

2025-2026

# Student Handbook



## Charles M. Russell High School

<https://cmrhs.gfps.k12.mt.us/>

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## Rustler Traditions

The namesake of C. M. Russell High School is the prominent Western artist Charles Marion Russell, 1864-1926. The Main Office, Field House, and Commons all display his works, and his trademark, the buffalo skull, can be seen on all his paintings as part of his signature. Since C. M. Russell High School opened its doors in 1965, the buffalo skull has been its symbol. The two terrazzo skulls in the floor of the Commons have become sacred to the Rustlers. The Student Government has roped off these areas, and students are not allowed to step on the skulls.

The traditional school colors of CMR are green and gold, signifying Rustler spirit. Standing at the helm of the Field House is “Charlie,” the eight-foot tall Mighty Rustler created by another prominent Montana artist, Bob Scriver, who presented the metal sculpture to the school in 1968.

Students celebrate CMR’s culture with many traditional events. In the fall, Homecoming is a time of special celebration that includes the homecoming coronation assembly, parade, whole school lunch, and Rustler sporting events. A “MORP” (casual prom) is held in the fall/winter, and the Senior Prom is held in the spring. Numerous concerts and athletic activities are held throughout the school year, which concludes with a celebration of our graduating seniors.

CMR's finest tradition is its commitment to excellence, which is evident in our mission statement:

*The mission of Charles M. Russell High School is to create a community of lifelong learners with the foundation and skills needed to successfully navigate their future.*

For more than fifty years, CMR students have received many local, state, and national awards, trophies, and recognitions for academic achievement, competitive activities, and athletic events. CMR joins its efforts with those of the Great Falls School District in its mission to educate our future citizens:

Vision: All kids engaged in learning today...for life tomorrow

Mission: We successfully educate students to navigate their future.

CMR: A Better Place to Learn and Teach – Where Relationships, Learning, and Accountability Lead to Success

# SECTION ONE: ACADEMICS

## **Academic and Building Accommodations**

For a listing of academic offerings, please refer to our Course Description book, available in the Advisement Center and on the CMR webpage.

**Academic Variance:** Students who wish to deviate from the stated requirements for graduation through a special request concerning coursework, scheduling, credit recovery or another credit issue, need to address the request through the **Academic Variance** process. Variances may include altering a traditional class or the traditional school day. Please see a Counselor for more information.

**Advanced Placement/Honors/Dual Credit classes:** Advanced Placement (AP) classes are college level courses. Students who take AP courses may receive college credit if they score high enough on the exam **AND** if the college of their choice accepts AP credit. The student is responsible for paying the test fee and, depending on the course, a book fee or purchasing a book. Fees may change from year to year. Students who are interested in AP courses in US History, Government, Economics, Psychology, Physics, Biology, Chemistry, Calculus, Art, or Senior English should contact a Counselor for more information. Many Honors/Dual Credit courses are available at CMR High School; please consult the Course Description book for more information.

## **Cheating, Plagiarism, Forgeries**

Students have a professional/ethical responsibility to do their own work. Violations involving cheating, plagiarism, or forgery may result in a PAR and/or a zero on the assignment.

## **Class Designation**

Grade level, determined by year in school, is used to place students for standardized testing for the year. Students are designated as follows:

- Freshman: First year in High School
- Sophomore: Second year in High School
- Junior: Third year in High School
- Senior: Fourth year in High School

## **Differentiated Diplomas**

Students may choose to pursue one or more of three (3) diploma options – Comprehensive, Concentration, and Honors. All of which meet the Montana Board of Public Education minimum requirements for graduation from an accredited High School program (10.55.905, ARM) and all of the minimum requirements for graduation from Great Falls Public Schools. Students shall work with their high school guidance counselors, teachers, and parents to determine which option best meets their individual needs.

## **Dual Credit Courses**

CMR offers many courses that can be taken for both high school and college credit. The student is responsible for the cost of the college credit, but college credit taken through dual credit classes are earned at a greatly reduced rate, much cheaper than credits earned on a college campus. Cooperating institutions include Gallatin College – MSU, Great Falls College – MSU, Helena College – UM, Montana Tech – UM, Western – UM, and University of Providence. See a counselor for more information.

## **Examinations: University Entrance and Other**

Colleges vary in their requirements for admission. Consequently, students should carefully check the requirements of specific colleges.

Counselors will help students explore admissions criteria. Test registration materials, as well as catalogs from individual colleges, are available in the Advisement Center.

The tests most commonly used for admission purposes are listed below. For specific information, students should contact their Counselor or the CMR Web site.

ACT - The American College Testing Program

SAT - “College Board” Scholastic Aptitude Tests

PSAT/NMSQT - Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test

Accuplacer – Placement test for many dual credit classes

## **Extended Curriculum Services (ECS - Gifted and Talented)**

To the extent possible and within the resources available, identified gifted and talented students shall have the opportunity to participate in educational programs and courses that provide challenges appropriate to individual abilities, as provided by the District.

## **Graduation**

Students graduating with a 3.5 GPA are designated as earning honors (yellow cord) at graduation. Students graduating with a 3.75 GPA are designated as earning high honors (yellow stole) at graduation. Honors designations are calculated using the cumulative GPA through the 7<sup>th</sup> semester. Since grades are not finalized for the seniors' 8<sup>th</sup> semester until after commencement ceremonies, 8<sup>th</sup> semester GPA is not considered for honors designation.

The deadline for a student completing the work necessary to graduate **and** having his or her name in the program at graduation is 8:00 AM on the seniors' last day of school. A student who misses that deadline may still participate in the graduation ceremony if his/her work is completed by 9:00 AM on the day of graduation rehearsal, **but his or her name will not appear in the graduation program**. Any student who fails to complete all work necessary to graduate by the final deadline of 9:00 AM on the day of graduation rehearsal will not participate in the graduation ceremony.

For more information on graduation, see the District Handbook.

## **Graduation, Early**

The CMR practice for students who plan for Early Graduation but who do not meet all of those requirements is that they will be required to take a full slate of classes (5 or more credit bearing classes) their last semester (semester 8) to finish with their classes. For more information on early graduation, see the District Handbook.

## **Homework**

CMR's Homework Policy is reflected in the District policy (see District Handbook or use the Parent Portal in PowerSchool). Homework is required at all grade levels. Homework should be a meaningful application or extension of the classroom experience and should not be assigned for disciplinary purposes.

## **Math Help for Students**

Students who need additional assistance with mathematics lessons may receive help by requesting to go to the CMR Math Lab. The location of Math Lab changes by period, and should be posted in each math classroom. The lab is open and available to students most periods throughout the day, and teachers from the CMR math department supervise and assist with all levels of math. Students are encouraged to use study hall time or open periods to access the Math Lab. Passes to math lab may be obtained from math teachers. If a student does not have a study hall, he or she should contact his or her math teacher and arrange for a time to go in for extra help. Math help is also available after school several days per week, either in the Media Center through ASAP, or in one of the math classrooms.

## **Online Courses**

A growing number of online classes are available at CMR. Students who wish to take an online class need to talk to their Counselor.

Students wishing to take an online course must keep in mind MHSA eligibility requirements (MHSA activities are listed near the end of the Extracurricular and Co-Curricular Participation Fees section). It is important for all students to follow all MHSA and GFPS participation guidelines to ensure their eligibility. Students who participate in MHSA activities should speak with their counselor and/or coach or activity advisor before deciding to take an online class.

## **Scholarships and Financial Aid**

Scholarships and other financial aid are awarded primarily to those students who have a financial need and have maintained high academic performance. Extra-curricular activities, elected offices, honors, and other recognitions (in and out of school) are important. A categorical listing of available scholarships is kept in the Advisement Center, and students are encouraged to consult it as well as watch for current listing on bulletin boards as scholarships become available. Students are encouraged to also access the Advisement Center on our CMR Website (<http://cmrhs.gfps.k12.mt.us>) and the “Awards” section in the STUDENT SECTION of this handbook for more information.

## **Special Education**

Instructional services are offered to CMR students who qualify under IDEA (Individuals with Disabilities Educational Act), Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act.

## **Student Course/Subject Load**

In order to maximize each student’s learning opportunities, all students at CMR High School are encouraged to be enrolled in seven academic classes during the seven-period day, unless there is a need for a study hall. Students are required to schedule for at least five credit bearing classes. GFPS requires twenty-three credits for graduation, so it is necessary to take more than five classes each semester.

## **Transcripts**

Because of the time necessary to process transcript requests, it is important that requests be made as soon as the student knows where the transcript is to be sent. To request a transcript, the student needs to contact the CMR Records Office and complete a form. Seventh semester transcripts to colleges will be forwarded at the end of the semester; final transcripts and verification of graduation will be forwarded in June and July. All requests for release of student information require a signed release of information form, either by the student (if 18 or older) or the parent.

## SECTION TWO: INTERVENTIONS

### **After School Assistance Program (ASAP)**

After-school study help is staffed by certified teachers and is designed to help all CMR students. ASAP is offered until 4:40 PM on Monday, Tuesday, and Thursday in the Media Center and select classrooms. Signs will be posted in the Media Center.

### **Connections**

All students are assigned to a Connections Advisor for the time that they are enrolled at CMR. In most cases, their Connections advisor will remain with them for their entire high school career. Advisors help plan schedules and class selections, and provide students with an awareness of what CMR High School has to offer with the goal of having each CMR student prepared with a plan for after they graduate. Classroom teachers provide information about how a student is doing in school, but the advisor is a helpful resource.

