

COLUMBIA FALLS JUNIOR HIGH

STUDENT HANDBOOK



2025 – 2026

“The Wildcat Way”

Be Kind, Lead, Unite, Engage

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TO STUDENTS AND PARENTS

The Columbia Falls School district Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the district’s Policy Manual is available in the school office.

SUPERINTENDENT’S MESSAGE

Welcome to Columbia Falls School district. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature page for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

Cory Dziongo, Superintendent

PRINCIPAL’S MESSAGE

CFJH teachers, support staff, and administration are pleased to have the opportunity to share with you this important educational and social part of your life. We will work hard to assist you in achieving the very best for your academic and extracurricular experience.

The staff at Columbia Falls Junior High accepts the responsibility:

To provide students with quality and timely educational programs in an integrated setting.

To provide an orderly classroom and a safe environment in which to learn.

To develop programs and activities which will respond to the social, personal, and physical developmental needs of each student.

To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as a productive and responsible member of the student body.

Welcome to the 2024-2025 school year! We hope you have a great experience here at CFJH.

Ted Miller, Principal

BOARD OF TRUSTEES 2025-2026

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Jill Rocksund, Chairperson
Barbara Riley, Vice-Chairperson

Amanda Pacheco
Megan Upton
Casey Heupel

Justin Cheff
Heather Mumby
Keri Hill

NOTICE OF NON-DISCRIMINATION

The Columbia Falls School district does not discriminate on the basis of race, color, national origin, sex, or disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michelle Swank, Director of Special Services
P.O. Bpx 1259
Columbia Falls, MT 59912
406-892-6562

ACADEMIC INTEGRITY

Integrity means being honest and principled. In school, it means being honest in the face of academic pressures, cultivating trust with classmates and staff members, and taking responsibility for your actions.

Academic integrity means that you behave in an ethical manner: all assignments should be original work, and under no circumstance should they bear frank resemblance to anything turned in to receive credit for an academic grade for a past, present, or future assignment in another class at CFJH or another institution. Sharing your work with another student is considered academic dishonesty, and will be treated as such.

Academic integrity means not plagiarizing: copying and using in an assignment any word(s), phrase(s), and/or original ideas(s) and/or thought(s) of someone else without citing the source and documenting properly (i.e., taking material from any Source without proper acknowledgment and documentation). It does not need to be a word-for-word copy to be considered plagiarism.

Academic integrity means not practicing deception: giving a teacher false information about the status of an academic assignment, such as providing a fabricated reason for a missed deadline or being dishonest about work logged.

Academic integrity also means that you do not facilitate dishonesty: intentionally or knowingly attempting to help another student violate any provision of this policy.

Examples of Academic Dishonesty:

- copying someone else's work, such as an assignment, lab assignment, quiz, or test, and submitting it as your work, or allowing another student to copy your work
- looking on someone's paper, consulting a mobile device for answers, or using a 'cheat sheet' while taking a test
- turning in a writing assignment purchased or received from some other source, or having someone else write your work
- making up data on a lab assignment or making up a source to use as a citation in a paper
- giving test information/answers to students in other sections of the same course
- quoting a source (copying information word for word) but failing to give the proper citation, putting a source's text into one's own words (paraphrasing), and not citing the source
- submitting "blank" documents or previously submitted documents to Google Classroom with the intention of deception
- using a study technology group, such as Snapchat, to either give or receive answers
- providing the means for other students to access your digital files, assignments & information
- using generative artificial intelligence (AI) to complete any or all of your work without explicit permission from your instructor.

The consequences of Academic Dishonesty can include, but are not limited to the following:

- The student receives an automatic 0% (F) for the assignment.

- The student's parent/guardian is notified, and if necessary, a conference is held with the student, teacher, and school administration.
- The student is not allowed to make up the grade with any other method including extra credit.
- Detention can be assigned.
- An office behavior referral may be made and additional consequences as assigned by administration.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The district's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- Students that miss more than 10% (18 days) of the school year are considered chronically absent by Federal definition. Chronic Absence has been determined to impact a child's success in school. Parents will be notified by letter when a child reaches 10 absences.

NOTE: Attendance Contracts can be implemented for chronic absenteeism.

- **Once a child has reached 10 consecutive days of unexcused absences the authorities will be notified. This will result in a withdrawal from enrollment if there is no contact from the parent/guardian and can be listed as an unknown circumstance.** A child that is withdrawn will require re-enrollment in the district.

NOTE: Administration has the right to adjust excessive absences practices in case of widespread illnesses, epidemics, or pandemics.

- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3015.

When a student is absent from school, the parent/guardian must call the school (406-892-6530) any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or activities assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

Types of absences

Excused Absence:

An absence due to illness or emergency. If a student is absent more than one day, the parents should phone the school each day that the student is absent.

If the school determines that the student has excessive excused absences, a medical note may be requested.

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

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

Unexcused Absences

Students who fail to sign out of the building during the school day or whose parents fail to clear an absence by phone or note counts as an unexcused absence. The student will receive an unexcused absence for the period of time in question and may be subject to disciplinary action.

Students who, in an attempt to clear an absence, impersonate their parents or someone else's parent, either by phone or note, shall receive an unexcused absence for the period of time in question and may be subject to disciplinary action.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Tardiness

All students are expected to be in class on time. Students are considered tardy when they enter the classroom after the tardy bell rings. Students receiving their third tardy may be issued detention, as per teacher policy.

Students arriving late to school for any reason during the school day must report to the office before going to class.

Students are considered unexcused upon entering their class when tardy unless they present a pass signed by a staff member.

BELL SCHEDULES

Passage time between classes is 3 minutes. The initial bell rings at 8:11 A.M. each day and students proceed to 1st period.

