
  - ❖ Academic activities are school-related and all students attend unless there are administrative concerns

**LATE NIGHT**

Late Night is a program that allows students to come back to school between 6-8 pm on specific Friday nights to participate in gym activities, games, movies and more! We feel this is a great program for you to participate in! For a student to participate in Late Night they must achieve the following requirements:

During the attendance / behavior window -

- Be in attendance every period\*
- Have no discipline write-ups
- Have no missing assignments

Attendance / Behavior Window	Late Night Date
August 23 - September 14	September 14
September 17 - October 5	October 5
October 8 - November 2	November 2
November 5 - December 7	December 7
December 10 - January 4	January 4
January 7 - January 25	January 25
January 28 - February 15	February 15
February 18 - March 8	March 8
March 11 - March 29	March 29
April 1 - April 26	April 26

**ACTIVITIES AND  
STUDENT LEADERSHIP**

Riverside has more than twenty co-curricular and extra-curricular clubs and activities for students (see Cougar Pennants and Pins for a list). Participation in activities helps broaden students' knowledge, skills, citizenship and leadership. And they are fun!

**COUGAR CERTIFICATE  
PENNANTS & PINS**

Cougar Certificate Pennants and Pins may be earned by having a total of 120 points (7<sup>th</sup> and 8<sup>th</sup> graders) 100 points (6<sup>th</sup> graders). Certificates are earned in 6<sup>th</sup> grade, certificate and pennant in 7<sup>th</sup> grade and certificate and pin are earned in 8<sup>th</sup> grade.

The guidelines are as follows:

1. Points earned WILL NOT be carried over each year.
2. Points can be achieved in the following manner:
  - Honor Roll: 30 points for each semester.
  - Merit Honor Roll: 20 points for raising GPA by .5 percentage points on 3.0 & under
  - Athletics: 20 points for completion of each athletic season (managers are included).
  - Music 7/8: 40 points for each group.
  - Clubs 6-8: 40 points for each group.

LIST	
<b>Academics</b>	<b>Clubs</b>
Honor Roll	Builders Club
1st Semester	Drama Club
2nd Semester	Geography Bee
<b>Music</b>	Math Counts
Jazz Band	Many Nations Club
Swing Choir	ReAct Club
Honors Band	Spelling Bee
Honors Orchestra	Student Council
	Chess & Games C
<b>Athletics</b>	Yearbook Club
Basketball	Science Club
Cross Country	Tech Ed Club
Football	Beta Club
Softball	Leadership
Track	SOM*
Volleyball	
Wrestling	
Managers	
<b>*Student of the Month</b>	

**RMS ATHLETICS**

**BOYS:**

**6<sup>th</sup> Grade:** Cross Country, Wrestling, Track(Basketball with Park & Rec)  
**7<sup>th</sup> Grade:** Football, Cross Country, Wr Basketball, Track and Manager of any  
**8<sup>th</sup> Grade:** Footb Basketball, Track and Manager of any sport.

**GIRLS:**

**6<sup>th</sup> Grade:** Cross Country, Volleyball, Track (Basketball with Park & Rec)  
**7<sup>th</sup> Grade:** Cross Country, Softball, Basketball, Volleyball, Track and Manager of any sport.  
**8<sup>th</sup> Grade:** Cross Country, Softball Basketball, Volleyball, Track and Manager of any sport.

**COUNSELING**

My counselors provide counseling and information to individual students and small groups. They provide group guidance in a number of classes throughout the year. There are two counselors on our staff; one assigned to the seventh grade and one to the eighth grade. Each counselor will be assigned to 6<sup>th</sup> graders as well. Parents may request a meeting with school counselors concerning their children by calling 281-6000.

**Smoking/Drugs/Alcohol**

If I wish confidential counseling or referral to outside agencies for drug and/or alcohol abuse, I will see my counselor. I will not have cigarettes or chewing tobacco in my possession at any school. Because the school district is concerned about my health, I realize that I cannot smoke or alcohol on Riverside Middle School property will result in suspension or possible expulsion from school.

**ATTENDANCE MATTERS**

**Students are encouraged to be at school "Every Class, Every Day". At Riverside, students receive school-wide incentives for meeting attendance goals weekly. For students to be eligible for an Attendance Matters incentive they must be in every class for a week's time (Wednesday to Wednesday). Classroom drawings will take place in each Advisory classroom and again school-wide at the end of the school day. Two students from each grade level are drawn school-wide and they will receive additional Attendance Matters prizes. Additional prizes are awarded at assemblies throughout the year.**

**SCHOOL NURSE**

Riverside has school nurses who are in the building only on a part-time basis. If I am ill at other times, I must see the secretary or counselor in the nurse's office, or the secretary in the attendance office. If I need to take medication during school hours, I will notify the nurse or the office secretary. I will have the appropriate form(s) completed, leave my prescription medicine in the main office, and will go to the office at the prescribed time to take my medicine.