### **Credit Recovery**

C.M. Russell High School offers a daytime credit recovery program through which qualifying students (those who have earned a 45% - 59% or higher at semester) may work to recover credit and earn a passing 60% in a variety of classes and subject areas. Credit recovery at CMR will be offered based on student needs AND teacher availability. Credit recovery options can be explored through the student's Counselor and/or his or her Associate Principal.

### **Saturday School**

Saturday school is available to any student who needs extra time to complete assignments. It is also an option for students who have received disciplinary consequences for truancy or other infractions. There is a certified staff member available to assist students with lessons and there are computers available to use for schoolwork. Please contact an Administrator or a Counselor for details.

### **Study Hall**

All students who request or are assigned to a study hall are **REQUIRED** to attend and to bring work to do during this time. Students are not allowed to leave study hall without a pass.

### **Summer School**

Summer school is available to students for credit make-up in English, History, Math, Science and Health/PE. Summer school is staffed by certified teachers. Students pay tuition to attend summer school and fees are due prior to the first day of instruction. A strict attendance and behavior code is enforced.

# SECTION THREE: ATTENDANCE

## 3122 STUDENTS – GFPS ATTENDANCE POLICY

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in students' grades. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics. The Board's attendance policy is designed to prepare students to become self-reliant and responsible citizens. The Board recognizes the diverse needs of students. Consequently, administrative practices allow for flexible paths to graduation, which may include alternative attendance plans.

### **CMR Attendance Procedures**

At CM Russell High School, our goal is to prepare all our students for success in school and beyond graduation. Employers and post-high school education officials repeatedly report that attendance is one of the top issues they deal with and that many young employees struggle, are fired, or fail due to poor attendance habits. In nearly every case, students who drop out of CMR have a history of poor attendance.

By working as a team, intervening early, and minimizing absences, we believe that this attendance practice will result in improved academic performance and increased learning and that our students will be better prepared for school or work when they graduate.

### **The Tiered System for Attendance**

Based on absences in each period or class, students will fall into a "green (0-6), yellow (7-12), or red (13+)" level. Except for school related absences and verified medical absences, all other absences count in determining a student's level. Parents will be regularly informed and involved in the intervention process for unexcused absences.

## Definitions:

**Absences that are counted against the 12-day absence limit:** (Students are required to make up all work that is missed to gain the necessary skills taught in the course):

- **Excused Absences** (E=Excused, IL=Illness, LE=Late Excused). An absence that had been pre-approved, or cleared within 2 days of the absence, by a parent or a guardian.
- **Unexcused Absences** (TR=Truant, U=Unexcused, A=Absent, LU=Late Unexcused). An absence that has not been pre-approved or excused, within 2 days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teachers' discretion.

**Absences not counted against the 12-day absence limit:** (Students are required to make up all work that is missed to gain the necessary skills taught in the course.):

- SR=School Related: When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- IS=ISS, OS=OSS: Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.
- M=Medical, H=Homebound: An absence that is medically cleared through written documentation from a licensed physician.
- OT= Other: Weather-related absence when the schools remain in session, legal appointments, one College Visit during your Senior year, or discretionary administrative approval.
- F= Family: bereavement, religious exemptions

## Following is a description of the 12 – Day Attendance Procedure:

If a student accumulates more than 12 total (excused or unexcused) absences in any class period during a semester, he/she may be assigned academic intervention.

When a student accumulates more than 12 total excused or unexcused absences in any class period AP's may assign appropriate academic interventions for the student that may include:

- Individualized attendance contract
- no more absences (excused or unexcused – 100% attendance for the remainder of the semester)
- Saturday school
- ASAP
- teacher supervised time
- hour for hour

Number of excused or unexcused absences per class period	<h2>Attendance Flowchart</h2>
1-6 OR 1-2 (HPE/EOD)	<ul style="list-style-type: none"> <li>● Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</li> <li>● Classroom teacher recognizes that absences may be a concern with the student.</li> <li>● If there is a teacher concern, the teacher may contact the student and parent/guardian, review the make-up work procedure, and document the contact in Milepost.</li> </ul>
7-12 OR 3-6 (HPE/EOD)	<ul style="list-style-type: none"> <li>● Call from the attendance office or automated dialer.</li> <li>● Classroom teacher recognizes that student absences are a concern.</li> <li>● School will:               <ul style="list-style-type: none"> <li>○ Contact the student and parents/guardians via email, phone call, text push, and/or grade reports</li> <li>○ Explain to student and parent/guardian opportunities for making up missed classwork. The student is responsible for completing any missing work.</li> <li>○ Assign classroom intervention if the student is behind academically (i.e. attendance contract, Saturday school, lunch or after school detention, community resources, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time.</li> </ul> </li> </ul>
More than 12 OR More than 6 (HPE/EOD)	<ul style="list-style-type: none"> <li>● Call from the attendance office or automated dialer.</li> <li>● Interventions may be assigned by Associate Principal (i.e. attendance contract, Saturday school, lunch or after school detention, community resources, etc.) Associate Principal notifies both the student and parent/guardian of the intervention type and time.</li> <li>● Possible truancy citation by law enforcement/SRO.</li> </ul>

Students who are excused by a parent/guardian for any portion of a period or day will be required to leave campus. ***When students are excused, they may not be in the Media Center, Commons, or elsewhere on campus.*** If students are on campus, they must be in their assigned classes or will be considered truant.

**Customized Attendance Plan.** A Customized Attendance Plan is a plan put into place when absences become problematic. The plan is customized for the individual learner and will result from conversations with the student, parent, and Associate Principal.

**Absence Notification.** A phone call from a parent or legal guardian is necessary when a student is absent or late. Calls should be received by 9 am on the day of the absence (the Attendance Office number is 268-6101). Students who are found calling in and representing themselves as parents or guardians will face disciplinary consequences. **(Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.)**

**Planned Absences.** It is important to remember that the learning experiences that take place in the classroom environment are an essential part of the educational process.

Absences accrued due to a student missing school by choice to participate in vacation, family trips, or other activities that can be scheduled on a non-school day or outside of the school day, often negatively impact the student's grades as a result of missing essential classroom discussion, labs, and activities. ***Additionally, these types of absences count in the Tiered System for Attendance.*** Teachers and students usually work out arrangements for handing in the work missed, however, ***often it is not possible nor is it reasonable to expect teachers to reconstruct classroom activities when a student misses class.***

When missing school for a non-school-related, planned activity is unavoidable, school officials and teachers appreciate knowing when a student will be absent. Parents are asked to CALL THE ATTENDANCE OFFICE (268-6101) in advance when they know their child will miss school.

Students need to pick up a “**Request for Absence Approval and Assignments**” form from the Attendance Office and take it to teachers for signatures and homework if the planned absence is greater than two days.

Absences for school-sponsored activities are excused and teachers will work with students to make up the work missed.

**Extra-Curricular Participation.** In order to participate in an extracurricular activity, including practice, a student must be in their regularly assigned classes during the afternoon of the date of the event or during the afternoon on the last day prior to the activity if the activity falls on a non-school day. Students in ISS/OSS will not be eligible for practice/games/events the day of the suspension. Exceptions may be made by an Administrator.

**Make-up Work.** According to board policy, teachers will grant a minimum of 2 days for each day of *excused/verified* absence, starting on day one of the student's return, for work to be completed at full credit. While students are granted two days for every day missed, material will continue to be delivered when the student returns and the student is expected to keep up with current information and assignments as well. It is the student's responsibility to make individual arrangements with his or her teachers for work completion. Students *may* not be able to make up work missed during unexcused/unverified absences. **(Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.)**

*If a student is present when an assignment is given, but is absent on the due date, the assignment is due the next time the student attends one of their classes.*

**Tardies.** Students are expected to arrive to class on time, with materials, and be ready to learn. The teacher will handle classroom tardies; excessive tardies may be referred to an Administrator. Tardy contracts are an option for teachers and administrators to use. Chronic tardiness may adversely affect a student's academic progress. A tardy of more than 15 minutes is considered an absence and will move the student along on the Tiered System of Attendance.

**Automated Calling System.** CMR utilizes an automated calling system to keep parents abreast of their children's whereabouts in the timeliest fashion. The automated calling system will place calls to parents whose children are absent only when the absence has not been determined. If a parent calls the attendance office to report a student will miss school for a specific reason, a phone call will NOT be made. If a student is missing school for a school-related absence, a phone call will NOT be made. Calls will be made approximately three times per day. If a parent forgets to call the school to excuse the student and receives a phone call, the parent may contact the attendance office to report the excused absence and will not be called again that day.

Another use for the automated calling system will be to inform all parents quickly if there is a safety or security situation at school.

The calling system cycles through all phone numbers on file for a student in PowerSchool, starting with the primary phone number (usually the home phone), and stopping once a connection with a live person is made. If a family has a specific phone they wish to have dialed first, they may call the main office (268-6100) and let them know.

GFPS and CMR use a text and email push system to notify parents and students about emergency situations and whole school reminders. Cell phone and email information are pulled from PowerSchool.