7/8 Grade Schedule

Period 1: 8:18 – 9:03
Period 2: 9:06 – 9:48
Period 3: 9:51 – 10:33
Period 4: 10:36 – 11:18
WIN: 11:21 – 11:48
Lunch 11:48 – 12:23
Lunch 1st release: 11:48
Lunch 2nd release: 11:53
Period 5: 12:28 – 1:10
Period 6: 1:13 – 1:55
Period 7: 1:58 – 2:40
Period 8: 2:43 – 3:25

6 Grade Schedule

Period 1: 8:18 – 9:03
Period 2: 9:06 – 9:48
Period 3: 9:51 – 10:33
Recess: 10:36 – 10:51
Period 4: 10:56 – 11:43
WIN: 11:46 – 12:31
Lunch: 12:31 – 1:08
Period 6: 1:13 – 1:55
Period 7: 1:58 – 2:40
Period 8: 2:43 – 3:25

****WEDNESDAY EARLY RELEASE SCHEDULE****

7/8 Grade Schedule (Wednesday)

Period 1: 8:18 – 8:53
Period 2: 8:56 – 9:30
Period 3: 9:33 – 10:07
Period 4: 10:10 – 10:44
Homebase: 10:47 – 11:20
Lunch: 11:20 – 11:55
Lunch 1st release: 11:20
Lunch 2nd release: 11:25
Period 5: 12:00 – 12:34
Period 6: 12:37 – 1:11
Period 7: 1:14 – 1:48
Period 8: 1:51 – 2:25

6th Grade Schedule (Wednesday)

Period 1: 8:18 – 8:53
Period 2: 8:56 – 9:30
Period 3: 9:33 – 10:07
Recess 10:10 – 10:25
Period 4: 10:30 – 11:09
Homebase: 11:12 – 11:55
Lunch: 11:55 – 12:32
Period 6: 12:37 - 1:11
Period 7: 1:14 – 1:48
Period 8: 1:51 – 2:25

****WEDNESDAY EXTENDED EARLY RELEASE SCHEDULE****

DISMISSAL IS AT 1:25 AND OCCURS ON THE 1ST WEDNESDAY OF EACH MONTH.

7/8 Grade Schedule (1st Wednesday of each month)	6th Grade Schedule (1st Wednesday of each month)
Period 1: 8:18 – 8:50	Period 1: 8:18 – 8:50
Period 2: 8:53 – 9:24	Period 2: 8:53 – 9:24
Period 3: 9:27 – 9:58	Period 3: 9:27 – 9:58
Period 4: 10:01 – 10:32	Period 4: 10:01 – 10:32
Period 5: 10:35 – 11:06	Lunch: 10:32 – 11:10
Lunch: 11:06 – 11:41	WIN: 11:15 – 11:43
Lunch 1st release 11:06	Period 6: 11:46 – 12:17
Lunch 2nd release: 11:10	Period 7: 12:20 – 12:51
Period 6: 11:46 – 12:17	Period 8: 12:54 – 1:25
Period 7: 12:20 – 12:51	
Period 8: 12:54 – 1:25	

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

This policy covers any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment

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

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

Our School's Anti-Bullying Rules

Rule 1: We will not bully others

Rule 2: We will help students who are bullied

Rule 3: We will include students who are left out

Rule 4: If we know somebody is being bullied, we will tell an adult at school and an adult at home.

For additional information, please see Policy 3005.

CELL PHONES

The possession and use of cellular phones, smartwatches, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision of district employees is a privilege.

Cellular phones, electronic devices, or games are discouraged at CFJH. Cell phones, if present, must be turned off when entering the school building and locked in the student's locker for the remainder of the school day. If a cell phone is observed or heard in the building it will be confiscated and turned into the office. If a smartwatch is used for communication purposes it will be turned into the office. The first offense will result in a parent notification from the school. The second offense will require the parent/guardian to pick up the phone/smartwatch from the office along with an assigned student detention. Repeated unauthorized use will result in further disciplinary action determined by administration. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's electronics may be searched.

CLOSED CAMPUS

Students may not leave once they have arrived on campus whether by vehicle, bike, bus or on foot. Students may not leave campus during lunch unless their parent accompanies them, and students must also check out of the office before leaving. Crossing bus lanes in the morning and afternoon is prohibited. Notes from parents/guardians requesting that a student be permitted to leave the campus will not be honored. The office secretary or administration must approve any exceptions.

COMMUNICABLE DISEASES

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis

Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

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

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

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures can be obtained on the District's website or any District or school office or by contacting the Title IX Coordinator.

Title IX Grievance Procedure

The Columbia Falls 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 district does not discriminate on the basis of sex in its education programs and activities.

For more information, please see policy 3210 and policy 3225.

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the district's Title IX Coordinator:

John Cooper Assistant Principal P.O. Box 1259 j_cooper@cfmthschools.net	Marna Pickard School Counselor P.O. Box 1259 m_pickard@cfmthschools.net	Cory Dzioewgo Superintendent P.O. Box 1259 c_dzioewgo@cfmthschools.net
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Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website or any District or school office or by contacting Michelle Swank.

Section 504 and ADA Grievance Procedure

The Columbia Falls School district has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

For more information, please see policy 2162.

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

Section 504 and ADA Coordinator

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Michelle Swank
Director of Special Services
P.O. Box 1259
(406) 892-6562
m_swank@cfmthschools.net

COMPUTER RESOURCES

Computer resources, including the district's electronic networks, are an integral part of the district's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the district's electronic networks or the district's computers. General rules for behavior and communications apply when using the district's computer resources. Students must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the district's computer resources. See Appendix C (5-12) for the forms. For additional information, see Policy 2070, 3096.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet district or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other district staff.

Respect the property of others, including district property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Columbia Falls School district's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Violation of Student Code of Conduct

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.

- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of district transportation.
- Bullying, hazing, harassment, or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Public displays of affection will not be allowed.

CORPORAL PUNISHMENT

No person who is employed or engaged by the district may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings and class changes when necessary.

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DANCE REGULATIONS

Dances are permitted for 7th and 8th grade Columbia Falls students only. Parents are welcome to observe or chaperone. Dances start at 7:00 P.M. and students arriving late, but prior to 7:30 P.M., must be admitted with their parent. No students will be admitted after 7:30 P.M. Students will not be allowed to leave before 8:15 unless accompanied by a parent. Dance times are 7:00 P.M. to 8:30 P.M.

