



Welcome to C.M. Russell High School!

In lieu of printing 1400 copies of our 54-page handbook, we are instead sending home a few pages, highlighting the “FAQs” of the handbook and directing families to <https://cmrhs.gfps.k12.mt.us/> to view the handbook in its entirety (including its new appendix with many blank forms, permission slips, etc...) and the GFPS District Handbook at <https://gfps.k12.mt.us/parents-students/student-handbook> . ***Anyone who wishes to obtain a printed copy of the handbook may indicate such on the sign-off sheet in the front of this packet.*** Printed copies will be available upon request in the main office throughout the year.

PAGE	TOPIC
9	Academic Interventions for Students Please see Section Two of the handbook for all types of academic interventions for students. Interventions range from getting help from teachers after school to attending Saturday School to visiting the Math Lab during study hall. Whatever the need, there is a good chance we can meet it! Don't hesitate to contact the student's teacher or counselor to ask for help when needed!
10-15	Tiered System for Attendance (For complete details, please see the full handbook on the CMR website) 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 and post-high school students 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. CMR employs a tiered system of “triggers” that will alert students, parents, counselors, and administrators when students' absences begin to become excessive. 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. 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 level. Parents will be regularly informed and involved in the intervention process. 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 will 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 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 they are on campus, they must be in their assigned classes or will be considered truant.

	In order to participate in an extracurricular activity, including practice, a student must be in school 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. Exceptions may be made by an Administrator. Tardies. Students are expected to arrive to class on time, with materials, and be ready to learn. The teacher will issue a classroom warning for the first unexcused tardy. A 30-minute detention will be issued by the teacher for the second unexcused tardy, and a 60-minute detention will be issued by the student's AP for a 3rd unexcused tardy. Any additional unexcused tardy will result in a tardy contract with the student's AP. 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. Disciplinary Action for Truancy. Truancy may result in disciplinary action. Students are to attend every class, every day.
14	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 <u>only when the absence has not been determined</u>. 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 we have on file for a student, starting with the primary phone number (usually the home phone), and stopping once a connection with a live person is made. If you have a specific phone you wish to have dialed first, please 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 from PowerSchool.
17, 21	Bullying, Harassment, Hazing 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.

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 3630. 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.

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 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, 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 the day of the infraction and up to 3-5 days of in-school suspension and/or Saturday School. Failure to complete the assigned class will result in re-instatement 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 for 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.

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 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 retaking the tobacco 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 calendar 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 level of care most appropriate for the student.
- Illegal tobacco violations will result in taking an additional tobacco education class.

	<u>Third and Subsequent Offenses - Additional Penalties for Extra or Co-Curricular Participants:</u> <u>Drugs and Alcohol</u> 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. <u>Tobacco</u> Illegal tobacco violations will result in a 20-day suspension from activities and retaking the tobacco education group. <u>Student and Parent/Legal Guardian Due Process</u> 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. NOTE: Coaches and Advisors may have stricter policies outlined in their handbooks. 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)
21	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.
23	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. <i>STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.</i>
24-25	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 and student's work place, and appropriate dress is a reasonable expectation. <u>Workplace appropriate dress guidelines:</u> 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). Tops must completely cover the torso at all times, sitting, reaching, or standing. • Wear shorts of appropriate length, long enough to cover the 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 interpreted as inappropriate by an Administrator. • 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 by an Administrator as "gang" apparel, for example repeatedly wearing all one color, sporting a bandana, or 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. <i>Students who continually disregard clothing expectations are considered insubordinate and their consequences will reflect that.</i>
27	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 a distance fewer 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. The complete list of bus rules and expectations is given to riders at the beginning of the year and can be found online at the transportation section of the GFPS website: www.gfps.k12.mt.us

28	Media Center The Library/Media Center is the information center of CMR High School. The Library/Media Center is open Monday – Friday 7:40-3:40. 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 by the student at the rate of \$0.05 per black and white and \$0.20 per color print/copies. Printing costs are subject to change.
30	Lockers 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. 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. <i>Because of the risk of theft, students are advised not to leave high-value items in lockers. The school is not responsible for replacement of lost, damaged, or stolen items.</i> STUDENTS MUST LOCK THEIR PE LOCKERS TO HELP PREVENT THEFT.
31-32	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. For everyone’s safety, 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 students’ own risk. The School District assumes no liability for accidents or loss of property. Students must register their vehicles with the Main Office, providing proof of insurance and a copy of their driver’s license. Student must display their CMR parking permit hooked over the rearview mirror. Vehicles without a displayed parking permit risk being ticketed with an accompanying fine. Students who drive more than one vehicle to school should have a permit for each vehicle. If they use a vehicle temporarily, a temporary permit can be obtained in the main office.

46-51	Technology Cell phones may be used in the common areas of the building between classes and on the first floor at lunchtime. When students enter the classroom, they are expected to place phones in the classroom pocket organizers. Teachers will use the pockets to support taking attendance each period, each day. Lockers and backpacks are not acceptable storage locations. Phones will stay in the pockets for the entire period: CLASSROOMS ARE PHONE AND AIRPOD/EARBUD FREE. 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. Please see Internet Acceptable Use Policy – Page 52 of CMR Handbook 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. Each parent receives a password to access the PowerSchool Parent Portal. If assistance is needed, please contact the Advisement Center at 268-6159.
47-48	Student Chromebooks (school issued) 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: - Treat your Chromebook with care, as it is a valuable educational tool. - Only use the Chromebook for educational purposes within the school's guidelines. - Do not leave your Chromebook unattended for any reason. - Do not attempt to install unauthorized software or modify system settings. Charging and Power Management: - Bring your Chromebook to school fully charged each day. - Use only the provided charger and avoid using third-party chargers. - Avoid exposing your Chromebook to extreme temperatures or direct sunlight. Internet Usage: - 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.