**Before and After School.** Students who arrive early are expected to keep voices at a normal level and not be loud or disruptive to zero period classes that are in session. After school, students are asked to leave the building by 3:45 pm, unless they are being supervised by a staff

member. Students waiting for rides or for driver education classes should remain in the Commons or breezeways. Again, behavior needs to be appropriate and voices should not be loud or disruptive.

**Change of Address.** It is very important that any change of residence or phone numbers during the school year be reported to the Attendance Office (268-6101).

**Part Time Attendance.** Students requesting part-time enrollment will be reviewed on a case-by-case basis. A committee of school professionals and the parent will review the application and make a recommendation. The final decision lies with the Principal, subject to review by the Superintendent upon request.

**Releasing a Student from School.** Students must check out with the attendance office before leaving school during the day. Failure to sign out before leaving may result in a warning or disciplinary action. A student who wishes to leave school during the day must have a parent call the Attendance Office with the reason for leaving. If a student is ill, he/she needs to come to the Main Office so that parents may be contacted.

**Transfer or Withdrawal from School.** Students transferring schools or withdrawing from school must have permission from their parents. After a letter or phone call from parents to an Administrator, the Administrator will proceed with the checkout process. All school textbooks and technology must be returned, fines paid, and other obligations met prior to grades being granted and transferred.

**Pandemic Attendance.** All of the above attendance procedures are subject to change during unforeseen circumstances such as the Covid-19 school closure. School officials will communicate modified attendance expectations if a situation arises.

### **Attendance Matters**

“Attendance Matters” is a partnership between Great Falls Public Schools and the local business community. Students seeking employment may be asked to provide an attendance record with their academic transcript to a prospective employer as part of the job application. Students are responsible for requesting the transcript and may sign for it if they are 18 years old, or have a parent sign if they are a minor. The CMR Records Office issues these transcripts.

# SECTION FOUR: STUDENT BEHAVIOR

## MHSA AA Conference Sportsmanship Guidelines

CMR High School expects exemplary behavior by both competitors and spectators at school events. To achieve this goal, and to act in cooperation with the 16 Montana AA High Schools, the following are our guidelines regarding sportsmanship and expected behaviors at school events.

### Student and Spectator Expectations:

1. Only positive spirit signs and cheers are allowed. All signs at events must have administrative approval.
2. It is expected that all will stand, remove hats, and remain respectfully silent for the National Anthem until the flag leaves the floor or playing field.
3. Students must be fully clothed. Body painting is not a substitute for clothing.
4. Clothing must be appropriate for a school event; wearing school colors is encouraged.
5. Derogatory cheers, heckling or negative signs, calling players out by name or number, or comments to referees, players, coaches, half-time performers, or opposing fans are not acceptable and will not be tolerated.
6. Disrespectful behavior of any kind will not be tolerated.
7. Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent's fans.
8. Artificial noisemakers or sound amplification devices (like megaphones) are not allowed for indoor sporting events.

Failure to comply with these AA Conference Sportsmanship Guidelines may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend future activities, legal consequences, and school discipline to include detention or suspension, forfeiture of activity ticket, or any combination thereof.

**BE LOUD – BE PROUD – BE POSITIVE**

## **Bullying**

See Harassment/Hazing, Intimidation, and Sexual Harassment on pages 24 - 26.

## **Damage to Property**

Students shall not cause damage to school property. Students who cause damage to property will be held financially accountable for repairs and/or replacement. This applies to all school property, including textbooks and lockers issued to students. The School Resource Officer will be notified of any vandalism to school property; school disciplinary consequences may also be assigned. *See also lockers on page 33.*

## **Discipline**

The Administration, Faculty, and Staff of CMR High School have the authority to hold students to strict accountability for disorderly conduct in school, on or off campus during breaks in the day, on the way to or from school, or off campus if it significantly "disrupts the instructional program and distracts from the learning environment" SB Policy 3310. See District Student Handbook.

Disciplinary actions may result whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any 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 which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event, or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of another student or staff member, or an interference with school purposes of an educational function.

Any conduct that violates Montana law will be reported to the police.

**APPEAL PROCESS:** Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision through the Uniform Complaint Procedure. (See School Board Policy 3215)

## **Extra/Co-curricular Tobacco, Alcohol, and Other Drug Rules**

Disciplinary action may be taken against any students who possess, use, sell, buy, give, or are under the influence of drugs, marijuana, alcoholic beverages, and tobacco in any form, intoxicants, or any other substance defined by law as a controlled substance or dangerous

drug. These policies also apply to students who possess alcohol/drug paraphernalia and cigarette innovations. Disciplinary action may include, but is not limited to:

- In-school and/or out of school suspension
- Suspension from extra and co-curricular activities
- Completion of a district approved chemical awareness program or tobacco education program

For more complete details reference Board Policy 3310 or District's Complete Student Handbook. Additionally, please see the District's Student Handbook at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) regarding Self-reporting and Due Process provisions.

### **Penalties for Drug, Alcohol, and Tobacco Violations**

\*\* Please note that Tobacco Violations include tobacco innovations such as vapes, e-cigs, and herbal chews, etc.

#### **First Offense - All Students:**

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) or In-school suspension (ISS) for the remainder of the school day and 10 additional days of OSS or ISS or Saturday School.
- In lieu of the 10-day suspension, the student may be offered a District-approved chemical awareness class and/or a tobacco education class. Agreeing to participate in this class can reduce the out-of-school suspension to only the day of the infraction and up to 3-5 days of ISS and/or Saturday School. Failure to complete the assigned class will result in reinstatement of the 10-day suspension.

All contraband will be confiscated by the school administration.

#### **First Offense - Additional Penalties for Extra or Co-Curricular Participants:**

#### **Drugs and Alcohol**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses. The one-year sanction for drug or alcohol offenses may be reduced to 30 calendar days with the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20-day time period from the date of infraction.

### **Tobacco**

Students involved in extra- or co-curricular activities who violate the tobacco use policy will be suspended from their activity for 20 calendar days.

### **Second Offense – All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate
- Student will be referred for a chemical dependency evaluation with the District’s substance abuse counselor or other approved provider, unless sufficient time has passed that might allow the student to benefit from retaking the chemical awareness class. Consult with the District substance abuse counselor to determine the most appropriate course of action for the student.
- Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension from school.
- Illegal tobacco violations will result in taking a second tobacco education class.

### **Second Offense - Additional Penalties for Extra or Co-Curricular Participants:**

#### **Drugs and Alcohol**

#### **Same calendar year**

Students who are repeat offenders for drug and alcohol violations within the same calendar year as their first offense will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one year.

#### **Subsequent Calendar years**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses. The one-year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self- reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20-day time period from the date of infraction.

### **Tobacco**

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

### **Third and Subsequent Offenses - All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Consultation with the District substance abuse counselor and parent, if appropriate, to determine the level of care most appropriate for the student.
- Illegal tobacco violations will result in taking an additional tobacco education class.

### **Third and Subsequent Offenses - Additional Penalties for Extra or Co-Curricular Participants:**

#### **Drugs and Alcohol**

Students who are repeat offenders for drugs and alcohol will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one calendar year.

#### **Tobacco**

Illegal tobacco violations will result in a 20-day suspension from activities and taking an additional tobacco education class.

### **Student and Parent/Legal Guardian Due Process**

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also, at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

Students who are suspended from activities for one year due to a third offense, may appeal the conditions of the suspension before an administrative hearing panel.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision through the Uniform Complaint Procedure. (See School Board Policy 3215)

NOTE: Coaches and Advisors may have stricter policies outlined in their handbook.

### **Fighting**

Fighting and excessive horseplay poses a very real danger to students, faculty, and staff. Not only is the act itself dangerous due to inflicted injury, but the reality is that often weapons appear. Fighting is not safe and simply not tolerated at CMR High School.

Within the scope of Montana Law (MCA 20-5-201) and GFPS District Policy (3310), students who fight, promote fighting, or encourage others to fight will be assigned consequences up to and including out of school suspension. Consequences will be progressive for repeat offenders, and the SRO will be contacted on all instances of fighting, for all parties involved.

## Harassment and Hazing

Harassment, hazing, humiliation, and/or discrimination of any type will not be tolerated at CMR High School. If such activities should occur, they will result in disciplinary action.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization, or club, or for any other purpose.

Hazing or harassment includes, but is not limited to:

- Any type of physical brutality.
- Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages a student from being in school.
- Any activity that is in violation of the law or school rules.
- Knowingly aiding and abetting another person who is engaged in hazing.

All students and staff are required to report any alleged hazing or bullying violations to school Administrators.

Any and all forms of harassment in cyberspace, often called “cyber bullying,” are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate email messages, instant messages, text messages, digital photos, website postings, or social media postings/messages. Any incidents of cyber bullying should be reported to an Administrator; these reports will be investigated fully. Consequences may include the loss of computer privileges, detention, suspension, or involvement of law enforcement. Also see Sexual Harassment and Intimidation on the following pages.

## Insubordination

Insubordination is defined as defiance to authority. Students are expected to comply with the **reasonable request** of any staff member in the building including, but not limited to administrators, teachers, paraprofessionals, substitute teachers, teacher aides, custodians, and clerical staff. Failure to comply with a reasonable request is insubordination and is grounds for disciplinary action.

Repeatedly violating school rules is another form of insubordination and will be treated as such.