Once a student leaves the dance, he/she will not be readmitted.

Students that are not present in school during the day of the dance will not be allowed unless they have an administrator's approval.

Students with overdue detentions or who have been suspended during the week of the dance are not permitted to attend.

Administration may deny a student entrance to the dance due to behavior or disciplinary issues occurring during the week before, the week of, or as a result of ongoing behavior concerns. Students will be notified if they cannot attend the dance.

The administration may deny a student entrance into a dance based on school behavior, or discipline from a previous dance. Students and sponsors of the dance will be notified.

No food or beverages are to be brought into the dance.

Parents will be contacted to pick up their student if the student's behavior is inappropriate.

Administration reserves the right to make decisions and/or adjustments based on behavior, safety, and the well-being of students.

DISCIPLINE AND DUE PROCESS

Students who violate district policies, rules, and directives are subject to discipline at the discretion of district administration. Discipline may include behavior plans, referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Detention

Inappropriate behavior or excessive tardies result in detention. Detentions are served during recess and/or lunch. Excessive detentions due to poor behavior during the quarter and/or school year can result in students being assigned after-school detention, Saturday school, or in-school suspension(s). Those with repeated violations may be assigned out of school suspension.

Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the board's procedure, and a description of the student's and parents' rights at the hearing.

Students With Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances,

but prior to the imposition of either penalty, the district must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include the CFJH student yearbook. All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the district's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building principal or superintendent.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to school administration at least one week prior to the requested distribution.

DRESS AND GROOMING

All students are expected to dress in a manner that promotes school pride. Student dress and grooming must be consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Students dressed inappropriately will be asked to call home for alternate clothing or given appropriate apparel to be worn during the school day. Students will not be allowed to attend school until these requirements are met. Repeated violations may be considered insubordination and result in disciplinary action.

Students at Columbia Falls Jr. High have the responsibility to come to school fully clothed, demonstrate respect to peers through attire, and comply with the school dress code. While we encourage individuality, the dress code strives to foster our vision for a healthy and positive environment. Appropriate dress is important. A good question to think about is: Are the clothes well cared for and appropriate and tasteful for the school setting?

Development of a dress code is an ongoing process and is subject to modifications, additions, or deletions at any time during the school year.

Be advised of the following minimum dress code requirements:

- Private areas, underwear and undergarments shall not be visible at any time.
- Halter tops, backless tops, spaghetti strap tops, or tube tops are not allowed.
- Straps on tops shall be at least one inch wide.
- Shirts or blouses must touch the top of pants/skirts/shorts. The stomach/waist area cannot be visible at any time.

- Clothing may not depict, imply, or advertise alcohol, drugs, violent acts, racism, derogatory messages, or sexual references.
- Students may not wear hats, bandanas, or other head coverings in the building. Hair straps or thin headbands are allowed for the purpose of keeping hair from a students' face or eyes and for safety and/or comfort.
- Jeans, shorts, skirts, and dresses must not show undergarments or private body parts. Rips or holes in jeans or bottoms cannot show undergarments of private areas.
- Footwear must be worn at all times and safe for the school environment.
- Blankets may not be used throughout the day.
- No flags of any types shall be worn/draped or used as an accessory.

The administration will make final determinations regarding student attire. Exceptions to the dress code may be made for special days, events, religious practices, or an individual basis.

ELEVATOR

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

EXTENDED STUDIES

School district #6 has expanded opportunities for highly capable learners. State law requires districts and schools to offer research-based programs that differentiate instruction for advanced learners. The extended studies program includes enrichment classes, compacting in core curricular areas when appropriate, extending and deepening studies when appropriate, and alternate curriculum materials when appropriate. The coordinator will work directly with students for enrichment and will work with teachers to adapt core curriculum as needed to promote high levels of student growth. Students will be included in the extended studies program when they are identified as requiring advanced instruction to meet their learning needs. Identification is based on a combination of evidence, including teacher recommendations, standardized test scores, parent nominations, classroom work, and individual testing to assess areas of particular strength. If you wish to inquire about the CFJH Extended Studies Program, please contact either program coordinator Paula Koch or the building principal.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. Please refer to the Student Activity Handbook.

Optional clubs include, but are not limited to:

Art, Chess and Checkers, Book, Ski, Media Team, Wildcat Garden, Game, Hunting, Star Trek, Allies, Readers, Technology, Kindness, and Rubix Cube. It is possible that other clubs will be created by students/organizations following the school's process.

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA §20-5-109 may participate in extracurricular activities offered by Columbia Falls School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Fees for lost and/or damaged technology equipment issued by the district.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the building administration.

FOOD SERVICES

The district participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The district will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See the CFJH office for an application.

Morning breakfast and hot lunch are provided daily at CFJH.

The gym is closed during lunch except in the case of severe weather.

The cafeteria is a lunchroom and a place to meet friends. Each student is asked to practice good manners and clean up his/her area when completed eating. Failure to meet the standards of good behavior may result in loss of lunchroom privileges, detention, or lunch cleanup.

All meals are provided at no cost this school year.

Students not eating hot lunch will eat their ala carte or sack lunch in the cafeteria.

Please refer to Policies 2120 and 7052 for additional information regarding the district's wellness program and its meal charging policy.

GRADING GUIDELINES

Grades assigned by a teacher will not be changed except by the teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

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

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

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

HALL PASSES

Students leaving a classroom must have a teacher/staff approved pass.

Homeless Students

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

HOMework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the district may photocopy immunization records in the possession of the school of origin. The district will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the district must receive the original immunization records for the student who transfers into the district.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.

- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

LOCKERS AND BACKPACKS

Each student is responsible for his or her locker.

Lockers are assigned by homeroom teachers and students will stay with that locker throughout the year.

No lockers will be shared.

No outside or inside the locker decoration is permitted.

Lockers are to be free from graffiti.

Locker privilege can be lost for misuse or abuse.

Students are advised to not bring valuables to school. Large sums of money and other valuables should be given to the office for safekeeping.

P.E. lockers need to be locked at all times.

Lockers are the property of School district #6 and may be inspected at any time.