## **SCHOOL NURSE (cont)**

**The school nurse or office staff does not provide medication of any kind, including Tylenol and Ibuprofen.**

### **Fevers**

Children with fevers of 100 degrees or greater should be kept home or will be sent home until the next day after running a fever.

### **Bacterial Infections**

Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school AND should be free of symptoms (sore throat, rash, fever, etc.).

## **ATTENDANCE**

*At Riverside, attending school regularly and being on time for classes affects what I learn and is necessary for success in school, and later in life.* It is my responsibility to find out what I missed, and to complete and turn in that work receiving one day extension for each day I was absent. If I knew about the work before I left, the work is due upon my return. My absence may require me to spend time before or after school with my teacher. I will only be out of class for an emergency, a call slip from the office, a school activity or by teacher request. When I leave class, I know I must have a teacher pass or my planner pass signed. I can only go where my pass indicates.

### **Excused Absences:**

When it is necessary for me to miss school, my parent/guardian should call the attendance office **(281-6004) by 10:00 AM**. Excused absences include illness, family emergencies, school-sponsored functions or other absences approved by parent/guardian **and** school administration. If my parent/guardian cannot make a phone call that morning, he/she should write a note to the Attendance Secretary. I will give the note to the secretary when I return to school. If I am absent for more than ten (10) days in a semester, I will be required to submit medical documentation.

### **School Grounds and Appointments:**

I understand that I am to remain on school grounds from the time I arrive in the morning until school is dismissed in the afternoon. If I choose to leave campus without permission, I realize there will be a consequence. If I need to leave school for an appointment, my parent/guardian will call the attendance secretary or I will bring a note on the morning of the appointment and give it to the attendance secretary. If I am late because of an appointment, I will bring a doctor's note and check in immediately with the attendance secretary.

### **Unexcused Absences:**

If no contact has been made with my parent/guardian, I will be assigned an unexcused

absence. A note or telephone call from a parent/guardian in the same day can change the unexcused absence to an excused absence. **I know that unexcused absences are serious and I will be assigned an hour detention for each class period missed.**

Examples of unexcused absences (truancy) include, but are not limited to:

- leaving the building without checking out in the office
- oversleeping; car trouble; "missing the bus"
- not reporting to assigned area.

### **Excusing Absences in Advance:**

If I know in advance that I will be absent, I will take a note from my parent/guardian to the attendance office two or three days before my expected absence. The attendance secretary will give me a clearance slip which I must ask all of the teachers, whose classes I will miss, to sign. I will arrange for make-up work with each teacher and return my signed clearance slip to the attendance office. In cases where I am home for three (3) days or more, the attendance office will get the assignments and materials for my make-up work if my parents or I request them.

It is important the request be made before 10:00 AM as it may be difficult to have all assignments and books ready for a parent to pick up by 3:30 PM.

## **LIBRARY MEDIA CENTER**

The Library Media Center offers students and faculty access to a wide variety of resources, including books and articles in print and on the web. We also carry picture files and provide interlibrary loan services with other schools as well as Parnly Billings Library. Students are encouraged to use these materials whenever possible.

The Library Media Center opens each school day at 7:50 AM and closes at 3:25 PM. Students are welcome to use the library before and after school to work on class assignments and pursue personal interests, but once regular classes are in session a permission slip, or pass, signed by a teacher is mandatory. The Library Media Specialist will sign your pass when you are ready to return to class. Each student may check out up to five (5) books at a time. Books and magazines are checked out for a Two-week period of time and renewed if no one has placed a reserve notice on the title. Please do your best to return or renew books on or before the due date.

### **Citing Sources**

Students must remember to cite the information they have used from library sources. When work is not cited, it is considered plagiarism. Plagiarism is considered cheating and will be treated as such. Luckily, the website, Son of Citation Machine (<http://citationmachine.net>) is available on the Riverside web page to help you

do this. You will learn how during Library Orientation. Students are expected to do their own work. Copying off another student's paper, using resources without crediting the original author, re-using another student's paper, lending out your own paper or copying information without taking notes and paraphrasing the facts are considered cheating and will be treated as such.

## **Copying = Cheating = Discipline!**

## **HOMEWORK & COUGAR CAFÉ**

It is crucial that students complete academic work in a timely manner to demonstrate their understanding of content, gain necessary knowledge and build a habit of organization, self-management and timeliness. Students have many opportunities to get assistance from staff before, during and after school as well as WIN (30 minutes daily on M/T/Th/Fr before or after lunch). If students do not complete and turn work in on the due date, they will be required to attend Cougar Café, a homework completion room. Cougar Café is scheduled during lunch and/or Advisory. Lunch will be provided and charged to the student's lunch account.