## **Intimidation**

Intimidation, bullying, hazing, or harassment exists when someone hurts or frightens another person or group on purpose. These are aggressive behaviors that will not be tolerated. Intimidation consists of behaviors that cause someone to feel threatened or humiliated. It is denoted by the following behaviors:

- An imbalance of power exists between the victim and the bully.
- The behavior is repeated, and usually repeated often.
- One student does not enjoy the behavior while the other student does enjoy it and may categorize it as a “joke.”
- A student is humiliated by another’s actions.

The above behaviors will be dealt with through disciplinary consequences. Intimidation, bullying, and harassment will not be regarded as a joke. See also Harassment/Hazing, and Sexual Harassment in this section.

## **Life Threats**

The Great Falls Public Schools Board Policy specifically addresses how Administrators address life threats. See District Student Handbook.

## **Public Displays of Affection**

Public displays of affection (kissing, hugging, etc.) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

## **Retaliation**

Retaliation is prohibited against any person who reports or is thought to have reported a rule violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of School 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 consequences.

## **Sexual Harassment**

Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, nonverbal, or physical.

It is the expressed intent of CMR High School Administration and Staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards of behavior, against Great Falls Public School Board Policy, and **AGAINST THE LAW**.

To report sexual harassment, contact a Teacher, a Counselor, or an Administrator. If the student is not sure if another person's behavior is harassment, he/she shall ask one of the above-mentioned professionals. The Building Title IX Coordinator will be informed of the activity and may assist in resolving the situation. **STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.** See also Intimidation and Harassment/Hazing in this section of the handbook.

## **School Resource Officer**

Our School Resource Officer is a Detective with the Great Falls Police Department whose office is at CMR. The SRO is available to CMR as a community resource and is considered an agent of the school in dealings with students. The SRO's phone number is 268-6156.

## **Student Behavior**

Expectations for CMR student behavior include respect for all individuals who attend or work at this high school. Good judgment, common sense, and consideration for others are essential.

Basic expectations include, but are not limited to:

- Normal speaking volume (not yelling, loud, or disruptive).
- Respect for each person's "space" (avoid physical contact, such as hitting, kicking, pushing, or any other type of horseplay, etc.)
- Appropriate language (inappropriate language and profanity are not acceptable).
- Responsibility for maintaining a clean campus by putting all litter in trash barrels and recycling receptacles located throughout the school and campus.
- Respect for others (insubordination, harassment, sexual language, name-calling, derogatory comments, or rumor-spreading are not acceptable).
- Headwear is allowed in common spaces. Staff may ask students to remove or adjust headwear if it conceals the student's identity, or interferes with communication or

education. If teachers would like students to remove headwear in the classroom, teachers will articulate the educational need in their classroom management plans.

- Appropriate dress is expected (*see Student Dress section*).
- Respect for all property.

### Student Dress

Following is a summary of the clothing guidelines recommended at CMR High School. Following these simple guidelines will keep students in school, rather than having them sent home to change. Any exceptions to the dress code for special events at school will be announced in advance.

**School is the staff members' and students' work place, and appropriate dress is a reasonable expectation.**

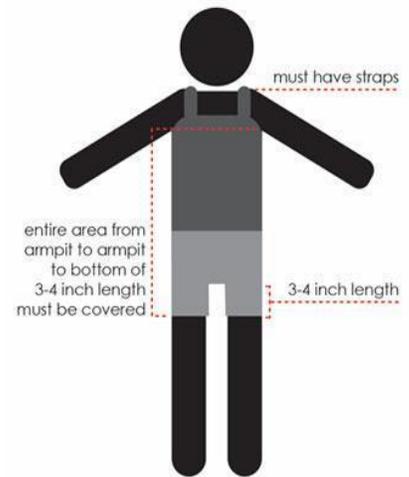
Workplace appropriate dress guidelines: It is preferred and recommended that students be covered from their shoulders to their thighs. Clothing that conceals a students' identity, or interferes with our ability to communicate or educate, will be referred to administration. Undergarments as primary attire, including but not limited to sports bras, bralettes, and boxer shorts, are not workplace appropriate and will not be allowed.

Students are expected to present themselves at school with adequate personal hygiene habits and in clothing that conforms to the dos and don'ts listed below.

Following is a list of "Dos" and "Don'ts" regarding dress at school:

#### DOS

- Wear tops **WITH** shoulder straps wide enough to cover undergarments and **not so low as to reveal cleavage**.
- Wear tops that provide coverage of the back.
- Wear tops that cover the midriff (stomach area) and cover the torso when sitting, reaching, and standing
- Wear shorts of appropriate length, long enough to cover undergarments, and are not so short that they are too revealing. A three-inch inseam is recommended.
- Wear skirts that are long enough that they are not overly revealing when the wearer is seated or climbing stairs.
- Wear footwear at all times; health regulations require it.



## **DON'TS**

- Don't wear apparel that insinuates or features words, symbols, or logos regarding TOBACCO products, ALCOHOL products, DRUG references, SEXUAL references, or other messages that are inappropriate.
- Don't wear "muscle shirts" or undershirts with wide arm holes.
- Don't wear pants that are excessively BAGGY. Undergarments are to be covered at all times.
- Don't wear any clothing that conceals the student's identity upon entering school, including sunglasses.
- Don't wear clothing that may be interpreted as "gang" apparel, for example repeatedly wearing all one color, showing gang graffiti or symbols on clothing, personal items, or on one's person. This will be determined on an individual basis, following District guidelines pertaining to gangs.
- Don't wear clothing judged to be disruptive to the educational process or to create a safety issue (such as spiked accessories). **If you wonder, ask.**

**Students who arrive at school wearing clothes deemed inappropriate for school may choose to:**

- Remove the offending item (sunglasses, inappropriate shirt, etc.)
- Change clothes, cover the offending clothing item with another item of clothing, or turn the offending clothing item inside-out.
- Borrow a laundered item of clothing from the school laundry's loaner box.
- Have a parent bring other clothing to school for the student to wear.
- Drive him or herself home to change clothes, with parent notification.

Students who continually disregard clothing expectations are considered insubordinate and their consequences will reflect that.

**IF YOU ARE NOT SURE WHETHER YOUR CLOTHING IS APPROPRIATE FOR SCHOOL, ASK YOURSELF IF YOU WOULD WEAR IT TO YOUR JOB.**

## **Backpacks**

To ensure the safety of all students and staff, **it is recommended that backpacks be stored in lockers during the school day. Students are EXPECTED to comply with individual teachers' classroom management plans regarding backpacks in the classroom.**

**Backpacks are not intended to replace lockers and should be reasonable in size - not so large as to create congestion in the halls, classrooms, and Commons.** Teachers may ask their students to store bags in a designated area or ask that backpacks NOT be brought into their rooms if they deem it most convenient or safe in their particular classroom or area.

**Suspension**

Suspension is the exclusion of a student from attending individual classes, or school, or school activities for a specified and limited length of time. Only school Administrators may suspend a student. See District handbook.

**Trespassing**

Unauthorized individuals on the CMR campus risk having trespassing charges filed against them. The School Resource Officer will be involved.

# SECTION FIVE: BUILDING ISSUES

## **Advertising/Posters**

Advertising is not allowed on campus without prior approval of an Administrator. Generally, advertisements for non-profit organizations or club activities are allowed. Posters must be pre-approved by the Administration before being posted.

## **Announcements**

Announcements will be given over the PA on Monday - Friday at the beginning of 3<sup>rd</sup> period. Teachers or students may write up announcements and turn them in to the office to be read. Information must be directly related to CMR clubs, activities, or classes. Any announcements from other community activities must be approved by the Principal. Announcements will be read for a maximum of three days.

Announcements will also be posted on our school website.

## **Anonymous TIP LINE**

Safety at CMR High School is everyone's responsibility. Safety concerns may be reported by calling 268-3303 and leaving a message.

## **Buses**

Bus transportation is provided by School District #1, contracted through Big Sky Bus Lines, Inc., for all students living two miles or more from school. Students who live less than two miles may be able to ride a school bus if there is space available. The driver of the bus is responsible for managing student conduct. Failure to comply with rules may result in parent notification and eventual loss of bus privileges. The District Transportation Office (268-6017) may be contacted for more information.

## **Food Service**

“Charlie’s Café” offers a variety of lunch options for students. An electronic ticket system uses the student’s ID number for payment. Students may deposit any amount of money (from \$1.00 to \$100.00) to their accounts and use their ID number to “buy” their lunches from this account.

Parents are invited to use My School Bucks as a convenient way to make lunch payments online at any time of the day or night. Located at [myschoolbucks.com](http://myschoolbucks.com), parents may use the service to monitor lunch accounts as well as to add funds to lunch accounts. There is a convenience fee to make a credit card payment to the lunch account, but viewing the account is free. To sign up, a parent needs to know the student’s ID number as well as the zip code of the school (59404).

All Food Service finances must be handled through the Food Service cashier in the cafeteria or through My School Bucks. Payment may be made in cash or by check in the cafeteria or with a credit card online. The first day of school is the first opportunity to make such a payment.

Hot Lunch costs \$3.20, and the “Food Court” offers deli sandwiches, fruits, vegetables, milk products, juice, and other items.

**No charging for meals is allowed.** Students may apply for reduced lunch (40¢) or Free lunch by having parents complete a form that is available online on the district website. Meal price reductions are offered to students whose family income meets the Family Size and Minimum Income Scale adopted by the School Board and according to the Federal Free Lunch Program.