Backpacks and other bags can be used to transport items at the beginning and end of the day, but are not allowed during the school day.

NON-CUSTODIAL PARENT RIGHTS

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

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

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed healthcare provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The district believes that the best educational result for each student occurs when all three partners are doing their best: the district staff, the student's parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact school administration.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 892-6530 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the building administration.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in the parent teacher organization. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

PROTECTION OF STUDENT RIGHTS

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the district will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2030.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents upon request. Report cards are issued to parents at midterm and at quarter/semester. Grades, attendance, and other student information is posted on Infinite Campus and families have access to the portal. To learn how to gain access to the portal please contact the school office. The district may require that report cards and progress reports be signed by the parent and returned to the school.

Parent/Teacher Conferences are held twice a year, once in the fall and again in the spring. Parents can request a conference at any time during the year by contacting the teacher.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. All emergency procedures set by the school and/or district will be followed.

Emergency School-Closing Information

The Montana Department of Transportation and Flathead County have discontinued “Emergency Travel Only” declarations. The ETO declaration has been replaced by a “Severe Driving Conditions” declaration. The SDC declaration will not be countywide and will not be accompanied by driving restrictions. Therefore, there will be no countywide road condition declaration that will initiate a countywide school closure. Each county school will make its own closure call based on district-wide road conditions. A closure applies to all but a skeleton crew necessary to be sure that buildings are open.

The district will not use late starts.

Once students are transported to school by bus, they will remain in school until the end of the school day. The district will not release children early because necessary parent contacts cannot be assured. Parents may pick up their children at any time.

If the decision is made that no buses are running, school will be closed. Schools may be kept open if just a few buses cannot run. The number of bus routes not running to influence school closure on a given day is a judgment call related to appropriate variables. The magic number hovers around seven bus routes. If a bus does not run in the morning because of inclement weather, it will not run in the afternoon.

If students can be safely transported, water and electricity are flowing, and heating systems are up and running, classes will be held.

In the event of school closure or bus route cancellations, the district will use the Infinite Campus notification system to alert parents and guardians. The district will make every effort to initiate the Infinite Campus notification system before 7:00 a.m.

In addition, school closure information will be presented to area radio stations prior to 7:00 a.m. The district, however, does not have control over when and/or how often school closure announcements are made by radio stations. Those stations include: KOFI (1180 AM), Monster (103.9 FM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), KALS (FM 97.1), KHNK (FM 95.9), KRVO (FM 103.1), and KWOL (105.1). Information will also be listed on the SD #6 website at www.cfmtschoools.net as soon as possible following a closure decision.

Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

SCHOOL GROUNDS

Students will be admitted into the building in cases of inclement weather and also with a pass to a teacher's classroom. Junior High students are not allowed to be in the parking areas (except for pickup and departure), or off campus during lunch. The administration will determine inside and outside recess before and during school by utilizing 0 degrees as the benchmark. Wind chill and other factors will also be considered.

Bicycles and skateboards are not to be ridden on campus. Please walk your bike and use bike racks and locks for safekeeping.

SEARCHES AND SEIZURES

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, students have a lower expectation of privacy due to the district's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or district property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the district's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the district and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The district may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

SEX-BASED HARASSMENT

The district encourages parental and student support in its efforts to address and prevent sex-based harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or the superintendent, who serves as the district Title IX coordinator for students.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' age, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the recipient's education program or activity; or
- (3) Specific offenses.
 - (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - (ii) Dating violence meaning violence committed by a person:
 - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (1) The length of the relationship;
 - (2) The type of relationship; and
 - (3) The frequency of interaction between the persons involved in the relationship;
 - (iii) Domestic violence meaning felony misdemeanor crimes committed by a person who:

- (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
- (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- (C) Shares a child in common with the victim; or
- (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (A) Fear for the person's safety or the safety of others; or
 - (B) Suffer substantial emotional distress.

A determination of responsibility resulting from a formal complaint against a student for engaging in sex-based harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the district's Title IX Grievance Procedure. Please refer to Policy 3210 and 3225 for additional information regarding the district's prohibition against discrimination and harassment.

STUDENTS IN FOSTER CARE

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

STUDENT GOVERNMENT

Each homeroom can elect a representative to student council. At large representatives also may be selected. The student council president will be the student body president.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The district maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with district procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the district will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the district; cooperatives of which the district is a member; or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The district may grant access to or release information from student records to employees or officials of the district or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The district may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The district will grant access to or release information from any student record as specifically required by federal or state statute.
- The district may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The district may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

- The district will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The district may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The district may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The district charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the district. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the district. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the district, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

RIGHTS UNDER FERPA

Specific parental and eligible student rights are after p. 24 in this Handbook.

Privacy Matters – Photographs and Social Media

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the district sharing their child's photograph in publications or through district media events. The district will honor any parent opt-outs and not share this information. However, the district cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

STUDENT SCHEDULES

Student schedules are created by the school counselors and administration to meet the individual needs of students. Certain elective courses can be selected by students but it is not a guarantee that they will be enrolled in every course they select. Parents can make schedule requests but it is not a guarantee that those requests will be fulfilled.

SUMMER SCHOOL

Summer school will be assigned to students in grades 6-8 who do not show significant progress during the regular school year and do not meet the academic requirements set by school personnel.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 892-6550.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

The district has the right to use video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

VISITORS

Parents and others are welcome to visit district schools. The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, requested in advance, and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Individuals who are not members of the student body or faculty are not permitted on the school premises to visit or solicit unless the office or administration has given permission. Individuals trespassing in the building or on the school grounds may be requested by any staff member to leave the school area. If the individual persists, law enforcement will be contacted and appropriate legal action will be taken.

WITHDRAWAL FROM SCHOOL

Students who need to withdraw from school should see one of our school counselors, Mrs. Baltz or Mrs. Jones, for a withdrawal form.