## **SATURDAY SCHOOL**

Saturday School is a detention study hall and will be used as a chance for students to improve their academic standing. Saturday School will be assigned to students for the following conduct:

- Tardies
- Truancy
- Not attending assigned Cougar Café
- Multiple assignments to Cougar Café
- Reluctant learners

Students will be notified the Thursday prior to Saturday School verbally and given a Saturday School notice slip with the date of assigned Saturday School. Parents/Guardians will be notified by phone or email by a school administrator. A student who misses Saturday School due to illness must present a verifiable note to the Attendance Clerk on the first day upon returning to school. Saturday School will then be re-assigned only once. In case of family emergency, a parent may reschedule this assignment **ONE TIME** by phone (281-6040). Only parents/guardians may reschedule. If another Saturday School is missed, disciplinary consequences will be issued. Saturday School hours are from **8:00 a.m. to 11:30 a.m.** Students are expected to meet in front of the school to be escorted in. Students who fail to show up by 8:20 a.m. will not be allowed in and will be re-assigned.

## ALL ELECTRONIC DEVICES

Students are encouraged **not** to bring electronics (cell phones, music players, video & hand-held devices, head phones, speakers) to school. The school will not be responsible for the loss or replacement of these items. If students still choose to bring electronics devices with them, they should be turned off and stored in the student's hallway locker as soon as the student enters the school, and remain there during school hours. They are not to be placed in gym lockers. **Possession or use of any of the above devices between 7:40 and 3:10 will result in confiscation of the device.**

Consequences apply to both the owner of the device, and to the student who used or was in possession of it (if other than the owner). Do not lend electronic devices to others. I understand if my parents need to contact me, they may call the main office or the attendance office and a message will be sent **to me during the school day.**

The following consequences will occur for violation of this policy:

1st Offense: Phone confiscated, phone back at end of the day in the office

2nd Offense: Phone confiscated, lunch detention, phone back at end of the day in the office

3rd Offense: Phone confiscated, 30 minutes after school detention, phone back after three school days or parent pickup

4th Offense: Phone confiscated, 60 minutes after school detention, parent pickup required.

5th Offense: Phone confiscated, 1 day in school suspension, parent pickup required.

Further Offenses: Subject to the discretion of administration as per the Billings Public Schools District Acceptable Use Policy

## TARDY POLICY

The tardy policy will be as follows:

1. Any student who is tardy to class will receive a warning on their 3<sup>rd</sup> tardy.
2. The following sequence will be followed after the above:
3. **4<sup>th</sup> tardy** – 30 minutes after school detention
4. **5<sup>th</sup> tardy** – 45 minutes after school detention
5. **6<sup>th</sup> tardy** – 60 minutes after school detention
6. **7<sup>th</sup> tardy** – 60 minutes after school detention
7. **8<sup>th</sup> tardy** – 60 minutes after school detention
8. **9<sup>th</sup> tardy** – 60 minutes after school detention
9. **10<sup>th</sup> tardy** – ½ day in-school suspension
10. **11<sup>th</sup> tardy** – ½ day in-school suspension
11. **12<sup>th</sup> tardy** – 1 day in-school suspension
12. **13<sup>th</sup> tardy** – 1 day in-school suspension
13. **14<sup>th</sup> tardy** – 1 day out-of school suspension
14. **15<sup>th</sup> tardy** – 1 day out-of-school suspension and PARENT CONFERENCE WITH ADMINISTRATOR
15. *Subsequent tardies determined by outcome of Parent Conference.*
16. The Tardy Policy starts over each semester.

## REMOVAL FROM CLASS

**If I am sent out of class I am to go directly to the Detention room and will remain there until I am dismissed or have spoken with an administrator.**

## REMOVAL FROM BUS

**I understand that I need to act maturely on all school transportation vehicles. If I use inappropriate behavior, I know that my riding privileges may be suspended and I may also have additional consequences.**

## DISCIPLINE

As a Riverside student, I will strive to always show Cougar PRIDE. I understand that there are consequences for my actions, and that continued misbehaviors result in more severe consequences. When students receive an office referral from a teacher, administration may assign the following progressive consequences for repeated misbehaviors:

Intervention / reprimand:

Kept out of class remainder of period

Lunch detention

After school detention - 30 minutes

After school detention - 45 minutes

After school detention - 60 minutes

Half-day in-school suspension (ISS)

Full-day in-school suspension (ISS)

Multiple days of in-school suspension (ISS)

1 day out-of-school suspension (OSS)

2 days out-of-school suspension (OSS) Formal

administrative hearing warning letter

3 days of out-of-school suspension (OSS)

Multiple days of out-of-school suspension (OSS)

pending administrative hearing

**\*Guest teachers' office referrals**

**automatically result in double consequences.**

**Depending on the severity of the offense, an administrator may impose any level of disciplinary action that is warranted to promote and ensure an orderly educational atmosphere in the school and eliminate health and safety risks. All out-of-school suspensions will be served at the Truancy Center.**

## LOSS OF PRIVILEGES

Any student may be placed on loss of privileges during the year as a result of misbehavior.

This includes morning detention, lunch detention, and students are prohibited from attending after-school events. Students involved in extracurricular activities may continue to participate if granted permission by administration. Students must report to the detention room upon arrival to school.

\*Each day of OSS results in 5 days of loss of privilege.

The above progression is not intended for more serious violations which are outlined in the Billings Public Schools District Student / Parent Handbook on page 13.