### **Hall Passes**

In order to promote a safe and proper learning environment, students are expected to be **IN CLASS**. When it is absolutely necessary for students to leave class, they must carry a pass specific to the classroom they are from. Repeated problems with students being out of class shall be addressed by the Teacher and/or an Administrator.

### **Insurance**

A student accident group insurance plan is available to all students each year. The form for this insurance policy is available in the Main Office.

### **Library/Media Center**

The Library/Media Center is open Mon.-Fri. from 7:40-3:40. The Media Center is a great place to meet friends to study together, hangout, read magazines or books, play games or do some homework during your free time. Books for pleasure reading, as well as research and reference materials, are available for use and/or checkout. Access to databases are also provided through the Library/Media Center webpage. These resources can be utilized at school as well as at home. Check with the Media Center for login and password information. Books may be checked out for a period of three weeks; reference books and calculators may be checked out overnight or an extended period cleared by the staff. Fines are assessed for overdue materials. Books accrue fines of 20¢ per school day, and overnight materials accrue fines of \$1.00 per school day. Fines cap out at \$5.00 per item.

Printing and making copies are available in the media center for students. Printing will need to be paid for by the student at the rate of \$0.05 per black and white and \$0.20 per color print/copy. Printing costs are subject to change.

## **Class Fees**

There is no cost or charge to any student for textbooks or other course materials needed to complete any regular credit class. Students are responsible for general supplies such as paper, pencils, pens, notebooks, etc. The DECA store also has miscellaneous supplies that can be purchased. The school provides more specific supplies for all required classes.

Occasionally, students may be asked to bring minor items. However, those items will be furnished, or an alternative provided, if students are unable to furnish them. Some elective classes have specific supplies and/or requirements that students are expected to furnish, such as wood for IT projects or materials for textile projects. Lab fees are also charged for some elective classes in Family and Consumer Science, Industrial Technology, and Science. In all classes, supplies can be provided and lab fees “scholarshipped” if students are unable to afford them and qualify for free/reduced lunch. If this is the case, a personal conference with the teacher, counselor, or administrator is recommended.

Students are responsible for all books, technology, equipment, athletic gear, school supplies, and library materials checked out to them for their use during the school year. If a student loses a book, he or she must pay for the book or leave a check in the finance office for the cost of the book in order to check out a 2<sup>nd</sup> book. The check will be cashed at the end of the year if both books are not returned. Fines will be assessed for failure to return materials and/or damage to materials. It is the student’s responsibility to return all materials checked out to him or her. Books found in lockers/hallways/classrooms at the end of the school year may be returned to the Media Center, but a \$5 re-shelving fee will be assessed. All fines must be paid before a student will receive his/her diploma.

## **Textbooks**

Textbooks and assigned novels are furnished free of charge to students. They are barcoded and checked out through the Library/Media Center at the beginning of the semester/year. The Library/Media Center will also check in all texts when students withdraw from CMR and at the end of the year. Any fines for lost/damaged textbooks may be assessed at that time. ***Students should not store their books in classrooms.***

Any students who request or require a second book, or set of books, are required to deposit a check in the Finance Office for the value of the books. The check is held in “escrow” until the books are returned.

Books are easily lost or inadvertently “traded” by students throughout the year. Students are responsible for turning in the same book they checked out or risk being charged for the book. Many students have found it helpful to write their name on the inside cover of their book upon check-out.

## Lockers

Students are assigned their own lockers for the year. Lockers should be kept locked at all times. Combinations are given only to the person assigned in that locker; it is the student's responsibility not to reveal the combination to other students. Students are to use only the locker assigned to them.

Lockers are provided free of charge for students' convenience but remain the property of the school. Each locker is equipped with a combination lock; students are not to place their own locks on lockers. Students are responsible for taking care of their lockers. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and/or sharing lockers or combinations. ***Due to the damage it causes to the locking mechanism, students rigging/jamming or "fixing" their lockers to automatically open without using the combination are subject to damage fines.*** Custodians check lockers on a regular basis to ensure they are in good repair and will write up a fine report if they find a locker has been rigged.

Lockers are school property and not private property of the student. Lockers may be inspected from time to time. School officials may hold an inspection of a student's coat, book bag, purse, or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search of the student may be required. (School Board Policy 3231)

Because of occasional thefts, students are advised not to leave high-value items in lockers. The school is not responsible for replacement of lost, damaged, or stolen items.

PE lockers are assigned individually by the PE department with individual combination locks. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. **If a student finds that his or her PE locker is broken or otherwise defective, it is his or her responsibility to alert a PE teacher to get a new locker.** Just as with all lockers, the Administration reserves the right to inspect these lockers periodically to ensure the safety of other students.

### **STUDENTS MUST LOCK THEIR PE LOCKERS TO PREVENT THEFT.**

For obvious reasons, there are no surveillance cameras in the locker rooms. If a student chooses NOT to use the locker he or she has been issued, even when leaving items unattended for a SHORT TIME, it is unreasonable to expect the SRO or the school administration to conduct a time-consuming investigation to recover lost items. There are dozens of students in and out of the locker rooms each and every period, so viewing video of the doors of the locker room is a futile effort especially if the lost item is small enough to fit in a pocket. If a student has an item in the locker room that is too big for his or her locker, he or she must alert a PE teacher so it can be stored in a secure location.

## Lost and Found

Lost and found articles will be kept outside of the Main Office or in the Locker Room Lost and Found. High-value lost and found items are kept in the main office.

## Open Campus

Due to relatively short lunch periods, students are encouraged to remain on campus during lunchtime. They do have the option to leave campus, but are accountable to return for classes on time. Students are expected to:

- Comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch break.
- Possess a valid driver's license, if operating a vehicle.
- Comply with all speed limits and driving regulations, both on and off campus.
- Return to school on time. Since it is the student's choice to leave campus, excuses for tardiness such as long food lines or slow services are NOT accepted.
- Failure to comply with these requirements may result in disciplinary action.

## Parking

CMR High School offers students the privilege of free parking on campus. There are two lots west of the school reserved for student parking (the lower lot is for seniors only). Part of the Field House parking lot is available to students; **there are signs designating student and faculty sections of this lot.** There is a small lot north of the vocational building that is reserved for Faculty and Staff only. The speed limit in parking lots is 10 mph, and vehicles must travel in the direction indicated by the arrows and the alignment of the parking spaces.

There are parking and driving guidelines that must be followed. Students must park in the proper manner, obey all driving rules and regulations, and remember to lock their vehicles when leaving them in the lot. Parking at school is at a student's own risk. **The School District assumes no liability for damage, vandalism, accidents, or loss of property while parked on campus.**

Students must register their vehicles with the Main Office, providing proof of insurance and a copy of their driver's license. Students must display their CMR parking permit hooked over the rearview mirrors. **Parking permits are not transferable between students or between a single student's multiple vehicles. If a student starts driving a different vehicle, an additional parking permit must be obtained. If a student is temporarily using a vehicle, they should stop in and get a temporary permit for it.**

To help prevent vandalism and theft, the parking lot is off limits during the school day, except for lunchtime. A student who needs to retrieve something from his or her vehicle during the day needs to sign out at the attendance office before doing so.

Parking violations will be written up and processed as outlined on the parking tickets issued. Any fines incurred for parking violations will be placed on the student's account in the CMR Finance Office, where they are to be paid. Repeat parking tickets will result in additional fines and/or school disciplinary action, including the possibility of a "boot" or towing. CMR High School appreciates the cooperation of students in using good sense when driving and parking at school.

Common violations include: not having a CMR parking permit, parking in a faculty lot, visitor spot, or handicap zone, parking in a yellow zone, on the grass, on the sidewalk, or in a driveway, taking more than one spot, parking in a restricted "neighborhood" zone, and parking in a spot reserved for seniors or motorcycles.

Consequences for parking violations include: warning, fines, conference with office personnel or an Administrator and parent, detention, suspension, towing or the "boot", loss of campus parking privileges, etc.

## **Security**

Security and safety of our students and staff is the number ONE priority at CMR High School. CMR employs a School Resource Officer (SRO) who maintains an office at CMR High School. In addition to the SRO, surveillance cameras monitor parking lots and hallways as determined by the Administration. All CMR High School staff members receive training on an annual basis to address school safety issues, and a school safety team is in place. This team receives additional training on specific procedures that address potential, critical issues. These same issues also are addressed with our students to ensure their understanding of this priority.

**Cameras and Doors:** CMR High School uses a video surveillance camera and door system. Not all areas are covered all the time with this system.

**Lockers:** Students are assigned their own lockers in the Main Building, and many students have PE lockers in the Field House and equipment lockers in the IT area. For security reasons, as well as to safeguard against vandalism and theft, students are NOT allowed to share their lockers or locker combinations with others. To maximize security of their property, students must keep their lockers properly LOCKED.

**Visitors:** Student visitors are NOT allowed on campus during the school day. Adult visitors and parents need to first report to the Main Office to secure a visitor's pass.

**General:** CMR High School staff members monitor bus zones at the end-of-day pick up time, hallways, and the Commons from 7:40 am to 3:40 pm. An advisor or coach supervises

extracurricular activities. No students are to be left unsupervised at CMR High School. Incidents of unsupervised students are to be reported to an Administrator at 268-6100.