APPENDIX A

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The district is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The district classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his

consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the district's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

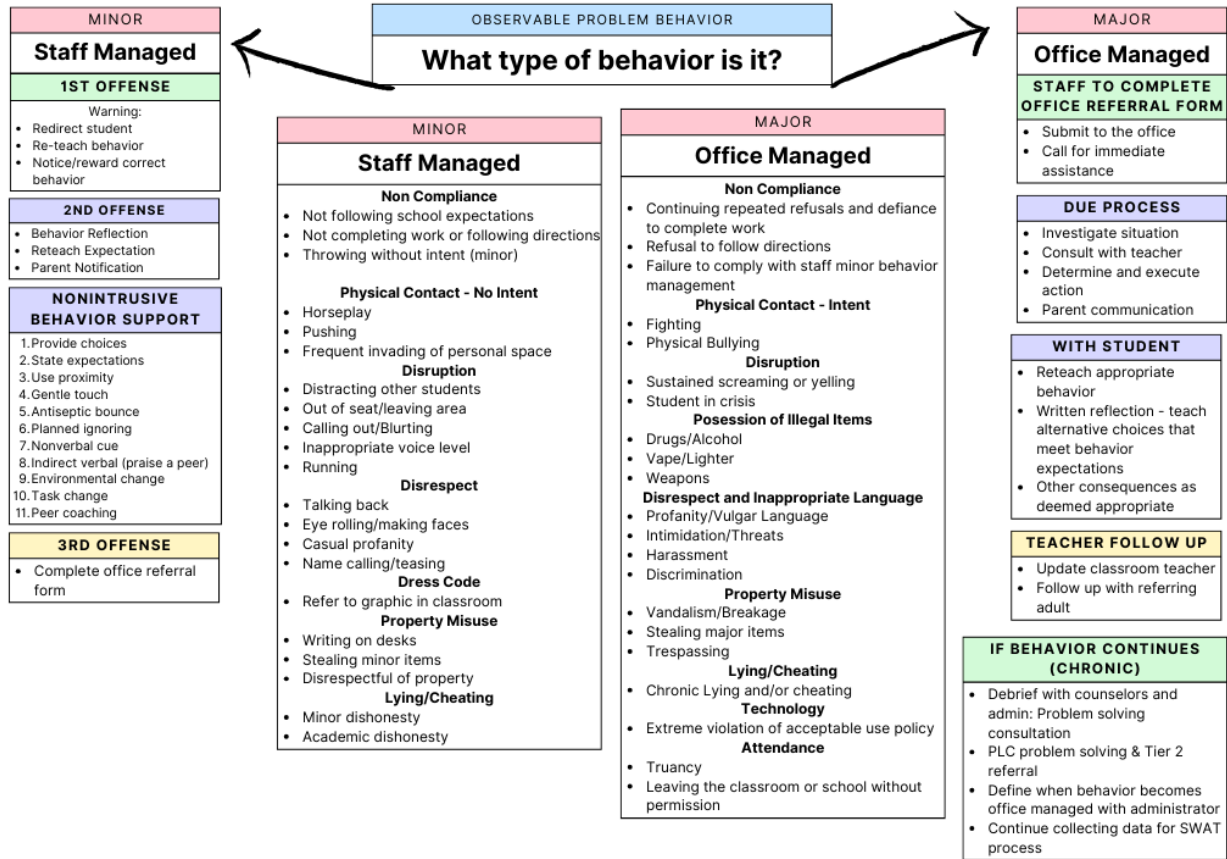
5. Copies of the complete FERPA Policy adopted by the district may be obtained from the Superintendent's Office or from the Principal's Office of each school within the district.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDIX B

BEHAVIOR FLOW CHART & ACTION GRID

CFJH MTSS Behavior Flow Chart



Appendix A (Behavior/Action Grid)

Problem Area	Occurrences	Action to be taken	
		Minimum	Maximum
PROFANITY Language that is used to cause a disruptive personal attack upon a staff person on campus.	FIRST REPEATED	SUSPENSION SUSPENSION	EXPULSION EXPULSION
BUS MISCONDUCT Acting in a manner which may distract the driver or result in unsafe conditions.	FIRST REPEATED	WARNING CONFERENCE	LOSS OF BUS SUSPENSION AND/OR POLICE
LOITERING Being in a restricted area of the building or campus without permission.	FIRST REPEATED	WARNING CONFERENCE	SUSPENSION AND/OR POLICE
THEFT Taking, giving or receiving property not belonging to you.	FIRST REPEATED	PARENT SUSPENSION SUSPENSION	EXPULSION POLICE
VANDALISM Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.	FIRST REPEATED	CONFERENCE SUSPENSION	EXPULSION POLICE
TOBACCO Using or possessing tobacco in any form.	FIRST REPEATED	PARENT/LAW SUSPENSION PARENT/LAW SUSPENSION	EXPULSION EXPULSION
ALCOHOL OR DRUGS The use or possession of mind or mood-altering drugs.	FIRST REPEATED	SUSPENSION/LAW/PARENT EXPULSION/LAW/PARENT	EXPULSION EXPULSION
** THE SALE OR DISTRIBUTION OF ALCOHOL, DRUGS, MARIJUANA, OR MIND OR MOOD-ALTERING SUBSTANCES WILL RESULT IN LAW INVOLVEMENT AND AN ADMINISTRATIVE RECOMMENDATION FOR EXPULSION.			

Problem Area	Occurrences	Action to be taken	
		Minimum	Maximum
MENACING OR HARASSING BEHAVIOR By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (including sexual.) also included is profanity student to student.	FIRST REPEATED	WARNING PARENT	SUSPEND/LAW EXPULSION SUSPEND/ EXPULSION/ LAW
ASSAULT Intentional unauthorized physical contact with another person which may cause physical injury. Any physical assault upon any staff member may bring an automatic recommendation for expulsion on the first offense.	FIRST REPEATED	SUSPENSION	EXPULSION/ LAW
WEAPONS** The possession of a dangerous weapon or the use of any object to inflict bodily injury to another person.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
EXTORTION Demanding money or something of value (e.g., lunches) by threatening or performing violence.	FIRST REPEATED	PARENT SUSPENSION	EXPULSION LAW EXPULSION/ LAW
EXPLOSIVE DEVICES/ARSON The use or threat of use, possession, or sale of explosive devices.	FIRST REPEATED	SUSPENSION EXPULSION	EXPULSION
<ul style="list-style-type: none"> SINCE THESE PROBLEMS MAY ALSO VIOLATE STATE LAW, SCHOOL OFFICIALS WILL FOLLOW DISTRICT SIX POLICY AND NOTIFY THE APPROPRIATE POLICE AUTHORITIES. <p>**WEAPONS ARE FORBIDDEN ON SCHOOL PROPERTY. APPROPRIATE DISCIPLINARY OR LEGAL ACTION WILL BE PURSUED. THE GUN-FREE SCHOOL ACT AND MONTANA CODE BOTH ADDRESS THE PROBLEM OF FIREARMS AT SCHOOL. WEAPONS INCLUDE BUT ARE NOT LIMITED TO KNIVES, METAL KNUCKLES, STRAIGHT RAZORS, EXPLOSIVES, AND IRRITATING, POISONOUS, OR NOXIOUS GASES, POISONS, AND DRUGS.</p>			

APPENDIX C

MTSS GUIDELINES

CFJH Behavioral Expectations

Our goal at Columbia Falls Junior High is to create the best learning environment possible for children. To achieve this goal, students will have common expectations called “The Wildcat Way.” These school wide expectations are:

“The Wildcat Way”

Be Kind - As a CFJH Wildcat I am kind, respectful, and helpful to classmates & adults.

Lead - As a CFJH Wildcat, I lead through a positive example.

United - As a CFJH Wildcat, I collaborate positively with classmates and adults.

Engage - As a CFJH Wildcat, I engage in learning and positive interactions.

The following are a few areas that represent sound Wildcat Way behavior:

Academic Performance- including grades, class participation, completion of assignments, and academic improvement.

Character- displays one, some, or all of the following: adaptability, compassion, honesty, initiative, loyalty, optimism, perseverance, respect, responsibility, and trustworthiness.

Behavior- obeys rules, shows respect to peers and authority, well mannered; includes behavior both inside and outside of the classroom, has not received any write-ups, or has gone a certain length of time with improved behavior. Overall excellent attitude toward others and learning.

Effort- shows grit, perseverance, and works hard.

Social Relationship- displays leadership, willingness to help peers and shows respect to others. Good citizenship or improvement in citizenship. Respectful to peers and teachers.

Attendance- attends school regularly, arrives at school on time, or displays a positive improvement in attendance.

GUEST TEACHER EXPECTATIONS

GOAL: THE STUDENTS OF CFJH WILL TREAT OUR GUEST TEACHERS IN A POLITE, RESPECTFUL AND COOPERATIVE MANNER.

DESCRIPTION OF EXPECTATIONS:

1. GREET THE GUEST TEACHER POLITELY AND RESPECTFULLY AS YOU ENTER THE ROOM.
2. FOLLOW ALL DIRECTIONS GIVEN BY THE GUEST TEACHER.
3. ASK THE GUEST TEACHER IF THERE IS ANYTHING YOU CAN DO TO ASSIST HIM/HER.
4. PROCEED TO YOUR ASSIGNED SEAT IN THE CLASSROOM.
5. IF THE GUEST TEACHER REQUESTS YOUR ASSISTANCE, COOPERATE IN EVERY WAY POSSIBLE.
6. REMEMBER THAT THE GUEST TEACHER IS NOT YOUR REGULAR TEACHER, SO THEY MAY NOT DO THINGS EXACTLY IN THE WAY YOUR REGULAR TEACHER DOES THEM.
7. REMEMBER THAT YOU ARE REPRESENTING YOURSELF, YOUR FAMILY, YOUR TEACHER AND YOUR SCHOOL TO THE GUEST TEACHER.
8. FOLLOW ALL THE RULES AND PROCEDURES SET OUT BY YOUR CLASSROOM TEACHER EVEN THOUGH THE TEACHER IS NOT PRESENT.
9. THANK THE GUEST TEACHER FOR BEING AT OUR SCHOOL.

***RESPECTFUL BEHAVIOR AND LANGUAGE ARE EXPECTED AT ALL TIMES.**

***RESPECTFUL BEHAVIOR:**

LOOKS LIKE:

CALM AND FRIENDLY
RESPECTFUL BODY LANGUAGE

SOUNDS LIKE:

QUIET AND RESPECTFUL
KIND WORDS

CONSEQUENCES FOR INFRACTIONS:

- NOTE TO TEACHER WITH CONSEQUENCES DEFINED
- LOSS OF PRIVILEGES FOR REPEAT OFFENSES
- ISSUE A DETENTION
- ISSUE AN OFFICE REFERRAL

ACTIVE THREAT

ANNOUNCEMENT: THERE IS AN ACTIVE THREAT IN THE BUILDING. EVERYONE FOLLOW PAL (PAUSE, ADULT, LISTEN) PROCEDURES. DISTRICT AND SCHOOL PAGE SYSTEMS AND INTERCOMS, AS WELL AS EMAIL, MAY BE USED FOR COMMUNICATION.

THE ADULT IN CHARGE WILL ASSESS THE THREAT, DETERMINE OPTION(S) TO BE USED AND DIRECT STUDENTS ACCORDINGLY.

RUN

IF IT IS SAFE TO DO SO FOR YOURSELF AND THOSE IN YOUR CARE, THE FIRST COURSE OF ACTION THAT SHOULD BE TAKEN IS TO RUN OUT OF THE BUILDING AND FAR AWAY UNTIL YOU ARE IN A SAFE LOCATION.