### **Skateboards**

Use of skateboards on school property is strictly prohibited from 7:00 am-5:00 pm on school days. It is also prohibited for the duration of any evening or weekend activity (plays, concerts, speech meets, sporting events, etc.).

### **Student Store (DECA Store) and Coffee Shop (BPA Store)**

The Distributive Education Department operates a student store in the Commons. Most school supplies and a variety of snacks may be purchased from the store before school and between classes, but not during class time unless used as a classroom reward. Students must have a hall pass. Store hours are subject to change.

### **Telephones**

Office phone lines are reserved for business calls. There is a phone on the counter in the Main Office for student use, or students may use phones located in Associate Principals' offices, with permission. Students are not called out of class to take phone calls; however, emergency messages can be delivered.

All CMR teachers have a message phone. These phone numbers are printed on students' report cards, on the school's website, and are available in the Main Office.

For cell phone and other electronic devices policies, refer to the Technology section of this handbook.

### **Visitor Passes**

Students are not allowed to have visitors at school or in classes. Adult visitors to CMR are required to register immediately upon arrival in the Main Office to pick up a visitor's pass.

# SECTION SIX: COUNSELING SERVICES

## **Student Support Programs**

CMR High School provides a range of services to students through various district approved programs. Student groups are varied and available to all. For more information, visit the Advisement Center.

## **Educational Counseling**

Educational/Academic counseling helps individual students understand themselves in relation to their education. The purpose is to help students develop their academic potential by assessing their strengths and weaknesses, abilities, and talents.

There are five counselors at CMR High School to help students and parents with educational concerns. They are not therapeutic counselors. In addition to their educational counseling work, the counselors have other functions including orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, job placement recommendations, and scholarship awareness.

## **Student Records**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters school until he/she withdraws or graduates. A copy of this record moves with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age. 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 those rights. These rights transfer to the student when he/she reaches the age of 18 or when the student graduates from high school, whichever comes last. Although the rights under FERPA transfer to the student at age 18, a school may disclose information from an adult student's education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

The Principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours, upon completion of a written request. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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.

Certain information about District students is considered directory information and will be released to anyone 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 is provided on the form signed by the parent to acknowledge receipt of this handbook.** Should circumstances change; the parents may contact the Principal to indicate a desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (which includes media coverage), dates of attendance, awards received in school and the most recent previous school attended. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

See District handbook for more information.

# SECTION SEVEN: MEDICAL ISSUES

## **Elevator**

An elevator is available for students who are unable to use the stairways because of documented medical difficulties. An electronic card to operate the elevator will be issued to the student at the CMR Main Office. When the medical issue is resolved, the card is to be returned to the office. The card must be returned, since there are many students who need to use the elevator during the course of the school year and the school has only a limited number of cards. The cost for a lost elevator card is \$15.

## **Immunizations**

See District Handbook.

## **Injuries and Accidents**

All accidents requiring medical attention will be reported to the School Nurse, the Administration, and to the parents or guardian of the student immediately by the person in charge. A written record of all accidents shall be made by the appropriate school official.

In the event that the parent cannot be reached, and if it is the judgment of the person in charge that immediate medical attention is required, the injured or ill student may be taken directly to a medical facility.

## **Medications**

High school students usually manage their own needs with medication, over-the-counter and/or non-narcotic prescriptions. However, in some instances, medication must be distributed by school personnel. This is done through the Main Office. Forms and information may be picked up from the Main Office and may also be found on the school's website. Prescription medication must be in its originally labeled container when it is at school, either in the Main Office or in a student's possession. See the District Handbook for more information.

## **Homebound Services**

A student absent from school for more than ten consecutive school days because of health or physical impairment may request homebound services. Parents need to bring in a verified medical request, from a licensed physician, stating the reason for the extended absence.

A Homebound instructor will visit the student's home daily for one hour, to provide assistance with assignments. Please contact an Associate Principal for more information.

# SECTION EIGHT: SCHEDULING

## Connections

All students are assigned to a Connections Advisor for the time that they are enrolled at CMR High School. Advisors may contact parents with news about students, help plan students' academic schedules, and provide students an awareness of what the school has to offer. Connections time-outs are scheduled throughout the school year, as needed, to give each student time with an adult who will take a personal interest in his or her scheduling needs and will monitor his or her academic progress. Classroom teachers will provide specific information about how a student is doing in classes, but the Advisor has an important role as well.

## Student Schedules

Selection of courses is one of the most important choices students have to make. Parents are encouraged to be involved in the course selection process and are invited to contact a counselor if any information is needed. Scheduling information is provided prior to course selection. Counselors and advisors meet with students prior to scheduling, and individual scheduling for all students takes place in February for the following school year (schedules are designed for the entire school year). Necessary schedule changes should be made before the new semester begins, and close attention must be paid to class drop/change deadlines.

The following District guidelines are followed at CMR High School regarding schedule changes:

- Students may drop a course without a grade penalty and add a new credit-bearing course during the first five days of the semester.
- From the sixth day up to and including the tenth day of the semester, students may drop a credit-bearing class without a grade penalty, but may not add another credit-bearing class; they may, however, add a non-credit-bearing class such as a study hall or teacher aide period.
- Starting on the eleventh day of the semester, students who opt to drop a credit-bearing class will receive the letter grade of "F" in that class.

## SECTION NINE: STUDENTS

### Awards

Many awards are presented each year to qualified students. Listed below are some of the awards. CMR awards two different types of letters. For all MHSA-sanctioned activities, students receive a chenille “Super R.” For activities that are not sanctioned by the MHSA, but for which a letter can be earned, students are awarded a chenille “CMR.”

**Academic Letter.** Academic success and achievement is a priority at CMR High School. To promote this priority and display a tangible reward for academic success and high achievement, CMR High School officially recognizes the attainment of the Academic Letter, a chenille “CMR.”

To achieve this letter, students must accumulate 200 points on the application chart which can be obtained in the Advisement Center. Points can be accumulated during all four years at CMR High School. As in all letter attainments, only one letter is received. Subsequent letter attainments are recognized with the awarding of the appropriate symbolic pin. The symbol used for the academic letter will be the Lamp of Knowledge. Letters will be awarded at the conclusion of each semester.

**Departmental Awards.** A variety of departmental awards are presented each spring by the different departments in the building.

**Girls State and Boys State.** Juniors are selected each year to spend one week involved in a study of American citizenship. Applications are filled out and the selection is made, based on leadership, character, honesty, scholarship, and community service.

**Golden Flame Award.** This is the highest award given to students at CMR High School. One graduating senior receives this award, which is based on outstanding service to the school and the community throughout the student’s high school career. A cash award and a plaque are part of the award, and the student’s name is engraved on a special Golden Flame trophy on display in the Commons. The selection process for the Golden Flame Award is done mostly by seniors, with final choice including teachers and Administrators.

**Heisey Award.** Each year, CMR High School students are selected for this award, based on improvement in citizenship, effort, and scholarship. The award is presented at an assembly, to which parents and family are invited.

**HOBY (Hugh O’Brian Youth).** The Hugh O’Brian Foundation, established in 1958, states its purpose as to “seek out, recognize, and reward leadership potential in high school sophomores.” All sophomores are eligible for selection and encouraged to apply for these

three or four-day weekend seminars held in the spring. The school selects an outstanding sophomore as its “ambassador.”

**Honor Roll.** Each spring, Senior students who have earned a grade point average of 3.2 or above during each semester of their four years of high school are recognized for their achievements. All students get a certificate and a pin for each year they earn a 3.2 GPA in one or both semesters. Since many students wish to wear their honor roll pins on their letter jacket, students who come to CMR any time after their first year may purchase pins in order to accurately represent the number of years they have earned a 3.2+ GPA in high school.

**National Honor Society.** Junior candidates eligible for election to the CMR chapter of NHS shall have a minimum scholarship average of 3.3333 after five semesters. Senior candidates eligible for election to the chapter shall have a minimum scholarship average of 3.3333 after seven semesters. It should be noted that meeting the minimum GPA allows the candidate to be eligible for *further consideration*. Membership in the National Honor Society is based not solely upon academic achievement, but also upon citizenship, scholarship, character, leadership, and service as evaluated by the CMR High School faculty council and determined by the national organization.

**Outstanding Service Letter.** CMR High School grants a chenille “CMR” to students who have completed 200 hours of volunteer work. Any student may apply by submitting a letter provided by the primary service recipient, verifying the minimum number of service hours. Any service provided for any school, government agency, or non-profit organization will be considered. See the CMR Key Club Advisor or an Administrator for more information.

**Scholarships and other College Assistance.** Numerous individual, industrial, military, and college-sponsored scholarships are presented at the annual awards night. All students are encouraged to check periodically on the availability of these awards with their counselors, on the CMR web site, and in the scholarship publications in the Advisement Center.

## Clubs

Each year, CMR High School schedules time-outs for club meetings, especially prior to Homecoming in the fall. **At CMR, all students are encouraged to be involved in at least one school club or organization.** Parent permission for club participation is required by state law. The list changes from year to year, depending on student interest and availability of adult advisors, but these are some of the clubs/organizations that are well known at school:

Art Club	Lunch Bunch
Business Professionals of America	METS
Chess Club	Monday Morning Mindfulness
DECA	RPG Dungeons & Dragons
FCCLA	R Wildcats Mentoring
Fellowship of Christian Athletes	Skills USA
Gardening Club	Spanish Club
HOSA Club	Speech & Debate/NSDA
Indigenous Club	Students of Service
Key Club	Writing Club
JROTC	

## **Dances**

One formal dance and a limited number of informal dances are held each year. CMR High School students attending dances must present their student ID card or be properly identified as a CMR student before they will be admitted.