STUDENTS AND STAFF SHOULD BE TRAINED TO:

- LEAVE PERSONAL BELONGINGS BEHIND
- VISUALIZE POSSIBLE ESCAPE ROUTES, INCLUDING PHYSICALLY ACCESSIBLE ROUTES FOR STUDENTS AND STAFF WITH DISABILITIES, AS WELL AS, PERSONS WITH ACCESS AND FUNCTIONAL NEEDS
- AVOID ELEVATORS
- TAKE OTHERS WITH THEM, BUT NOT TO STAY BEHIND BECAUSE OTHERS WILL NOT GO
- CALL 911 WHEN SAFE TO DO SO
- ONCE YOU ARE IN A SAFE LOCATION CONTACT A RESPONSIBLE ADULT

LOCK

IF RUNNING IS NOT A SAFE OPTION, LOCK AND PREPARE TO COVER IN AS SAFE A PLACE AS POSSIBLE

- LOCK THE DOORS
- BARRICADE THE DOORS WITH HEAVY FURNITURE, IF POSSIBLE
- CLOSE AND LOCK WINDOWS AND CLOSE BLINDS OR COVER WINDOWS
- TURN OFF LIGHTS
- SILENCE ALL ELECTRONIC DEVICES
- REMAIN SILENT
- SEEK COVER ALONG THE WALL CLOSEST TO THE EXIT, BUT OUT OF THE VIEW FROM THE HALLWAY
- USE STRATEGIES TO SILENTLY COMMUNICATE WITH FIRST RESPONDERS AND IF POSSIBLE MAKE SIGNS, HAND SIGNALS TO INDICATE THE STATUS OF THE ROOM'S OCCUPANTS
- CONTINUE TO EVALUATE SAFETY AND ASSESS OPTIONS

FIGHT

IF NEITHER RUNNING NOR LOCKING IS A SAFE OPTION, PREPARE TO RESPOND IF FACED WITH A PERSON CAUSING AN ACTIVE THREAT. WHEN CONFRONTED BY AN INDIVIDUAL POSING A THREAT, THOSE IN IMMEDIATE DANGER SHOULD DISRUPT OR INCAPACITATE THE ACTIVE THREAT BY USING AGGRESSIVE FORCE AND ITEMS IN THEIR ENVIRONMENT, SUCH AS FIRE EXTINGUISHERS AND CHAIRS.

NOTE:

AS A SITUATION DEVELOPS, IT IS LIKELY MORE THAN ONE OPTION MAY BE USED. DURING AN *ACTIVE THREAT SITUATION*, STAFF WILL RARELY HAVE ALL OF THE INFORMATION NEEDED TO MAKE A FULLY INFORMED DECISION ABOUT WHICH OPTION IS BEST. EFFORTS WILL BE MADE TO UPDATE STAFF THROUGHOUT THE RESPONSE TIME. WHILE STAFF SHOULD FOLLOW THE PLAN AND ANY INSTRUCTIONS GIVEN DURING AN INCIDENT, OFTEN IT WILL BE NECESSARY TO RELY ON PERSONAL JUDGMENT TO DECIDE WHICH OPTION WILL BEST PROTECT LIVES.

Drug Dog Search Protocol

Goal: The students of CFJH will practice safe and orderly behaviors during drug dog inspections.

Description of Behavior/Expectations:

1. Once a drug dog search is announced, students will remain in the current classroom.
2. If a student is in the pod, hallway, or restroom, he/she will return to current classroom as soon as possible.
3. Students must stay away from the windows and doors.
4. Students may not leave until an all-clear announcement is given.

Teacher Responsibilities:

1. Account for all students.
2. Secure classroom: close and lock the door(s).
3. Keep students in current classroom until all-clear announcement is given.
4. Resume all regular classroom activities/procedures during the search.
5. Make sure students stay clear of the windows and door(s).

Outdoor Campus Expectations

Goal: The students of CFJH will have a safe, fun, peaceful outdoor campus.

Description of Expectations:

1. Hallway expectations are in effect.
2. Promptly leave the academic area when the bell rings.
3. Once you are outside, remain outdoors until the bell rings unless an adult lets you in the building.
4. At the end of the school day, remain outside until you leave the campus.
5. Food and drinks are not to be consumed outside the building.
6. Stay within the boundaries of the play area and out of the painted areas by the entrances.
7. This is a closed campus. You must stay on school grounds.
8. Students are expected to communicate problems immediately to duty teachers.
9. Keep hands, feet, and objects to yourself.
10. Sports and games will be non-contact.
11. Use playground equipment appropriately. If you borrow the school's equipment it is your responsibility to be sure that it is returned to the appropriate storage area.
12. Clean mud and snow off shoes and clothing before entering the building.
13. Do not crowd the doors for student safety.
14. Stay out of water and marsh-like areas.

Winter Weather Conditions:

- ❖ Stay safe, be safe
- ❖ Snow must stay on the ground and outside
- ❖ No snowballs, ice balls, or slush balls
- ❖ No throwing snow or ice
- ❖ No white washing

*Respectful behavior and language are expected at all times.

Looks Like:

Safe/Non-violent
Fun for everyone involved
Respectful body language

Sounds Like:

Appropriate language (No swearing)
Kind words (No teasing/harassment)

Consequences for Infractions:

- Non-verbal or verbal warning.
- Reminder and/or practice expected behavior.
- Detention
- Office referral

SEVERE WEATHER EXPECTATIONS

DESCRIPTION OF EXPECTATIONS:

1. ONCE AN ADMINISTRATIVE ANNOUNCEMENT IS MADE STUDENTS MAKE THEIR WAY TO THE GYM.
2. ONCE A STUDENT CHOOSES A LOCATION (GYM OR LUNCHROOM) HE/SHE STAYS AT THAT LOCATION.
3. IF STUDENTS CHOOSE TO GO TO THE GYM, HE/SHE SHOULD **FLOW** INTO GYM IN AN ORDERLY FASHION AND SIT IN DESIGNATED AREAS.

BEFORE SCHOOL:

o ACTIVITIES DO TAKE PLACE IN BOTH THE GYM AND LUNCHROOM (I.E., SHOOTING BASKETBALLS, WATCHING A MOVIE).

LUNCH:

o 6TH GRADE WILL BE IN THE AUXILIARY GYM OR CAN CHOOSE TO STAY IN THE LUNCHROOM.

o 7TH & 8TH WILL BE IN THE MAIN GYM OR CAN CHOOSE TO STAY IN THE LUNCHROOM.

WHEN SEATED IN THE GYM OR LUNCHROOM, REMAIN SEATED UNTIL EXCUSED BY SUPERVISORS.

LOOKS LIKE:

REMAIN IN YOUR SEAT
HANS, FEET AND OBJECTS TO YOURSELF
NO FOOD, DRINKS, CANDY, OR GUM
FUN FOR EVERYONE
SAFE/NON-VIOLENT
RESPECTFUL BODY LANGUAGE

SOUNDS LIKE:

LOW VOICE LEVEL
APPROPRIATE LANGUAGE (NO SWEARING)
KIND WORDS (NO TEASING/HARASSMENT)

CONSEQUENCES:

1. VERBAL WARNING
2. ASSIGNED SEAT
3. REMOVAL FROM GYM WITH OFFICE REFERRAL

Cafeteria Behavior

As responsible students at Columbia Falls Junior High, we appreciate our cafeteria and its pleasant environment. As a result, we pledge to act in a responsible manner. This includes polite behavior and an emphasis on taking care of our building by cleaning up after ourselves and taking care of the school environment.

Goal: The students of CFJH will participate in creating a safe and orderly cafeteria.

Description of Behavior/Expectations:

1. Students are to take coats/jackets to the cafeteria rather than return to the lockers following lunch. All backpacks are to remain in lockers.
2. Students have the right to sit in any unoccupied seat.
3. All students will go to the cafeteria during the assigned time period.
4. Students must be seated in the cafeteria while eating.
5. Food, snacks, and drinks are not to be eaten outside or in the halls.
6. Students eating breakfast are to be seated on the lower level of the cafeteria.
7. Students are responsible for cleaning up their tables and area; and chairs must be pushed back in place at the table.
8. Students may assist by cleaning up any messes witnessed in the lunchroom or by reporting any unacceptable behavior to supervising staff.
9. Six students and six chairs are allowed at each table. Students must be sitting in a chair at a table and not walking around.
10. Seventh and eighth grade students will exit the cafeteria and hallway once they have finished eating. Sixth grade students will exit the building when released by supervising staff.
11. Students are to properly dispose of trash in an appropriate receptacle.
12. All students will exit through the playground door and remain outdoors (unless given permission by an supervising adult).
13. No playground equipment is allowed in the cafeteria.
14. Students must go to the computer line each time he/she is in line to buy something.

*Respectful behavior and language are expected at all times.

Looks Like:

Courtesy in line (No pushing, running, shoving, begging)
Use of good table manners
Cleaning up after yourself (garbage, spills, trays)
Use walkways

Sounds Like:

Appropriate language (No swearing)
Kind words (No teasing/harassment)
Voices at low levels

Consequences for Infractions:

- Non-verbal or verbal warning.
- Reminder and/or practice expected behavior.
- Cafeteria clean up.
- Detention
- Office referral
- Assigned seats
- Removal to an alternative eating area.
- Dismissal by table.

Hallway Movement and Behavior Expectations

Find the Flow

Find the RIGHT side

Lower your voice (speak softly and quietly)

Open pathways for others

Walk, don't run

Goal: The students will utilize safe and smooth transitions between classes.

Description of Behavior/Expectations:

1. Students will walk on the right hand side of the hallways and stairwells. Utilize hand rails for support.
2. Students will continue walking until completely up or down the stairwells (no skipping stairs, jumping, etc.).
3. Stairwells are designated no passing zones.
4. Students have four minutes transition time and must be in the classroom by the tardy bell.
5. Students will keep walking and not obstruct traffic.
6. Students will walk, not speed walk, jog, or run, in the hallways.
7. Students will keep their hands, feet and objects to themselves.
8. Hall passes will be given to students to move through the hallways before school, during class time, and at lunch.
9. It is the responsibility of our students to keep the floors and locker areas free of litter.
10. Backpacks and hats will be placed in lockers.

Consequences for Infractions:

- Non-verbal or verbal warning.
- Reminder and/or practice expected behavior.
- Detention
- Office referral

Bus Dismissal and Arrival Behavior Expectations

Goal: The students will demonstrate safe and respectful behavior after exiting the bus and when preparing to board the bus.

Description of Behavior/Expectations:

AM Expectations:

After exiting the bus, students will demonstrate the following behaviors:

1. Students will move toward the building in an orderly fashion.
2. Students will follow the behavior plans in place for the area they chose as their before school destination (i.e., Library, outside, pass for academic areas, etc.)
3. Students who remain outside must stay in the area between the sidewalks and the building.
 - a. Students may not cross the bus lane to the playground.
 - b. The sidewalk section next to the bus lane must remain clear.

PM Expectations:

After exiting the school, students will demonstrate the following behaviors:

1. Students will move away from the building and proceed to the bus area.
2. Students must keep the sidewalk section next to the bus lane clear.
3. Students will stand by their bus area waiting until all the buses have stopped and doors have opened before moving toward the bus.
4. Students will board the bus in a civil and orderly fashion.

Looks Like:

Safe/Non-violent
Walking
Respectful body language

Sounds Like:

Appropriate language (No swearing)
Kind words (No teasing/harassment)

Consequences for Infractions:

- Non-verbal or verbal warning.
- Reminder and/or practice expected behavior.
- Detention
- Office referral
- Separate bus dismissal/arrival area

APPENDIX D

SCHOOL CALENDAR 2025/2026

Columbia Falls School District Six

2025-2026 Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					20	

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						19

March 2026						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						10

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	First practice for fall sports
	New teacher orientation
	PIR day (student holiday)
	Vacation day
	New quarter starts - students first day Sept. 2
	CFJH evening parent conferences (11/11, 11/13, 4/23)
	CFHS evening parent conferences (11/11, 11/13, 4/21)
	Half day for grading purposes

	Kindergarten Roundup
	Last day of school
1st Quarter	9/2/25-11/5/25 (44 days)
2nd Quarter	11/6/25-1/23/26 (44 days)
3rd Quarter	1/26/26-4/7/26 (46 days)
4th Quarter	4/8/26-6/12/26 (46 days)
CFHS Graduation	June 6th, 2026