CMR students may bring a guest to the dance if they have a guest pass signed by an Administrator. MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED TO ATTEND CMR DANCES. Guests will be admitted at the discretion of the CMR Administration. No student who has been withdrawn from or is on long term suspension from any high school due to attendance or disciplinary issues will be allowed to attend a dance as a student or as a guest.

All school rules apply at all school dances. Students leaving early are not permitted to re-enter the dance unless special permission has been granted. No student will be admitted after the first 45 minutes of a dance unless previous arrangements have been made. All school dances end at 11:00 pm unless otherwise announced. Students should make arrangements for rides promptly at the conclusion of the dance.

## **Deliveries to Students**

Classroom instruction time must be as free of interruptions as possible. Flowers, candy, or other items will NOT be delivered to students during the school day. Students will be notified to come to the Main Office at the end of their school day to retrieve items that have been delivered. Only emergency messages will be taken to students during the school day. Contact an Administrator if there is an emergency.

While it is not advised for students to have lunch delivered, it is mandatory that all food deliveries must be picked up from the main office only during a student's lunch or passing period.

***Due to the number of latex allergies among students and staff members, latex balloons are not to be brought into the school.***

## **Detention**

When a teacher assigns detention to a student, the teacher will set a deadline for the detention to be served and will allow at least two days for the student to plan for transportation and serve their detention. The teacher will contact parents to notify them of the assigned detention. Unserved detentions will be turned over to an Administrator.

## Driver's Education

Students must be a minimum of 14.5 years of age on or before the first day of Driver's Education, in order to enroll in a Driver's Education class. Driver's Education is offered through the school district at least once each semester and once during the summer. All registration is done on line through the GFPS webpage. Payment will be accepted once the parent has received confirmation that their student has been accepted into a Driver's Education section and can be paid at the CMR Finance Office. There is no academic credit offered for this class. Repeated truancies during the school year may result in withdrawal of Driver's Education class or revocation of qualification for a driver's license, with no refund available. In order to participate in Driver's Education classes each day, a student must be in school attendance on that day. Please see the GFPS district website for additional information.

## Extra-Curricular Activities

Activity Cards and Fees- All students are encouraged to purchase an Activity Card which admits students to extracurricular events at a free or reduced rate.

Activity Card (AKA "Activity Ticket")	\$20.00
Extracurricular Participation Fee	\$40.00 to \$70.00

Students involved in extracurricular activities should still purchase an Activity Card for admission to events in which they do not participate.

## Extracurricular and Co-Curricular Participation Fees

All students participating in extra and co-curricular activities must fill out and sign the Activities Participation Agreement form.

Besides meeting academic and physical eligibility, students who participate in extracurricular activities are assessed a fee. Participation fees are assessed annually in all extracurricular activities at CMR High School. The cost is as follows:

First Extracurricular Activity           \$40.00  
2 or more Extracurricular Activities   \$70.00

Extracurricular activities that require a Participation Fee at CMR High School include:

All-State Band	Cross Country	Speech/Debate
All-State Choir	Drill Team	Swimming
All-State Orchestra	Football	Tennis
Basketball	Golf	Track
Cheerleading	Soccer	Volleyball
	Softball	Wrestling

CMR High School students who elect to participate in the MHSA District Music Festival solo or ensemble competition shall pay the entry fee of \$2.00 to \$12.00. No Participation Fee is charged for Band, Choir, or Orchestra.

Participation fees shall be payable following team or activity member selection. Fees are payable to CMR High School and can be paid at the CMR Finance Office. A receipt will be issued upon payment. Students are to present their coaches or activity advisors their receipt as proof of payment. Except in extreme circumstances, there will be no refunds made after team or activity member selections are determined and fees have been collected.

### **Participation Fee Reductions**

Students who qualify under Federal guidelines for free or reduced school lunch shall be granted a 50% reduction of the participation fees at CMR High School. If there is a personal hardship situation for a student, please see the Principal.

### **Student ID/Activity Card**

Upon entering CMR High School, each student is issued a laminated CMR photo ID card at no cost. These cards are used throughout the high school career of the student. ID's may be required for entering the building during regular school hours. IDs may be required for admission to events. If a student purchases an Activity Ticket that purchase is indicated on the student's ID card and it can be used for free admission to all sports activities excluding play-offs and tournaments. If the card is lost, a replacement ID may be purchased in the Media Center any Wednesday for \$5 (the student may get his or her Activity Ticket stamp on the new ID card for no additional cost.)

### **Field Trips**

Principal-approved field trips are used to provide learning experiences in an environment beyond the classroom. Some field trips require students to provide their own transportation. A permission form will be sent home prior to the field trip to gain parental permission for these arrangements. Students who are not attending the field trip may be given an alternate assignment. Students are responsible for coursework missed in other classes while they are on a field trip. An Administrator may deny student participation if attendance or academic standing puts the student at risk.

### **Hall Passes**

In order to promote a proper learning environment, students are expected to be in class. When it is absolutely necessary for students to be out of class, they must carry a pass from their classroom teacher.

## **Montana High School Association (MHSA)**

CMR High School is a member of the AA conference of the Montana High School Association, the governing body for interscholastic activities in the state. At CMR, we offer interscholastic activities for all students.

By District policy, eligibility for participation in interscholastic activities requires that students have received passing grades in FIVE credit-bearing subjects during the preceding semester of attendance. Coaches and activity advisors may have stricter eligibility requirements which will be presented in writing before the season or activity begins. CMR participates in the following interscholastic activities:

Band	Football	Swimming
Basketball	Golf	Tennis
Cheerleading	Orchestra	Track
Choir	Soccer	Volleyball
Cross Country	Softball	Wrestling
Drill Team	Speech/Debate	

CMR High School also offers various intramural athletic activities for which there is no participation fee.

### **Alcohol Sensor and Metal Detector**

School authorities may use an Alcohol Sensor or Metal Detector when a reasonable suspicion exists that a student is in possession of or has been using alcohol or any other illegal substance. Suspicion may be based upon such factors as alcohol on the breath, impairment of speech and/or motor control, admission by the student, or reports from reliable sources.

### **Personal Property**

Lost, stolen, or damaged personal property is not the responsibility of the school. Individual, secure lockers are assigned to each student to use for personal items, books, coats, book bags, etc., but it is recommended that students leave extraneous valuable items at home (expensive jewelry, excessive sums of money, etc.)

### **Search of Student Personal Property and Items**

School authorities are permitted to search the student and/or student's personal items (including cell phone and other electronic devices) in the student's possession 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 student conduct rules.

## **Student Government Elections**

Upper-class student government elections are held in May, and freshman elections are begun in the spring with an election held at North Middle School to determine actual student government positions.

The official rules for elections, according to the Constitution for CMR High School Student Government, are:

- Candidates must be members of the CMR student body.
- Student Body and Class Officers must run as a slate, including Student Body or Class President, Vice President, and Secretary.
- There must be officers for each class and the student body officers must be seniors.
- In order for a team to run for Student Body Officers, there must be at least one student on the team with student government experience.
- In order for students to run for any student government position, there must be a signed teacher recommendation turned in to the Main Office by the date specified in the Election Guideline sheet.
- In order to run for Student Body Officers or Class Officers, there must be a full petition of 50 signatures and one teacher recommendation for the team.

See Mr. Anderson or Mr. Hollern for more information.

## **Travel Regulations**

Except as provided hereafter, all student out-of-town, school-related transportation must be by school bus, licensed and insured private carriers, or by District-owned vehicles.

Students must remain with the group at all times in traveling to, from, and during an out of town school event, unless a “Transportation Request and Release” form has been submitted and approved. The form must be signed by the student, parent, and Administrator and submitted prior to travel unless otherwise approved by an Administrator. Forms are available in the Main Office and on the CMR website. Parents must sign the form prior to the Administrator signing.

For purposes of this regulation, the term “parent” means the parent/guardian or grandparent of the affected student or the parent/guardian of another student whom the student’s parent/legal guardian has designated.

A copy of the rules and regulations for traveling groups must be signed by the student and his/her parent/guardian prior to a student traveling on a school-sponsored trip. The following is a summary of travel guidelines:

- Students are representing CMR High School and will be expected to wear appropriate clothing. Appropriate dress will be determined by the coach/supervisor.
- The use of alcohol, tobacco, or drugs is prohibited and will result in disciplinary action according to school policy.
- All school rules regarding use/possession of drugs, alcohol, and tobacco use are in effect.
- Students are to be with the group at all times unless specifically excused by the advisor.
- No visitors will be allowed in students' motel rooms unless the sponsor has given his/her prior approval.
- Coaches and/or advisors may establish additional rules or regulations for their own group. These additions must be cleared with the Principal.
- Insubordination will not be tolerated.

Violation of travel guidelines may result in disciplinary actions. The parents will be called and the student may be sent home at the earliest convenient time via commercial transportation at the expense of the parents. Appropriate disciplinary consequences will be assigned and a parent conference will be required before the final disposition of the case.

### **Weapons at School**

Any student, who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered to look like a firearm, will face serious disciplinary consequences, including possible expulsion. The police will be notified. Any person who possesses a weapon in a school building will be referred to law enforcement and face school consequences. See District Handbook.

# SECTION TEN: TECHNOLOGY

## Cell phones

Cell phones may be used in the common areas of the building between classes and on the first floor at lunch time.

Cell phones should not be used, seen, or heard during classes (except for academic purposes **at the teacher's discretion**). Because cell phones impede our ability to communicate face-to-face and educate students, they will only be allowed for academic purposes in classrooms. Students will be taught appropriate use, storage in classroom organizers, and the daily classroom expectation in all classrooms. **Student phone use will not be allowed in the principal's offices or office waiting areas for student confidentiality and safety purposes.**

AT NO TIME is a student allowed to use a cell phone or other electronic device with video capabilities in any locker room, restroom, or other location where such operation will violate the privacy right of another person or interfere with the instructional process.

Unauthorized use may result in confiscation of the device by school staff and may result in disciplinary consequences. Confiscated devices will be returned to the parent of the student or to the student personally at the discretion of an Administrator.

All electronic devices, including cell phones, may be searched for information as needed pursuant to School Board Policy 3231; and 3226 (Bullying).

Student use of a cell phone or other electronic device with the intent to threaten, intimidate, or harass another student will be considered a serious offense with disciplinary consequences. In addition, this activity falls under the Privacy in Communications Act (MCA 45-8-213) and will be referred to the SRO. In short, this activity will not be tolerated.

## Computer Lab

The CMR Computer Labs, located in the Media Center, provide students with access to technology so that they may meet instructional and technological goals. The Media Center is open Mon.-Fri. 7:40-3:40. Classes and individuals may take advantage of software programs and Internet access on PC platforms.

## Electronic Devices

Phones and other electronic listening devices may be used before and after school, during passing time, and during lunch in common areas of the building as long as people around the user cannot hear the sound coming from the phone or earbuds/air pods/headphones. Electronic listening devices are not allowed in classrooms, unless for academic purposes.

## **Student Chromebooks**

Every student will be issued a district owned Chromebook, or equivalent device. This device will play a crucial role in your academic journey, empowering you to access information, collaborate with peers, and engage in interactive learning opportunities. To ensure that you make the most of this resource, we would like to outline some important expectations for Chromebook use and care.

### **General Guidelines:**

- a. Treat your Chromebook with care, as it is a valuable educational tool.
- b. Only use the Chromebook for educational purposes within the school's guidelines.
- c. Do not leave your Chromebook unattended for any reason.
- d. Do not attempt to install unauthorized software or modify system settings.

### **Charging and Power Management:**

- a. Bring your Chromebook to school **fully charged** each day.
- b. Use only the provided charger and avoid using third-party chargers.
- c. Avoid exposing your Chromebook to extreme temperatures or direct sunlight.

### **Internet Usage:**

- a. Use the Internet responsibly and follow the school's Acceptable Use Policy.
- b. Do not attempt to bypass or disable any web filtering or security measures.
- c. Respect copyright laws and avoid downloading or sharing copyrighted materials.

### **Physical Care:**

- a. Keep food and beverages away from your Chromebook to prevent spills or damage.
- b. Do not place heavy objects on top of your Chromebook.
- c. Avoid writing or placing stickers on the Chromebook, as it may damage the device.
- d. If you notice any hardware issues, report them immediately to your teacher or librarian.

### **Security and Privacy:**

- a. Do not share your login credentials or personal information with anyone.
- b. Lock your Chromebook when not in use to protect your data.
- c. Report any suspicious activity or incidents of theft to a teacher or administrator.

### **Damage or Loss:**

- a. In case of damage, immediately report it to your teacher or librarian.
- b. You will be held responsible for the repair or replacement cost in case of negligence or intentional damage. Insurance is available and highly recommended.
- c. Report any loss or theft of your Chromebook to the school administration immediately.

Remember, your Chromebook is a shared resource, and it is your responsibility to take care of it. By adhering to these guidelines, you can ensure that your Chromebook remains in good condition, providing you with a reliable tool for learning throughout your high school years.

Insurance is available and is optional for every student. This insurance will cost \$26/year, and information will be mailed home. If you do not receive the information in the mail, please contact the CMR main office at 268-6100.

Students must have a signed (by parent/guardian) Consent to Use Great Falls Public Schools District Technology form prior to being issued a device. Forms will be sent home via mail, or can be picked up in the main office.

## **Internet Acceptable Use Policy**

### Computer Acceptable Use Policy and Internet Safety Agreement

#### **Statement of Purpose**

Great Falls Public Schools is pleased to offer our students and staff access to the internet and other electronic networks. The advantages afforded by the rich, digital resources available today through the internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

#### **Terms of Agreement**

In order for a student to be allowed access to a school computer system, computer network, and the internet, parents must sign and return a consent form each year by September 1. This is included in the Student Handbook signoff.

#### **Acceptable Uses**

The District is providing access to its school computer systems, computer networks, and the Internet for educational and school business purposes only. Use for informal or personal purposes is permissible within reasonable limits. If you have any doubt about whether a contemplated activity is appropriate, you must consult with the Principal. Accordingly, regulations for participation by anyone on the Internet shall include but may not be limited to the following:

1. All users must abide by rules of Network etiquette. Netiquette includes the following:
  - Be polite. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - Use appropriate language and graphics.
  - Be mindful of the information you send and receive electronically.

2. Users are responsible for all activity under their electronic accounts. Users will not share passwords with other users or log in as someone other than themselves. The only exception is teachers may request the passwords of his or her students.
3. Teachers may allow individual students to use electronic communications with proper supervision.
4. Students and staff will protect students' privacy. No students' personal addresses, personal phone numbers, or last names will be published on the internet. No identifiable photographs will be allowed to be published on the internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student. Students and staff should be aware that, by using many digital tools on the internet, work published will be publicly accessible and permanently available.
5. The internet is an extension of the classroom and teachers must make reasonable effort to be aware of where students go on the internet.
6. The District reserves the right to monitor, inspect, backup, review and store at any time and without prior notice any and all usage of the network, internet access, and any/all information transmitted or received in connection with such usage. This includes any information stored on network or local computers. All such information files shall be and remain accessible by the District and no user shall have any expectation of privacy regarding such information. Users are advised that all material in whatever form in the school system's network may be considered public record pursuant MCA 2-6-102.
7. Student Photos/Student Work. Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. Parents/guardians must indicate their written consent to publish their child's previously unpublished photo or school work on any school-related website before the item is published to the web. Please note that under no circumstances will student photos or work be identified with first and last name on a Great Falls Public Schools website, including district, school, or teacher websites, or social media property.
8. While GFPS makes every effort to filter inappropriate material it is possible for an industrious user to gain access to such material. It is the user's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters.
9. It is every user's responsibility to adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Student work is copyrighted and owned by the student unless released.
10. It is every user's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of computer equipment and other hardware, the network system, and respecting others' electronic files. Students and staff are not to remove, add or modify software, computer hardware or network equipment without prior Tech Department authorization.
11. The use of a VPN, or any other method of bypassing the district firewall, is prohibited, and may result in school consequences.

## **Failure to Follow Acceptable Use Policy**

Use of the computer network and internet is a privilege, not a right. A user who violates this agreement is subject to disciplinary action according to District Policy. Note that some infractions of this Acceptable Use Policy may be criminal and as such legal action may be taken.

## **Teacher Responsibilities**

- Teachers will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Teachers will treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Teachers will provide curriculum-appropriate alternate activities for students who do not have permission to use the internet or a particular digital tool.
- Teachers will not add additional or modify existing network computer hardware without prior IT administration approval. This includes, but is not limited to: externally acquired computers (donations, etc.), network patch cable extensions, network attached disks, wireless routers and/or access points, and network switches.
- Before introducing any digital tool into the classroom, teachers will read and understand both the Terms of Use and Privacy policies of the tool, ensure that it follows COPPA guidelines, and will have reviewed or obtained any necessary parental permission prior to student use.

## **Principal Responsibilities**

- Distribute and collect signed Acceptable Use Policy from all students and staff.
- Treat student or staff infractions of the Acceptable Use Policy according to appropriate discipline policy.
- Permission forms are valid for one year and must be kept indefinitely on file with student records.
- Students who do not have permission to use the Internet, to use particular digital tools, or to have works or images displayed online must be identified to staff.

## **District Responsibilities**

- Ensure that filtering technology is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have acceptable use policy approved by cabinet and reviewed as necessary.

- Ensure appropriate access to a list of students who do not have permission to use the Internet, to use particular digital tools, or to have works or images displayed online.
- Provide professional development for staff regarding expected behavior concerning this policy.
- Cyber safety and netiquette are embedded appropriately into the curriculum.

### **PowerSchool**

PowerSchool is a browser-based student information management system used by all schools in the Great Falls Public Schools System.

The Parent Portal is available for access to student attendance and grading, along with access to teacher communication to support their student's success in school.

Some attendance codes may not be visible on mobile versions of PowerSchool, but should be accessible through the use of a desktop.

Each parent receives a password to access the PowerSchool Parent Portal. If assistance is needed, please contact the Advisement Center at 268-6159.

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